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Preface

This handbook is intended as a guide for beginning graduate students in the Master of Public Health. It provides information that will be helpful for a new student, outlines departmental procedures and policies, and gives requirements for the MPH degree. It is neither an exhaustive compilation nor an official statement of requirements. The UCI General Catalogue should also be consulted. The handbook will be revised as necessary and distributed to all faculty and entering students. Our intention is to update this handbook at regular intervals and suggestions for additions and changes are welcome. In instances of conflict between this handbook and either official university publications or more current policy, the latter take precedence.
Welcome to the Program in Public Health!

A Message from the Chair

Dear UC Irvine MPH Students,

It is a special honor for me to welcome you as new members of the Master of Public Health (MPH) degree program at the University of California, Irvine. This program marks the realization of a long-term vision shared by students, faculty members, and institution administrators to build a vigorous community of public health researchers and practitioners on our campus. We thank you for choosing to pursue your MPH with us and for your future contributions to our mission to advance the foundation of public health education, training, and research at UC Irvine.

Human societies everywhere increasingly face traditional and emerging threats to public health. Some of these threats and risk factors are internal and localized within communities, whereas others are distributed globally, affecting diverse communities. UC Irvine’s MPH degree will prepare you to face complex challenges in public health through immersion in interdisciplinary conceptual approaches and methodological principles needed to solve problems across intellectual, political, and geographic boundaries. We emphasize population-based perspectives on health, drawing from the core subjects of public health that include training in quantitative and qualitative strategies and cross-cutting themes essential for translating knowledge into action toward disease prevention.

You will work individually and in teams, and you will have the opportunity to apply knowledge gained through course work toward practical problems in real world public health situations. We expect you to engage earnestly in all aspects of our young public health community and to contribute to its development as you prepare for your career in creating healthy communities worldwide.

Oladele A. Ogunseitan, M.Sc., Ph.D., M.P.H.
Professor and Chair
Department of Population Health and Disease Prevention
Program in Public Health, University of California, Irvine

Revised 8/24/11 SU
Program Objectives

The program is designed to provide broad coverage of topical areas that underpin public health practice, while providing deeper understanding of specific emphases to accommodate the interests of students from diverse academic backgrounds and/or career goals. The curriculum aligns with the MPH core competency development project produced by the education committee of the Association of Schools of Public Health (ASPH, 2006)\(^1\). A diagrammatic representation of the ASPH core competencies and cross-disciplinary themes is presented in Figure 1.

Figure 1. ASPH-Recommended MPH core competencies and cross-cutting themes.

The core competencies include five sub-disciplines for which there is general consensus that every public health professional should have a certain level of understanding. ASPH’s definitions of the core competency areas are as follows:

**Biostatistics** is the development and application of statistical reasoning and methods in addressing, analyzing and solving problems in public health; health care; and biomedical, clinical, and population-based research.

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Epidemiology is the study of patterns of disease and injury in human populations and the application of this study to the control of health problems.

Environmental Health represents the study of environmental factors including biological, physical, and chemical factors that affect the health of a community.

Health Policy and Management is a multidisciplinary field of inquiry and practice concerned with the delivery, quality, and costs of health care for individuals and populations. This definition assumes both a managerial and a policy concern with the structure, process, and outcomes of health services including the costs, financing, organization, outcomes, and accessibility of care.

Social and Behavioral Sciences in public health address the behavioral, social, and cultural factors related to individual and population health and health disparities over the life course. Research and practice in this area contributes to the development, administration, and evaluation of programs and policies in public health and health services to promote and sustain healthy environments and healthy lives for individuals and populations.

The seven cross-disciplinary themes, namely communication and informatics, diversity and culture, leadership, professionalism, program planning, public health biology, and systems thinking, all transcend specific disciplines and must be ingrained in effective public health practice. The UCI MPH curriculum is designed to integrate the cross-disciplinary themes throughout the entire curriculum by focusing a required seminar series. The ASPH definitions for the cross-disciplinary themes are as follows:

Communication and Informatics represents the ability to collect, manage, and organize data to produce information and meaning that is exchanged by use of signs and symbols; to gather, process, and present information to different audiences in-person, through information technologies, or through media channels; and to strategically design the information and knowledge exchange process to achieve specific objectives.

Diversity and Culture is the ability to interact with both diverse individuals and communities to produce or impact an intended public health outcome.

Leadership in public health is the ability to create and communicate a shared vision for a changing future; champion solutions to organizational and communities challenges; and energize commitment to goals.

Professionalism is the ability to demonstrate ethical choices, values, and professional practices implicit in public health decisions; consider the effect of choices on community stewardship, equity, social justice, and accountability; and to commit to personal and institutional development.

Program Planning is the ability to plan for the design, development, implementation, and evaluation of strategies to improve individual and community health.

Public Health Biology represents the biological and molecular context of public health.
Systems Thinking is the ability to recognize system level properties that result from dynamic interactions among human and social systems and how they affect the relationships among individuals, groups, organizations, communities, and environments.

**Master of Public Health Core and Emphasis Competencies**

The core competencies for our MPH program cover the main theoretical and methodological subjects and crosscutting interdisciplinary themes that underpin advanced study and professional practice in public health. In developing our core competencies, we considered the recommendations of the ASPH core competency development project\(^2\),\(^3\). After completing the core courses and learning experiences common to all UC Irvine MPH students, the students will have competencies depicted in Figure 2.

*Figure 2. Core competencies and learning experiences included in the UC Irvine MPH Curriculum.*

A more detailed explanation of the competencies can be found online at [http://publichealth.uci.edu/ph_docs/grad/mph_program](http://publichealth.uci.edu/ph_docs/grad/mph_program).

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MPH Emphasis in Environmental Health

The objective of the emphasis in environmental health is to train public health professionals to protect the quality of human environments by reducing the burden of disease and disability associated with environmental risk factors. Students are expected to have academic backgrounds in the life sciences, physical sciences, or social sciences, though other backgrounds may be appropriate depending on experience. Remedial courses may be recommended for those with particular deficiencies in the natural sciences.

Graduates of the MPH degree with an emphasis in environmental health are expected to gain employment in government environmental agencies, public health offices, non-profit organizations, or proceed to a doctoral program in environmental health. In developing competencies for the MPH emphasis in environmental health, we considered the recommendations of the combined efforts of the National Center for Environmental Health, the Centers for Disease Control and Prevention, and the American Public Health Association. Those competencies fall into three major categories of assessment, management, and communication. Graduates who complete the emphasis in environmental health will have competencies described in Figure 3.

Figure 3. Competencies for Emphasis in Environmental Health


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MPH Emphasis in Epidemiology

The objective of the emphasis in epidemiology is to train public health professionals with the skills to assess the distribution of disease and disability in human populations, and the application of this study to the understanding of determinants underpinning morbidity and mortality and strategies for controlling disease in a population. Students are admitted to the MPH emphasis from a variety of backgrounds, but strong quantitative skills are essential. After earning the MPH degree with an emphasis in epidemiology, graduates will be able to explain the role of epidemiology within the broader context of public health, in addition to the competencies depicted in Figure 4. The competencies can be acquired through a variety of selective and elective courses, directed or supervised independent study with faculty members.

Figure 4. Emphasis in Epidemiology

MPH Emphasis in Sociocultural Diversity and Health

The objective of the MPH emphasis in sociocultural diversity and health is to train public health professionals to critically analyze social, behavioral, and cultural determinants and correlates influencing the trajectory of maladaptive behavior, disease, and ultimately health disparities existing in populations and communities. The aims of this emphasis are to: 1) know how to conduct a critical and theory-informed analysis of public health problems; 2) create research

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proposals to investigate the correlates and determinants of public health problems; 3) use the information gleaned from this critical analysis of public health problems to construct health behavior change intervention programs, tailored appropriately for diverse populations; and 4) create research proposals to evaluate health behavior change programs. The MPH emphasis in sociocultural diversity and health attracts applicants from a variety of backgrounds with both a commitment to and passion for addressing health disparities that contribute to vulnerabilities to disease and disability in communities.

In developing competencies for this emphasis, we considered the recommendations of the joint panel commissioned by the ASPH and the Association of American Medical Colleges to develop a set of core cultural competencies appropriate for medical and public health students. Those competencies are meant to support the development and delivery of appropriate population health services for the underserved, and to remediate disparities. The emphasis specifically accommodates training in the diverse population of Orange County and Southern California, and is relevant to UC Irvine’s Program in Medical Education for the Latino Community (PRIME–LC). After earning the MPH degree with an emphasis in Sociocultural Diversity and Health, students will have the competencies depicted in Figure 5.

**Figure 5. Emphasis in Sociocultural Diversity and Health.**

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7 UC Irvine Program in Medical Education for Latino Communities. http://www.meded.uci.edu/primelc/

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Public Health Graduate Student Services

The faculty and staff of the Program in Public Health are committed to providing you with a supportive environment for academic enrichment at the University of California, Irvine. While we hope that this guide and our website will provide you with much of the information you will need to be successful in the MPH program, we are here to help you in any way we can. The following guide to the administration of the MPH program will help you to direct your questions to the correct person.

Departmental Administration

The Graduate Student Affairs Officer

Your first point of contact for any questions should be Stephanie Uiga, the Graduate Student Affairs Officer (GSAO). The GSAO tracks degree progress, advises students about program requirements, and refers questions to other staff, faculty, or campus services. She can be reached by phone, email, and in person at:

Stephanie Uiga
Graduate Student Affairs Officer
Office: Anteater Instruction and Research Building, Suite 2010
Hours: M-F 8am-12pm and 1-5pm (other times by appointment only)
Email: suiga@uci.edu
Phone: 949-824-7095

Reminder:

If you need approval for an exception to policy from the Chair or the Graduate Advisor, please contact Stephanie first and she will assist you.

The Faculty Mentor

Each MPH student is assigned to a Faculty Mentor. The Faculty Mentor will advise the student on broader educational and career goals and assist with the selection of emphasis and elective courses each quarter. Your Faculty Mentor may be different from your Faculty Preceptor, who will be the instructor of record for your practicum course (PH 295). We suggest you record your faculty mentor’s name here for future reference:

Faculty Mentor Name: ___________________________
Email address: ________________________________
Phone number: ________________________________

The Graduate Advisor

The Graduate Advisor is a faculty member in the Program in Public Health who plays a key role in the academic lives of graduate students, advising students about academic policy, approving
study lists (see section on Advising, p.18), and reviewing requests for exceptions. Student concerns may be referred to the Graduate Advisor by the GSAO or the faculty mentor as appropriate.

**The Department Chair**

The Department Chair is a faculty member who serves as the academic leader and administrative head of the department. The Chair should be receptive to questions, complaints, and suggestions from members of the department, both faculty and staff personnel, and from students, and should take appropriate action on them.

A list of current faculty members can be found at the end of this guide. More comprehensive information about Public Health Faculty and Staff members with contact information is located on our website.

**Getting Started at UC Irvine**

This section is divided into two topics: Things you need to do before you can start taking classes in the Fall and resources you can use before and after arriving at UC Irvine to get settled into graduate student life. This list of resources is by no means exhaustive. If you do not find the service you need in this section, please refer to the departmental website http://publichealth.uci.edu/; campus website www.uci.edu; or ask Stephanie Uiga at suiga@uci.edu for help.

**New Student Checklist—Important Things to Do Before Classes Start**

These items need to be completed after you accept our offer of admission by submitting the Statement of Intent to Register online to the Graduate Division (http://www.grad.uci.edu/).

- **Pay “Statement of Intent to Register” Deposit**
  
  In order to secure your place in our program and register for classes, you must pay a non-refundable $200 admission acceptance fee. The $200 fee will go towards your mandatory fees for the first quarter of the program. An enrollment hold will be placed on your record until the fee is paid.

- **Activate Your UCInetID**
  
  Though you may have had a UCInetID when you were an applicant, you need to activate your UCInetID as a student after you accept the offer of admission. Your UCInetID is a secure username and password that you use to gain access to your UCI email, registration, bill payment, and many more campus services. You may activate your UCInetID at http://activate.uci.edu by choosing the link for “Faculty, Staff, and Students.”

- **Submit a Statement of Legal Residence**
  
  It is important that you complete and submit the Statement of Legal Residence as soon as possible. Establishing California residency is a key factor in determining whether or not you will
need to pay out-of-state tuition. If you need assistance in filling out the form or have questions about your residency status, please contact the UCI Residence Officer at regres@uci.edu or by calling (949) 824-6129.

☐ Clear Provisional Admission

If your admissions letter stated that your admission is provisional because we needed further documentation from you, you must submit the missing documents before you can begin attending classes. The documents (usually final transcripts, degree confirmation, and/or letters of recommendation) can be submitted directly to the GSAO.

☐ International Students (as applicable)

All international students must secure a visa before coming to the United States to study at UC Irvine. The most common student visa is an F1, but there are other kinds of visas available. If you already have a valid visa that allows you to study in a degree-earning program, then we would recommend that you check with the International Center to see if you should continue on that same visa or switch to an F1. There are distinct advantages to each kind of visa and the International Center can best advise you given your particular situation. If you do need to secure an F1 visa, you need to fill out a Confidential International Applicant Questionnaire (CIAQ) and return it to the department as soon as you are admitted to ensure that your documents arrive on time for you to begin school in late September. The CIAQ will be sent to you by the department. Once you return the CIAQ to the department, the International Center will assist you with obtaining a student visa.

International Center
949-824-7249
http://www.ic.uci.edu/

☐ UC SHIP

All graduate students are required to have health insurance while attending UC Irvine. The university provides medical, dental, and vision coverage through the UC Student Health Insurance Plan (UC SHIP). If you can show that you have another source of comparable health insurance outside the university, you may waive participation in UC SHIP. Fees for UC SHIP are automatically assessed to your billing account unless you successfully waive out of the plan. UC SHIP forms can be found at: https://wfis.wellsfargo.com/ProductServices/A%20to%20Z/StudentInsurance/uchip/ucirvine/

☐ Orientation

Incoming MPH students will be asked to attend two orientations before the start of instruction. One of the orientations is the Campus-wide New Graduate Student Orientation. The other orientation is specific to the MPH program and is mandatory. It provides an introduction to the program and an opportunity to meet faculty and fellow students. Initial required advising will occur prior to orientation before the deadline to enroll and pay for classes.

☐ Mailboxes and Public Health Administration Offices
Mailboxes for MPH students are located in the mail room at AIRB, 2nd Floor. The majority of our staff and faculty have offices in AIRB. Please familiarize yourself with this building, as you may need to turn in forms to the GSAO’s office or meet with the Chair or Graduate Advisor at this location. You will be issued business cards after Orientation that will list an address in our office where mail can be sent to you.

Resources for Graduate Students

MPH Study Room

There is a designated study space for Public Health graduate students in Social Ecology I, Room 138. The room contains large tables and a whiteboard for group discussions. The study space is open whenever the building is open. Wireless internet is available in the building.

Housing

Information about campus housing options for graduate students can be found at http://www.housing.uci.edu/prospective/graduate/index.asp

Incoming students are advised to place themselves on the waitlist as early as possible to improve their chances of securing on-campus housing. Though MPH students are not included in the guaranteed housing program for PhD, JD, and MFA students, there are a wide variety of housing options in the area to suit the needs of incoming students. There are plenty of apartments in Irvine and the surrounding areas, and local homeowners around the campus often rent out rooms to students. Housing Outreach Services provides rental listings for students looking to live off-campus at http://www.housing.uci.edu/och/.

If you are new to the area and need advice on where to look for housing, please call Stephanie Uiga at 949-824-7095 for more information.

Career Advising

The Program in Public Health does not have an in-house advisor dedicated to career advising, but there are multiple resources available on campus. On our website, we maintain a page for career resources, where you can find links to job listing websites and professional organizations, career information, and job listings that are sent to us from local employers. We do not solicit or vet the listings on our website. The UCI Career Center has a dedicated career advisor for graduate students, though you are welcome to see any of the career advisors for assistance. The Graduate Student Career Consultant is Christine Kelly, and she can be reached at kellycm@uci.edu. The Career Center also offers mock interviews on camera, resume assistance, and workshops on the job search process.

Career Center
100 Student Services 1
949-824-6881
http://www.career.uci.edu/
Parking and Transportation
200 Public Services Building
Phone: (949) 824-7275
http://www.parking.uci.edu/

Counseling Center
203 Student Services 1
949-824-6457
http://www.counseling.uci.edu/

Graduate Resource Center
UCI Student Center, C114
Leigh Poirier Ball, Director
lpoirier@uci.edu
949-824-2207

Financial Aid
Van Pham, Financial Aid Counselor
102 Aldrich Hall
phamvt@uci.edu
949-824-9782

Librarian
Julia Gelfand, M.L.I.S.
Research Librarian for Public Health
228 Science Library
(949) 824-4971
jgelfand@uci.edu

Revised 8/24/11 SU
Registration and Enrollment

Registration for classes occurs online at http://www.reg.uci.edu/registrar/soc/webreg.html using your UCInetID and password. Prior to your first quarter, you will be able to register after you are advised by email about course selection. Each quarter you will be required to see your faculty mentor to obtain approval of your proposed study list before finalizing your course schedule for the next quarter.

Late registration: Students adding classes or changing units/grading options after the end of the third week of classes will be assessed a late registration fee. In the third week of classes, the campus performs a census of enrollment upon which state funding is based. Please enroll before the end of the third week of classes to ensure that the university receives full-funding for your education and to avoid late fees! If you want to add a class after third week, you will need to submit a request through the Enrollment Exception Request System. Courses can be dropped online through the end of second week without late fees. After the end of second week, a late fee will apply and the student will need to submit a request through the Enrollment Exception Request system in StudentAccess in order to drop. A $3 transaction fee may be charged by the Office of the Registrar for each late add, drop, or change.

Full-time Enrollment

A minimum of 12 units of graduate or upper-division undergraduate coursework is required to be considered a full-time student. Upper division undergraduate course units may count as workload units for the purposes of being considered a full-time student but ordinarily may not be used to fulfill degree requirements. Students not enrolled full-time while receiving departmental and university-based fellowships and/or financial aid may jeopardize their funding.

Part-time Enrollment

We understand that graduate students lead busy lives. In order to accommodate as many individuals as possible, MPH students are allowed to be enrolled part-time. In fact, part-time enrollment is recommended if you work more than 20 hours per week or have other substantial obligations that may impact your success in the program. Part-time enrollment is defined as enrollment in one to eight units per quarter. Students on F-1 or J-1 visas are not permitted to enroll part-time unless approved by the International Center.

If you wish to be enrolled part-time, you need to file a petition for a “Reduced Fee Part-Time Study Program” with the Graduate Division. The petition is due by noon on Wednesday of the third week of classes. Please consult the form http://www.grad.uci.edu/forms/students/part_time.pdf for additional information on the process and specific fees reduced.
Campus Employment while Enrolled

The Graduate Division restricts all on-campus employment for graduate students (including staff employment) to 50% or less time while enrolled full-time. Part-time students are allowed to work 25% time or less. Exceptions to this policy are rarely approved by the university. Limitations to on-campus employment for graduate students are explained in further detail on page 34 of The Graduate Advisor’s Handbook. Students employed by the University of California who are interested in applying for a reduced fee waiver should pay special attention to the employment limitations at http://snap.uci.edu/viewXmlFile.jsp?resourceID=412.

Obtaining Approval for New Emphasis Courses

If you wish to enroll in a course for your emphasis that has not been previously approved for that purpose, you must obtain advance approval from your Faculty Mentor and the Graduate Advisor. The Graduate Petition for Exception (available in the Current Students section of the MPH website) must be filled out and returned to Stephanie Uiga, who will obtain further signatures. A syllabus for the course must be attached to the petition. Your Faculty Mentor must sign the form before you turn it in to the department for approval. You will be notified of the results by email if the petition is not approved. Each petition is approved on a case-by-case basis, even if multiple students are taking the same class for the same purpose. A current list of approved emphasis courses is maintained on the website.

Enrolling in Excess Units

If you wish to enroll in more than 16 units per quarter, you must obtain advance approval from your Faculty Mentor and the Graduate Advisor. To start the process, please print and fill out the MPH Petition for Exception and the Academic Planner. Both forms are available on our website. The main purpose of the planner is to show your mentor how many units you intend to take each quarter and not the exact titles of the courses. Your faculty mentor will discuss with you the appropriateness of your plan and make sure you understand the rigorousness of taking excess units. If you intend on enrolling in excess units over multiple consecutive quarters, the petition only needs to be filled out once. If your cumulative GPA falls below a 3.0, you will not be allowed to enroll in excess units in any subsequent quarters until you have returned to good academic standing. Departmental staff will check academic standing at the start of each quarter after the previous quarter’s grades are released and inform students if their schedules need to be changed as a result. You will be notified of the results of your petition by email if the petition is not approved. If your petition is approved, the GSAO will increase your unit limit in the enrollment system. If you are trying to enroll in excess units after enrollment by WebReg is closed, the Graduate Advisor must also approve your excess units and inform the Graduate Dean in writing before enrollment in the excess units will be allowed.

Enrolling in Independent and/or Directed Study

If a student wishes to undertake a research project or assist a faculty member with his/her project and receive academic units for such work, the student must enroll in independent or directed study. PH 298 is the directed study course for students assisting a faculty member with a project.
or pursuing a course of study under direct supervision of faculty. PH 298 is graded on a Satisfactory/Unsatisfactory (S/U) basis only. PH 299 is the independent study course for students pursuing an independent research project on- or off-campus. Given the initiative required for and relative independence of a 299 course in comparison to a 298 course, PH 299 is graded on a letter grade basis. A student may enroll under the instructor of his or her choice for either course so long as the instructor agrees. For 299, the student must fill out a PH 299 Research Proposal form and obtain departmental approval prior to enrolling. In addition to the guidelines below and any instructions on the proposal form, instructors may also set their own expectations for the course and inform the student.

If a student has spent a significant amount of time on an independent research project while enrolled in PH 299 and can demonstrate measurable results, the faculty will consider a request by petition for one quarter of elective credit towards the degree for the research project. **The guidelines for considering such a request are:**

1) The student must be enrolled in PH 299 for more than one quarter. It typically takes 3-4 quarters for measurable results to be achieved in a research project.

2) The student must have co-authored an article on the research and submitted it to a peer-reviewed publication or presented the results at a conference.

3) Students are expected to read relevant research literature each quarter they are enrolled in independent or directed study.

4) The student’s supervisor or Principal Investigator for the project should submit an evaluation of the student’s work to date to the instructor of the student’s PH 299 course prior to the deadline for grade submission for each quarter enrolled.

Students who wish to enroll in PH 298 or 299 must do so by the end of the second week of classes. All necessary forms can be found on the MPH website in the Current Student section.

**Procedures for Enrolling in PH 299:**

1) The student should contact the instructor in whose class he or she wishes to enroll and discuss the proposed research project at least two weeks before the deadline to enroll in classes without late fees. The instructor must agree to let the student enroll in his/her PH 299 class for that quarter.

2) Once the student has secured the instructor’s permission, a PH 299 Research Proposal form should be submitted to the department for approval.

3) Submitting Forms--Prior to starting work on a 299 project, the student must submit the Waiver of Liability form to the department. If the research requires IACUC (for animals) or IRB (for human subjects) approval, the student must provide proof of approval to the department prior to starting work on the project.
4) The student must meet any pre-requisites of the research unit (e.g. background check, finger printing, immunizations, etc), complete any required training for safety (especially with clinical or wet lab work), and/or complete any required ethics and responsible conduct of research training prior to starting work on the project.

5) Once enrolled, the student must submit a summary report of progress to the instructor at the end of each quarter of PH 299 according to the instructor’s specifications. Students should also check their grades after each quarter of enrollment in PH 299, as the course has a letter-grade option.

Advising

All MPH students are required to meet with their Faculty Mentor at least once per quarter for advising. The Faculty Mentor must approve your proposed study list each quarter prior to registration. Once your Faculty Mentor has signed off on your study list, the form goes to the GSAO, who will submit it to the Graduate Advisor for approval. You must notify your Faculty Mentor and the GSAO of any changes to your study plan. For advising on your degree progress, you can schedule an appointment with the GSAO at any time.

The graduate school experience is about more than just academics. Pursuing a graduate degree while managing work, family, and a social life is not easy, and you may feel overwhelmed at times. The good news is that the faculty and staff of the Program in Public Health are committed to your success as a student and a future public health professional. Your advisors can address issues of school/life/work balance, career goals, long-term educational goals, getting involved in the university, and much more. The best place to start if you need help is with your GSAO, Stephanie Uiga. She can provide you with information about campus resources or identify Public Health faculty and staff who can answer your questions about life during and after graduate school.

Degree Requirements

The Master of Public Health (MPH) is a 60-unit degree with fourteen (14) courses taken over 5 quarters. Eight (8) courses are required of all students. In addition, each student chooses three courses in his/her emphasis and the remaining three are elective courses. The required courses are: Foundations of Public Health (PH-200), 5 core courses (one in each of the five competency areas), the practicum course (PH 295), and the graduate seminar (PH 291A-B-C). **You must earn a grade of B or higher in all core competency courses.**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Course</td>
<td>Foundations of Public Health (PH 200)</td>
<td>4</td>
</tr>
<tr>
<td>Core Competency</td>
<td>Public Health Statistics (PH 207)</td>
<td>4</td>
</tr>
<tr>
<td>Core Competency</td>
<td>Environmental Health Sciences (PH 264)</td>
<td>4</td>
</tr>
<tr>
<td>Core Competency</td>
<td>Epidemiology (PH 206)</td>
<td>4</td>
</tr>
<tr>
<td>Core Competency</td>
<td>Health Policy and Management (PH 222)</td>
<td>4</td>
</tr>
</tbody>
</table>
Core Competency | Health Behavior Theory (PH 244) | 4
Cross-cutting / Interdisciplinary Theme | Graduate Seminar (PH 291A-B-C)* | 4
Professional Practice | Graduate Practicum (PH 295) | 8
Emphasis | Three Selective Courses | 12
Electives | Three Elective Courses | 12
**TOTAL NUMBER OF UNITS** | **60**

*Each quarter of the seminar class is 2 units. The third quarter is optional.

Any substitutions or waivers of degree requirements must be approved in writing by a faculty mentor, and in some circumstances, the Graduate Division by petition.

**Normative and Maximum Time to Degree**

In accordance with the policies of the Graduate Council, the Program in Public Health has set normative and maximum times to degree for the MPH program. The normative time is the average or expected amount of time it will take a student to complete the degree, and the maximum time is the most amount of time we can allow students to complete the degree.

<table>
<thead>
<tr>
<th>Prior Education Level</th>
<th>Enrollment Status</th>
<th>Normative Time (In Academic Quarters)</th>
<th>Maximum Time (In Academic Quarters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s and Master’s Degree</td>
<td>Full-Time</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Part-Time*</td>
<td>9</td>
<td>15</td>
</tr>
<tr>
<td>Advanced Standing)** (e.g. Doctoral, etc.)</td>
<td>Full-Time</td>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Part-Time*</td>
<td>6</td>
<td>15</td>
</tr>
</tbody>
</table>

* Maintaining residency as a university student requires enrollment in at least four units per quarter.
** Based on prior completion of advanced graduate courses in one or more competency areas of public health; may include completion of graduate practicum hours during the summer sessions.

**Choosing or Switching Emphases**

Each student must choose an emphasis for more in-depth studies within the MPH program. Though you are required to choose an emphasis when you apply, you may decide to change your emphasis after you have been exposed to various topics in public health through our introductory classes. Your emphasis selection should be finalized by the beginning of your fourth quarter in the program to ensure that you will be able to take all your emphasis courses in a timely manner. You may choose to change faculty mentors if you change your emphasis. We recommend that you meet with faculty mentors in your current and proposed emphases before deciding to change your emphasis. Please see the GSAO if you need help deciding on an emphasis.

**Advancement to Candidacy**

UC Irvine MPH curriculum emphasizes systematic instruction (didactics) and supervised practical applications of previously studied theory (practicum). Students must demonstrate
proficiency in material covered in the lectures and seminars before they advance to candidacy for the MPH degree and enter the practicum. A two-part comprehensive examination will test knowledge of the core competency areas and how they relate to each student’s emphasis. The examination will be given in the Spring and Fall quarters to qualify students for placement in the Public Health Practicum course. The normative time to take the exam is in the Fall quarter because it allows the student adequate time to prepare for the exam without having to learn new material at the same time. Students must apply to take the examination at least one quarter in advance.

Students who pass both parts of the comprehensive examination will be designated as “MPH Candidates” and will be eligible to apply to the Graduate Division for formal advancement to candidacy. Students must advance to candidacy formally at least one quarter prior to graduation. Students who fail the comprehensive examination will have the opportunity for one “make-up” examination no later than one quarter after the first examination. After two unsuccessful attempts to pass the examination, the faculty may recommend additional courses or other forms of remediation prior to a third attempt the following Spring. Inability to pass the examination after three attempts may result in dismissal from the degree program. There is no thesis or dissertation requirement for the MPH degree.

Comprehensive Examination Part I: Breath of Knowledge

Part I of the examination shall consist of 200 multiple choice questions, written by the faculty who teach the core competency and required courses. This format is patterned after the “Certification in Public Health” exam given by the National Board of Public Health Examiners. Part I of the comprehensive exam has four sections and students will have 50 minutes for each section. The exam will be given on EEE (Electronic Educational Environment) in a proctored computer lab space on an assigned day. If Part I of the exam is taken immediately prior to Part II, results from Part I will not be available until both parts have been graded.

Comprehensive Examination Part II: Synthesis and Depth of Knowledge

Each student is asked to submit a written synthesis of contemporary topics within the chosen emphasis. It is expected that the resulting manuscript reflects the depth of knowledge on the topic(s) through inclusion of a comprehensive critical review of the literature, analysis of data, or policy assessment. Students may be presented with a set of public health scenarios or case studies. Using a problem-based learning approach, the synthesis paper should describe strategies for confronting the scenarios or solving the problems identified in the case study. It should be clear from the assessment that the student has a good understanding of the perspective of a public health professional specializing in the emphasis subject area. The following are general guidelines for composing the synthesis paper. NOTE: In instances of conflict between this handbook and either the comprehensive exam guide or the exam instructions, the latter take precedence.

1. Students should include a literature review on the contemporary status of the burden of disease associated with the disease, condition, or process covered by each of the case studies selected.
2. The manuscript should be styled in the format preferred by the American Journal of Public Health (http://www.ajph.org/misc/ifora.pdf)
3. Emphasis should be placed on citations from peer-reviewed sources
4. Maximum of 25% of total citations from the web
5. Maximum of 25% of total citations from books
6. 75% of references must be within the past five years

Each student will have two weeks to complete the synthesis paper. More information about the comprehensive exam may be found in the Comprehensive Exam Guide and video on the MPH website.

MPH Culminating Experience

The culminating experience of the Master of Public Health degree will be a presentation that summarizes your accomplishments in the program, and integrates an overview of your practicum project. The presentation will be made to a committee of faculty in your emphasis area, including your faculty mentor. This presentation is not a required assignment for the practicum course, but is required for degree completion. A day may be designated by the department for presentations at the end of each academic quarter before instruction is complete. If the student cannot be present on this day, an alternate day may be chosen for the presentation which must occur before final grades are assigned. The presentation should be 30-45 minutes long, and you should anticipate time for questions at the end. In planning your presentation, you should be prepared to address questions concerning how you met each of the core competencies and the appropriate emphasis competencies while enrolled in the MPH program.

Practicum

Practical training is a crucial component of developing professional skills. We have a variety of excellent field site opportunities available locally to host your practicum. A compendium of vetted placement sites is available on the MPH website. The sites will be reviewed and updated periodically.

The Coursework

Every MPH student is required to enroll in the Graduate Public Health Practicum course PH 295, an 8-unit course representing a minimum of 240 hours of fieldwork at a placement site under the joint supervision of a faculty member and a placement agency preceptor. **Students must have completed all core competency courses with a grade of B or higher and have advanced to candidacy before enrolling in PH 295.** Please see the course syllabus for more information on grading criteria and course objectives.

Procedures for Enrolling in Practicum

Students are expected to develop and submit a proposal for practicum placement during the quarter preceding enrollment in PH 295. Before submitting a proposal, students should select a
few practicum sites and arrange for interviews with the site preceptors. The interview will help you and the site preceptor to decide if the organization and the anticipated day-to-day experience are a good fit for your emphasis and educational/career goals. At the interview, be sure to discuss specific projects or initiatives that you could undertake at the site. You will need to include your plans in your placement proposal. Please remember that the timeline for your project should not be structured in a way that would require you to work more than 40 hours per week.

If you would like to complete your practicum at a site that is not listed in our catalog and the site is amenable to hosting you, please email the contact information of your potential site preceptor to Stephanie Uiga. She will work with the preceptor to help the site apply to become an approved practicum site. If you are looking to introduce a new site into the catalog, please keep in mind that agencies or sites that are run by universities will not be approved. The idea behind the practicum is that the student should be exposed to the world of public health outside of academia. Practicum is designed to give you an idea of how a typical public health agency operates and the issues it faces, such as working with government entities, searching for funding, office dynamics, interfacing with the community, and so on. You will not be allowed to start work on the practicum project if the site’s application is still under review, so plan accordingly and start the process early. If you have questions about what to look for in a practicum site or necessary qualifications for a site preceptor, please refer to the Practicum Procedure and Enrollment Instructions document for guidance.

Once you have accepted a placement site, you should fill out a Graduate Practicum Enrollment form and attach your written proposal. Proposals are reviewed by your Faculty Mentor, the Site Preceptor, and any other faculty members the Faculty Mentor deems necessary for you to consult before undertaking the project. Once your proposal is approved and you have advanced to candidacy by passing the comprehensive exam, you may register for PH 295 during your enrollment window.

**Timeline for Practicum Enrollment Procedure**

**ONE OR TWO QUARTERS PRIOR TO ENROLLING IN PRACTICUM**

- Research potential placements by viewing the placement catalog.
- Prepare a resume and cover letter. If you would like assistance with your resume and interviewing skills, please visit the Career Center in Student Services I.

**6-8 WEEKS PRIOR TO THE COURSE ENROLLMENT**

- Consult your desired site(s) to see if any special application procedures or job requirements such as a background check are required.
- Contact 2-3 practicum sites and arrange to meet the site preceptors.
- Discuss possible projects for your proposal at the meetings.
- If your site is not listed in the catalog and needs to apply, contact Stephanie Uiga to start the process.
1-4 WEEKS BEFORE THE COURSE ENROLLMENT

- Accept an offer from a site. Let the other sites you applied to know you accepted a placement.
- Confirm the placement dates and schedule for working hours with the preceptor at the site.
- Draft your practicum proposal. Guidelines for drafting your proposal can be found in the PH 295 syllabus on the Graduate Practicum website.

COURSE ENROLLMENT FORM DEADLINE

- Attach your proposal to your course enrollment form and submit the packet to the members of your Practicum Advisory Committee for review.
- Once your proposal has been approved and your course enrollment form has the proper signatures, submit it to the department to start the enrollment authorization process.

AFTER SUBMITTING YOUR PROPOSAL

- Complete all the core competency courses and advance to candidacy by passing both parts of the Comprehensive Exam. You must pass the exam before starting work on the practicum project.
- Check your email or consult with the GSAO about authorization for enrolling in PH 295. Students enrolling in regular academic quarters will need an authorization code from the Public Health office to enroll even if the instructor of the course has given verbal permission to add the course and approved the project proposal. Students enrolling in summer will need a letter of approval to take to the Summer Sessions office in order to enroll.
- Check to see that your new site preceptor received the Practicum Affiliation Agreement by email.
- Sign and return the university liability waiver and sign up for free UC TRIPS insurance (both can be found at the Graduate Practicum website).

During Your Practicum

Keep track of your hours at the site. Do not depend on your site preceptor to keep track for you. A total of 240 hours must be completed for the graduate practicum. You may arrange to complete your hours over a two-quarter period if it better suits your tasks at the site. In fact, some sites may require a two-quarter commitment. We do not recommend that you spend more than 24 hours per week at your site unless it is summer and you have no other classes. The maximum number of practicum hours you may earn per week is 40. It is recommended that you set up a schedule of weekly meetings with your preceptor to track your progress on your project and discuss any problems that arise. Please refer to the PH 295 syllabus for information on course meetings and class assignments. Try to learn as much as you can about the organization and the best way to work effectively in your new setting. Attend a site orientation if one is offered or ask your preceptor for a site handbook. Your site preceptor will receive a site preceptor’s handbook from the Program in Public Health to guide him or her in supervising your practicum experience.

You will also be asked to share your experiences in your practicum with your classmates and your faculty preceptor (the instructor for your section of PH 295). If you have a problem at the site or with your site supervisor that cannot be resolved, please inform the GSAO and your faculty preceptor.

Revised 8/24/11 SU
Suggestions for Practicum Site Projects

The following are examples of major categories of practicum projects based in part on our experience with the undergraduate version of the course, and on consultation of successful capstone courses:

Program Design: The MPH student designs or makes a substantive contribution to the design of a public health-related program that could be implemented at the Practicum Site, including instructions, procedures, manuals, and materials.

Program Implementation: The MPH student makes a substantive contribution to the implementation of a program already planned at the Practicum Site.

Data Analysis: The MPH student completes a substantial analysis of data collected by the Practicum Site on a health-related topic and reports the results.

Community Intervention: The MPH student designs and implements a community intervention supported by the Practicum Site.

Program Evaluation: The MPH student undertakes evaluation of an existing program to evaluate effectiveness and outcomes of this program.

Health Policy Statement/Advocacy: The MPH student develops a health policy position paper to support the mission of the Practicum Site, and advocates for its approval.

Completing your Practicum

At the end of the practicum, students are expected to integrate concepts and principles of public health gained through their coursework with translational field experience. The grade for the practicum course will be based on the preparation and submission of a written report, for which guidelines can be found in the PH 295 syllabus. You must also summarize your project and its results in poster format. Students can present their poster at a departmental symposium if the opportunity arises. Students are required to make a poster even if the poster will not be presented. The faculty preceptor is authorized to approve the satisfactory completion of the practicum experience before the final grade is awarded. You must earn a grade of S for “Satisfactory” in PH 295 to successfully complete the practicum experience. If the written document or practicum experience is not found to be satisfactory, you may be assigned a grade of I (incomplete) in order to give you more time to complete the project. Incompletes are only assigned in certain circumstances and arrangements for completion of the project must be made in advance of assigning an Incomplete. Site preceptors will be asked to complete an evaluation of your performance at the site. The form will be sent to them by Public Health Practicum staff. As your hours at the site come to a close, please remind your preceptor to complete the evaluation. You will also be asked to complete an evaluation of the site.

Revised 8/24/11 SU
Important Practicum Policies

1. If you need to attend a one-time special event or orientation at your site before the official placement start date, you may count those hours towards your total, but in general hours cannot be counted until after the student receives notice that he or she has passed both parts of the comprehensive exam.

2. Students are not allowed to start work at sites that have not been vetted in the approval process. In order to submit your proposal and online course enrollment form, you must first be accepted by the placement site.

3. Your site preceptor may not be a salaried faculty member at UCI or any other university. In most circumstances, you can find a non-faculty member at the site who can assume a supervisory role in place of the faculty member. This non-faculty member preceptor must be in place before the practicum project will be approved.

4. Students are required to ensure that their site preceptor submits an evaluation form to Public Health at the end of the fieldwork experience.

5. If you are conducting research as part of your practicum project, you must obtain IRB (for human subjects) or IACUC (for animals) approval as appropriate. The university provides information on obtaining this approval if your site preceptor cannot assist you in this process. Information on IRB or IACUC approval can be found at http://www.research.uci.edu/ora/rcr.htm.

Master of Public Health ePortfolio

Beginning with the cohort entering Fall 2011, each student will be required to make an ePortfolio with the software provided by the UCI MPH Program. The ePortfolio will provide you with an opportunity to reflect upon the education and experiences you have had in this program and demonstrate what you have learned. Your reflections and the showcasing of your work will assist us in meeting requirements for accreditation, fulfill degree requirements by demonstrating to faculty that you have mastered the learning objectives, and provide you with a way to present your work to future employers. The portfolio will be reviewed by faculty in your emphasis area just before you give the culminating experience presentation.

The ePortfolio system is web-based. Handouts will be provided to instruct you in the use of the software, as well as a live demonstration by Public Health staff after school begins. To login in to the system, use your UCInetID and password. If you need assistance using the system or encounter problems, please direct your question to Stephanie Uiga first. She will ask the software designers, Data180, for assistance if necessary.

Graduation Requirements

The MPH degree will be awarded only when the following requirements are satisfied:
1. A minimum of three (3) quarters of academic residence.

2. Not less than 60 units of coursework approved by a faculty mentor. At least 8 units of PH 295 must be taken to fulfill the practicum requirement.

3. Of the 60 units required for the MPH degree, no more than 24 may be courses graded Satisfactory/Unsatisfactory (S/U), including the practicum (8 units) and the graduate seminar (4 units).

4. Of the 60 minimum units needed for the degree, a student will be required to take 12 units in the emphasis to satisfy depth, and 20 units in the core competency areas to satisfy breadth. To assure that its students are familiar with the cross-cutting knowledge areas of public health, the Program in Public Health requires that all MPH students take a “Foundations” course and enroll in the “Graduate Seminar” series.

5. At least a B (3.0) grade point average in all work completed in graduate standing.

6. All core competency courses must be passed with a minimum grade of B or above.

7. A comprehensive examination given by the faculty of the student’s emphasis.

8. Public Health Practicum Experience: Students are required to complete a 240-hour supervised internship while registered at UC Irvine. The practicum follows the first three academic quarters of academic study in public health and advancement to candidacy. For physicians, practicum training programs may be devised to meet certification requirements for medical board specialties.

9. MPH Culminating Experience: The culmination of the degree is a presentation by the student to a committee of faculty in the student’s emphasis area.
Administrative Policies and Procedures

It is the responsibility of the student to know and follow the regulations and requirements for maintaining good academic standing and for making satisfactory progress towards the degree. The UCI General Catalogue (available online only) contains all of the detailed information you need to plan your academic career here. Please obtain a copy and read it carefully. UC Irvine has a number of policies concerning graduate studies. These can be found in the UC Irvine 2011-12 General Catalogue, which is available as on the web in HTML at http://www.editor.uci.edu/catalogue/. The Graduate Division describes campus-wide graduate program policies in the Catalogue (http://www.editor.uci.edu/catalogue/intro/intro.21.htm).

The text of the following document has been taken from “Graduate Students’ Rights and Responsibilities” as approved by the Graduate Council. For the sake of brevity and timeliness, the URLs to the references used in this document have been removed. If you are interested in the URLs of available references for any of the rights and responsibilities listed, please see the original text on the Graduate Division website: http://www.grad.uci.edu/forms/students/grad_rights.pdf.

Graduate Students' Rights and Responsibilities
University of California, Irvine
(UCI Graduate Council - April 20, 2004)

Note: The term "student" means an individual for whom the University maintains student records and who: (a) is enrolled in or registered with an academic program of the University; or (b) has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms; or (c) is on an approved educational leave or other approved leave status, or is on filing-fee status. (UC/UCI Student Policy Manual, section 14.40)

Preface

Students are members of both society and the academic community with attendant rights and responsibilities. (UC/UCI Student Policy Manual, section 101) The purpose of this document is to outline some of these rights and responsibilities, and to provide references to the policies that define them.

This document covers UC and UCI policy, but is not exhaustive. In particular, graduate students may also have other rights and responsibilities associated with the academic program in which they are enrolled. Academic units are responsible for providing graduate students with all information on such rights. Students are also expected to request such information should it not be made readily available.

Rights

Graduate students who are registered at the University of California, Irvine have the following rights:

- To be free from discrimination in matters relating to admission, access, and treatment in University programs and activities. (UC/UCI Student Policy Manual, Appendix C)
• To be involved in the governance of both administrative and academic areas of the university. (UC/UCI Student Policy Manual, sections 120 and 70)

• To be assured of reasonable confidentiality in their communications with professors except in circumstances relating to violation of University policies.

• To refuse to perform tasks if those tasks are not related to their course of study or their own professional or academic development.

• To be informed of the options for financial support available to them, and the eligibility requirements for each. Sources for this information include the UCI Office of Graduate Studies, the UCI Office of Financial Aid and Scholarships, and students' academic units.

• To be informed of the criteria for, and terms of, employment as Teaching Assistants/Associates (TAs) and Graduate Student (Assistant) Researchers (GS(A)Rs). Sources for this information include the TA union contract, the Academic Personnel Manual, and the Graduate Advisor's Handbook, "Graduate Student Academic Appointments".

• To have all academic decisions affecting their academic standing, including the assignment of grades, based upon academic considerations only, and administered fairly and equitably under policies established by the Academic Senate. In professional curricula, such decisions may include consideration of performance according to accepted professional standards. (UC/UCI Student Policy Manual, section 171.09)

• To be provided with well-defined criteria for completion of degree requirements at the time of admission. (Graduate Advisor's Handbook, "Academic Advisement and Evaluation")

• To be advised in a timely manner of all changes in the rules, policies, and procedures related to their academic program. (Graduate Advisor's Handbook, "Academic Advisement and Evaluation")

• To be required to complete only the degree requirements which were published in the UCI Catalogue at the time of admission. (If the requirements should change after the student's admission, some degree programs may give the student the option of fulfilling the new requirements instead.)

• To be informed of their degree program's policy on normal and maximal times to degree.

• To be asked to complete program milestones (comprehensive and qualifying exams, advancement to candidacy, dissertation/thesis topic defense, dissertation/thesis final defense) at times which are in accordance with departmental policy.

• To regular evaluations of their progress toward their degree objective. (Graduate Advisor's Handbook, "Academic Advisement and Evaluation")

• To make progress toward their degree goal without undue delay on the part of faculty.

• To make certain decisions independently of their faculty advisors. This right is subject to restrictions imposed by the university and the student's department/program, such as the policies on satisfactory progress and time-to-degree. These include the right to:
o Choose a thesis/dissertation advisor.
o Choose a thesis/dissertation topic. A student’s advisor can veto a topic that is outside
his/her area of expertise.
o Be consulted on the membership of their research committee.

Note: Just as a student has the right to choose an advisor, an advisor also has the right to decline a request to serve in
that capacity. Also, if a student and advisor cannot agree on one of these points, either may choose to sever the
advisor/advisee relationship. In particular, these rights do not force an advisor to retain a student who refuses to
accept the advisor's guidance in these matters. It is also important to note that these rights do not force a degree
program to retain a student if no qualified individual is willing or able to act as the student's advisor.

• To be free from University discipline for actions committed involuntarily or under duress.
  However, violations committed under the influence of drugs, alcohol, or illegal substances will be
  subject to discipline. (UC/UCI Student Policy Manual, section 171.06)

• To be able to access their academic file as specified by the UC/UCI Student Policy Manual,
  section 130.40.

• To be informed of policies and procedures for procuring on-campus housing, including
  information on availability, expected time on wait list, limitations on stay (including restrictions,
  if any, imposed by academic policies), and restrictions on eligibility.

• To be consulted on matters affecting both the academic and nonacademic experiences of students,
  and especially those decisions which directly affect their welfare, through drawing upon official
  student representation, as well as additional means for seeking student input as appropriate.
  (UC/UCI Student Policy Manual, sections 171.01 and 171.02)

• To request an investigation into a possible conflict of interest if the student's advisor has a
  financial interest as defined in Section 028 of the Academic Personnel Manual in an outside
  entity related to a project on which the student is working. Additional sources of information on
  this and other types of conflict of interest may be found at the following websites: the Office of
  Graduate Studies, the UCI Graduate Advisor's Handbook, the UCI Conflict of Interest Home
  Page and the UC/UCI Student Policy Manual.

• To have access to basic outpatient health care services on any University of California campus,
  under conditions that apply to students registered on that campus. (UC/UCI Student Policy
  Manual, section 171.15)

• To be informed of all these rights upon enrolling at UCI.

• Students with disabilities also have additional rights that are outlined in the Academic Senate

Responsibilities

Student conduct is governed by policies described in the UC/UCI Student Policy Manual. Graduate
students should be aware of the expectations for their behavior as students, and of their responsibilities as
instructors regarding the behavior of their students.
• Graduate students should become familiar with the general provisions of UCI's student conduct policies. In addition to the UC/UCI Student Policy Manual, other sources for this information include the UCI Academic Senate Manual, the UCI Administrative Policies and Procedures, the Graduate Division website, and the appendices of the UCI Catalogue. Among the policies of concern are those dealing with:
  o academic honesty
  o integrity in research
  o sexual harassment
  o computer and network use
  o hazing
  o student conduct and discipline
  o principles of community
  o substance abuse
  o weapons
  o discrimination

• Graduate students are expected to report their research results accurately and honestly, and to uphold ethical norms in their research methodology.

• Teaching Assistants/Associates and lecturers may wish to review the Faculty Code of Conduct.

• All international students new to UCI are required to check in with the UCI International Center when they arrive in Irvine. Students should bring their I-20/DS-2019, passport with visa stamp, and I-94 card and address information if available.

• Students who violate University policies and procedures may be subject to disciplinary procedures published in the UC/UCI Student Policy Manual, Section 103.

• University employees (including graduate students serving as TAs, lecturers, or GSRs) who violate University policies and procedures may be subject to disciplinary procedures published in the Academic Personnel Manual, the Staff Personnel Programs Manual, the Manual of the Academic Senate, or the collective bargaining agreements as appropriate. (UC/UCI Student Policy Manual, section 40.20)

• ALSO NOTE: Consent to remain on campus may be withdrawn pursuant to the procedures set forth in Section 900-20 of the UCI Policy and Procedures Manual implementing Penal Code Section 626.4 and 626.6. (UC/UCI Student Policy Manual, section 40.20)

Guidelines

Certain aspects of the experience of being a graduate student are not matters of formally defined policy, but are reflections of UCI's academic, social, and professional cultures. This section gives some guidelines on these matters.

• Generally, a professor should not discuss a student's performance or behavior with other students. Discussion of the student's performance among faculty should be limited to the student's academic performance and qualifications as a graduate student.
• Graduate students can usually expect to be listed as a co-author of publications which involve significant contributions of ideas or research work from the student. However, specific practices may vary by discipline and academic unit.

• Graduate students are expected to devote an appropriate amount of time and energy toward achieving their degrees within the standards for "normal time" that apply to their degree program.

• Graduate students are expected to take the initiative in asking questions that promote their understanding of academic requirements, University policy, and financial support.

Resources (Documents and Organizations)

The organizations and documents listed below may be of use in helping graduate students to understand University policies that relate to their rights and responsibilities:

• Departmental Graduate Counselors and the Associate Dean for Graduate Affairs in the Office of Graduate Studies

• UC/UCI Student Policy Manual (section 170.00): fees (including refund schedules), privacy policies, disclosure of information, "time to degree" policies

• UCI Graduate Advisor's Handbook: information on academic policies and related administrative procedures, including but not limited to:
  o transfer of credit
  o residency issues
  o leave of absence/part-time enrollment
  o academic appointments and graduate student employment
  o academic standards
  o examinations

• UCI Catalogue Appendix: information on access to, and release of, student records

• UCI Associated Graduate Students: the official representative body for all graduate students and professional students at UC Irvine

• UCI Office of Equal Opportunity and Diversity: policies and procedures regarding discrimination, retaliation and sexual harassment

• UCI International Center: information and assistance for international students, faculty, and visiting researchers

• UCI Disability Services Center: information and assistance for students with disabilities.

Resolving Conflicts

The organizations listed below assist in resolving disputes within the University community:

• Office of Graduate Studies: gives guidance on formal and informal methods of resolving conflicts.
• UCI Ombudsman: independently, objectively, and confidentially assists in mediating and resolving conflicts.
• UCI Mediation Program: a volunteer program for dispute resolution, facilitated through the Ombudsman Office.
• UCI TA Union - the UAW (International Union, United Automobile, Aerospace and Agricultural Implement Workers of America [UAW] AFL-CIO and its Local Union 2865) represents UCI graduate students that have teaching assistantship, reader, or tutor appointments (whether or not they are members of the union).
• UCI Dean of Students: investigates allegations of physical abuse, threats of violence, or conduct that threatens the health or safety of any person or university property.

Problems relating to academic policies should be resolved at the level of the academic unit where possible. If this is not possible, such problems should be addressed in accordance with the Student Academic Grievance Procedures.

References

Some of the material in this document refers to, or has been excerpted from, the following sources:

• UC Policies Applying to Campus Activities, Organizations, and Students [UC/UCI Student Policy Manual]
• UCI Academic Senate Manual
• UCI Administrative Policies and Procedures
• UCI Associated Graduate Students' website
• UCI Catalogue
• UCI Glossary of Frequently Used Terms
• UCI Graduate Advisor's Handbook
• UCI Mediation Program website
• UCI Office of Graduate Studies
• UCI Ombudsman website
• UCI TA Union website

NOTE: The documents listed above are understood to contain the official versions of the policies discussed in this document. If there is a discrepancy between material in this document and the referenced source document, the source is assumed to be correct.

Academic Standards

The following excerpt is taken from the UCI General Catalogue on Scholastic Requirements for Graduate Students:

A graduate student is expected to make satisfactory progress toward an approved academic objective, as defined by the faculty of the program in accordance with policies of the Graduate Council, to maintain a satisfactory grade point average for all work undertaken while enrolled in graduate study, and to maintain academic progress within the required time to degree as established by the respective academic program. Satisfactory progress is determined on the basis of both the recent academic record and overall
performance. A graduate student normally is expected to complete satisfactorily at least eight units of academic credit applicable to the graduate program in each regular academic session (unless on an approved leave of absence), and satisfy all requirements of the academic program according to an approved schedule. For a graduate student, only the grades A+, A, A-, B+, B, and S represent satisfactory scholarship and may be applied toward advanced degree requirements. However, a UCI course in which a grade of B- is earned may be accepted, via a formal petition process, in partial satisfaction of the degree requirements if the student has a grade point average of at least 3.0 in all courses applicable to the degree. Graduate students may not apply courses graded Pass/Not Pass toward any degree or satisfactory progress requirements. A grade point average below the B level (3.0 on a 4.0 scale) is not satisfactory, and a student whose grade point average is below that level is subject to academic disqualification.

A student's academic progress ordinarily is evaluated on the basis of the academic record, time-to-degree, and the professional judgment of the faculty. A few weeks after the end of a quarter, an updated copy of each enrolled student's permanent academic record is available from the Registrar. This record lists all UCI courses for which a graduate student was enrolled (including courses taken through the Intercampus Exchange Program), the grades assigned, and the cumulative grade point average. This record also includes formal candidacy for an advanced degree, degrees conferred, certain examinations passed, unit credit accepted from other institutions, and other important academic information.

A graduate student who has not demonstrated satisfactory academic progress is not eligible for any academic appointment such as Reader, Tutor, Graduate Student Researcher, Teaching Associate, or Teaching Assistant, and may not hold a fellowship or other award which is based upon academic merit.

**Academic Dishonesty**

The following excerpt from the Graduate Advisor’s Handbook explains the university’s position on academic honesty. We strongly recommend that you familiarize yourself with the academic dishonesty policies and procedures. The policies apply equally to electronic media and print, and involve text, images, and ideas. The policy in its entirety can be found at [http://www.senate.uci.edu/senateweb/default2.asp?active_page_id=754](http://www.senate.uci.edu/senateweb/default2.asp?active_page_id=754).

**UCI Academic Senate Policy on Academic Honesty**

(Approved by the Irvine Division on 6/2/88, revised 12/12/96, revised 10/12/00)

The consequences of failing to uphold the academic honesty policy are published in the *UCI General Catalogue*, and are also available at [http://www.editor.uci.edu/catalogue/appx/appx.2.htm#academic](http://www.editor.uci.edu/catalogue/appx/appx.2.htm#academic).

Students are expected to become familiar with this policy. Students who fail to uphold their fundamental academic obligation are subject to consequences that might range from lowering a grade to campus-wide sanctions, up to and including dismissal. Examples of conduct that fall under the aegis of the policy on academic honesty include, but are not limited to, plagiarism, cheating, stealing of exams, falsifying the record of their work, or collusion in such dishonest activities. When faculty suspect academic dishonesty, they need to follow due process guidelines and investigate their suspicions promptly and fairly. Minimally, due process requires that suspected students be given clear and prompt notice of the suspicion and the opportunity to confront or rebut the evidence that gave rise to the suspicion. Some procedures for implementing
Financial Support

Thirty-three percent of the professional school fee paid by MPH students is used to support students in the form of financial aid. This amount, however, is only a small portion of the actual cost of the degree. The MPH is a professional degree program, and thus students are expected to be largely self-supporting. As a department, we want to be as helpful as possible in your search for financial aid. Your GSAO can answer general questions about how the aid process works and is happy to provide you with information on where to look for aid. If you have specific questions about your applications for federal or UCI financial aid, you may contact Van Pham in the central campus Financial Aid office by calling 949-824-9782 or emailing her at phamvt@uci.edu. Please also see the Financial Aid section of our MPH website, which contains links to internal and external fellowships, scholarships, and employment listings.

To help you in your search for financial support, we have provided the following information and resources:

**Sources of Funding for MPH Graduate Students**

**Need-based Aid and Loans**

Need-based aid and loans can come from private organizations or from the government. Banks can provide private loans and organizations may offer need-based scholarships for exceptional students. Applicants wishing to receive government aid and/or federally subsidized loans must fill out a FAFSA (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You must fill out the FAFSA by the California priority deadline to receive full consideration for many forms of aid, including scholarships and UCI Grants. We strongly recommend that you fill out a FAFSA even if you do not think you are eligible for aid. Foreign students with a Social Security Number (SSN) who wish to be eligible for departmental aid must fill out a FAFSA. Please note that foreign students are not eligible for need-based financial aid, with the exception of university fellowship funding, departmental awards, and/or employment as a teaching assistant or graduate student researcher.

**Fellowships and Grants**

Fellowships and grants are awards that do not have to be paid back. The award can be institutional (offered by the university or by the Program in Public Health) or "portable" (external funding offered by an organization or agency). Many deadlines for fellowships and grants occur early in the academic year, so it is important to prepare your materials in advance and apply early. For departmental grants, the Graduate Student Affairs Officer will notify you of any deadlines and application procedures. Foreign students are eligible for fellowships and grants.
On- and Off-Campus Employment

You may also wish to pursue part-time or full-time employment to help pay for school. If you wish to work full-time, we strongly encourage you to attend school part-time to ensure that you have adequate time to study for your classes. To search for jobs on- or off-campus, we recommend that you try ZotLink at http://www.career.uci.edu/Zotlink_Logins.aspx, the job listings database of the UCI Career Center. You must be a current student and have a UCInetID login to search the database. On-campus jobs are conveniently located and may be more willing to accommodate your course schedule. There are also a number of off-campus public health-related organizations and businesses in Orange County that may be able to provide you with employment opportunities.

Teaching and Research Assistantships

Teaching and research assistantships are paid positions that support UCI faculty with their undergraduate teaching and principal research responsibilities. Though students in the MPH program should not expect to be teaching or research assistants while taking classes, opportunities may exist for a select number of qualified students each year. It is often difficult for first-year MPH students to obtain these positions because of a lack of teaching experience and knowledge in the discipline. However, students may send in updated resumes as they acquire more public health knowledge and experience to improve their chances of obtaining a position. At UCI, the most commonly paid assistantship positions are: Teaching Assistant (aka TA), Reader, and Graduate Student Researcher (aka GSR or RA). If you are interested in a Teaching Assistant or Reader position, please email your resume to Stephanie Uiga at suiga@uci.edu. For GSR positions, students should make arrangements with faculty individually. Students with Reader positions may be eligible for federal work study funds from the Graduate Division.

(Source: Graduate Division)

Getting Involved with the University and the Program in Public Health

As a graduate student in the Program in Public Health, there are numerous opportunities available for you to become involved in the university and in your home department. We know that many of you were active in community service and school organizations at your undergraduate institutions, and we hope that you will continue to do so here at UC Irvine. This guide lists just a few of the opportunities you will have to get involved and give something back to your fellow students, staff, faculty, and community.
Departmental Committees and Positions

Curriculum Committee

The Curriculum Committee meets periodically to plan and coordinate the Public Health curriculum and has one student member. The student member will be chosen by Public Health faculty to convey student concerns about the MPH curriculum.

Graduate Liaison

This student is elected by the graduate students each fall to represent all graduate students in the program. While we welcome feedback on our program from all students, the Graduate Liaison can bring an issue to the attention of faculty and staff if a student does not want to convey his or her opinion directly. The Graduate Liaison represents the students as the student member of the Graduate Committee, which oversees Public Health graduate programs, and attends monthly faculty meetings. This student also assists the department in coordinating visits from colloquium speakers if funds allow. The Graduate Liaison will be elected by the end of the fall quarter.

Campus Organizations

Public Health Association

The Public Health Association (PHA) was organized by students in our undergraduate majors to promote awareness of public health issues on our campus and the community and educate its members about educational and career opportunities in the field. More information can be found at http://pha.zotters.org/.

SIPHERS (Students at Irvine Public Health Emergency Response and Surveillance)

Members of SIPHERS work closely with the Orange County Health Care Agency to provide assistance to the agency during surge periods such as outbreaks. The students periodically visit the agency during the school year to train with agency employees and attend seminars.

Associated Graduate Students

The Associated Graduate Students (AGS) is the recognized graduate student government at UCI. AGS plans social activities, advocates for graduate students in campus planning and policy, and re-negotiates the GSHIP insurance plan annually. All graduate students in good standing are eligible to sit on AGS committees. The Council, the legislative arm of AGS, also has one seat available for every 100 students in each school. If you are interested in becoming a council member, email vpadmin@ags.uci.edu. The GSHIP council might be an especially informative experience for those considering careers in Health Policy and Management.
Non-Discrimination Policy

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy*, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

Inquiries regarding the University's student-related nondiscrimination policies may be directed to: Kirsten K. Quanbeck, Director, Office of Equal Opportunity and Diversity, 4500 Berkeley Place, Irvine, CA 92697-1130; Phone: (949) 824-5594; e-mail: eod@uci.edu

*Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

The information in this publication will be made available in alternative formats for people with disabilities, upon request. Requests should be directed to the Disability Services Center, telephone (949) 824-7494 (voice); 824-6272 (TDD). The campus and all buildings are accessible by wheelchair.
Sample Plans

These plans are meant as samples only to give you an idea of when to expect to take certain types of courses in the MPH program. New courses may be added at any time, and not all current courses are offered every year, so you will want to consult the Public Health office and the Schedule of Classes for actual course schedules.

Emphasis in Environmental Health

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