



Master of Public Health (MPH)  
Public Health Nutrition  
Veterinary Public Health

**STUDENT HANDBOOK**  
2020-2021

College of Agriculture and Applied Sciences

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# Welcome!

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Dear MPH Students,

Welcome to the Master of Public Health Program in the College of Agriculture and Applied Sciences (CAAS) at Utah State University. We hope you enjoy your coursework and experiences during your time in the program. During your studies, you will learn the most current research-based information about the field of public health from faculty and public health professionals with extensive field and research experience. We highly recommend that you take full advantage of the resources available to you during your graduate training at USU. We encourage you to begin thinking about which aspects of public health interest you the most. For some of you, this may be an easier task than for others. If you are unsure what area you are most interested in, we hope you will find answers as you dive into your coursework.

This handbook is meant to provide you with important policies, program information, and university resources to guide you through the process of completing the MPH program. You are responsible for knowing the information included in this handbook. Please refer to it if you have any general program questions. Please feel free to contact us and/or your faculty advisor if you have questions or concerns about the program expectations, courses, or capstone project. We look forward to working with you and assisting you while you achieve your educational goals. We hope you have a wonderful experience in the MPH program at USU.

Best Regards,

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# MPH Program

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## Vision

Establish healthy communities through innovation, collaboration, education research, and community involvement.

## Mission Statement

The mission of the USU College of Agriculture and Applied Sciences Master of Public Health (MPH) program is to prepare the next generation of highly competent public health professionals to lead, innovate, advocate, and educate in order to prevent disease and improve local, national, and global health.

## MPH Program Goals

1. Create a learning environment that supports students as they attain knowledge, competencies, and skills that align with public health practice.
2. Utilize innovative and researched-based teaching methods to educate students with diverse learning styles.
3. Facilitate community engagement opportunities for students that align with their unique career goals and educational interests.
4. Create integrated learning and application-based experiences for students that will advance their skills necessary in the field of public health.
5. Graduate students who are ready and able to enter the public health work force or advanced study.
6. Graduate students who are independent, capable, and prepared to function in leadership positions in public health.

## MPH Program Values

1. A commitment to the highest degree of moral and ethical behavior in all interactions.
2. A commitment to excellence in teaching, research, and service-related activities.

3. A commitment to improving the overall health and well-being of communities while reducing health disparities.
4. A commitment to establishing local and global partnerships that promote student learning while improving the health of the community.
5. A commitment to value the diversity among students, faculty, staff, public health professionals, and community members.

# MPH Knowledge and Competencies

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## MPH Foundational Public Health Knowledge

The MPH program must ensure that all graduates are grounded in foundational public health knowledge. Grounding of foundational knowledge is measured by student achievement in the learning objectives listed below. These learning objectives are incorporated into your required MPH coursework. You can find these learning objectives, among other course specific learning objectives, in your course syllabi.

### Profession & Science of Public Health

1. Explain public health history, philosophy and values
2. Identify the core functions of public health and the 10 Essential Services
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health
4. List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program
5. Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.
6. Explain the critical importance of evidence in advancing public health knowledge

### Factors Related to Human Health

7. Explain effects of environmental factors on a population's health
8. Explain biological and genetic factors that affect a population's health
9. Explain behavioral and psychological factors that affect a population's health
10. Explain the social, political and economic determinants of health and how they contribute to population health and health inequities
11. Explain how globalization affects global burdens of disease
12. Explain an ecological perspective on the connections among human health, animal health and ecosystem health (eg, One Health)

# MPH Foundational Competencies

All MPH graduates must demonstrate the following 22 MPH foundational competencies:

## Evidence-based Approaches to Public Health

1. Apply epidemiological methods to the breadth of settings and situations in public health practice.
2. Select quantitative and qualitative data collection methods appropriate for a given public health context.
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
4. Interpret results of data analysis for public health research, policy or practice.

## Public Health & Health Care Systems

5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.

## Planning & Management to Promote Health

7. Assess population needs, assets and capacities that affect communities' health.
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
9. Design a population-based policy, program, project or intervention.
10. Explain basic principles and tools of budget and resource management.
11. Select methods to evaluate public health programs.

## Policy in Public Health

12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations.
15. Evaluate policies for their impact on public health and health equity.



## **Leadership**

16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision-making.
17. Apply negotiation and mediation skills to address organizational or community challenges.

## **Communication**

18. Select communication strategies for different audiences and sectors.
19. Communicate audience-appropriate public health content, both in writing and through oral presentation.
20. Describe the importance of cultural competence in communicating public health content.

## **Interprofessional Practice**

21. Perform effectively on interprofessional teams

## **Systems Thinking**

22. Apply systems thinking tools to a public health issue

# **MPH Nutrition Concentration Competencies**

The concentration competencies for the MPH Nutrition program focus on necessary skills, knowledge, and abilities in community nutrition and nutrition science. The competencies will be achieved through various courses in the program curriculum. Competencies will be assigned to a specific assignment and will be indicated in course syllabi. Below are the five MPH Nutrition concentration competencies:

- CC1: Communicate the role diet plays in the prevention and treatment of chronic diseases.
- CC2: Discuss the role agriculture and nutrition plays in local and global hunger and food security.
- CC3: Identify methods for quantifying dietary intake, nutritional status, and nutrition concerns among diverse populations.
- CC4: Design, implement, and evaluation nutrition policies and/or programs aimed at improving the health of local, national, or global populations.
- CC5: Apply grant writing and program planning principles to request funding for a local, national, or global food security intervention.

## **MPH Veterinary Public Health Concentration Competencies**

The concentration competencies for the MPH Veterinary Public Health program focus on skills, knowledge, and abilities that correlate with the public health discipline of One Health (defined by the American Veterinary Medical Association as the integrated multidisciplinary effort to attain health for people, animals, and the environment). The competencies will be achieved through various courses in the program curriculum. Competencies will be assigned to a specific assignment and will be indicated in course syllabi. Below are the six MPH Veterinary Public Health concentration competencies:

- CC1: Discuss the effects of interactions between wild and domestic animals on disease dynamics in both populations.
- CC2: Communicate the effects interactions between animals (wild and domestic) and humans have on disease dynamics in both populations.
- CC3: Explain the role vectors such as bats, insects, and rodents play in human health and disease.
- CC4: Explain how global trade and disease in animals and humans are related.
- CC5: Discuss the myriad ways global climate change affects both animal and human health
- CC6: Prepare to pass the American College of Veterinary Preventative Medicine specialty board exam (MPH Content: epidemiology and biostatistics, food safety, infectious and parasitic disease, environmental health and toxicity, and public health administration and education).

# Graduate School Requirements and Policies

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The MPH program adheres to all of the [requirements](#) and [policies](#) of the USU School of Graduate Studies. Please be familiar with these policies, especially GPA requirements, good standing with the School of Graduate Studies, degree deadlines and timelines, and required forms. You can find all required forms on the graduate school website <https://gradschool.usu.edu/forms/>. In addition to the School of Graduate Studies requirements, the MPH program requires:

1. Passing a pre-test prior to enrolling in HEP 6020: Introduction to Biostatistics and Epidemiology.
2. Successful completion of the 42 MPH credits with a B or above grade for all required MPH courses, C or above for electives, and a 3.0 or above overall GPA.
3. Satisfactory completion of the applied practice/field work experience that achieves as least 5 foundational competencies.

It is your responsibility to ensure all graduation requirements are met. Please meet with your advisor if you have any questions.

## Advisor

Neither of the CAAS MPH programs require a supervisory committee if the student is doing a professional degree with a capstone project/practicum (Plan C). This is the plan that we recommend for most MPH students. However, students doing a Plan A degree (thesis research of 6 to 15 credits) or a Plan B option (a scholarly paper and 2-3 credits of thesis research) will require a 3-person supervisory committee. MPH Nutrition students, please work with your faculty advisor and the department's Graduate Program Coordinator Tara Black ([tara.black@usu.edu](mailto:tara.black@usu.edu)). MPH Veterinary Public Health students, please contact your advisor Jane Kelly ([jane.kelly@usu.edu](mailto:jane.kelly@usu.edu)) your department's Graduate Program Coordinator Lee Rickords ([lee.rickords@usu.edu](mailto:lee.rickords@usu.edu)).

## Program of Study

All students are required to submit a [program of study](#) to the USU School of Graduate Studies. The School of Graduate Studies considers the Program of Study a contract between you, your committee, and the School of Graduate Studies outlining which courses you will take to meet the School of Graduate Studies requirements and complete your degree program. Students will complete a plan in [DegreeWorks](#) and email their GPC to notify them that the plan is completed. This plan will be attached to a signature form and signed by you, your 3-person

graduate committee (plan A or B only), the department head, and a representative at the School of Graduate Studies. You should submit the Program of Study by the end of your second (or third for part time students) semester and after your supervisory committee approval form has been submitted and approved.

## **Leave of Absence/Continuous Registration/ Withdrawal**

Submit the [leave of absence form/continuous registration form](#) if you are not going to be registered for any courses in either the spring or fall semester. Depending on your reason for not registering, you must select either "Leave of Absence" or "Continuous Registration".

### **Leave of Absence**

A leave of absence, during which you are not required to register for graduate credits, may be granted under the following circumstances:

- Illness, required military service, or other extenuating circumstances
- Lack of availability of courses on an approved Program of Study at a regional campus or via Distance Education
- An approved Program of Study that is based primarily on summer semester courses

A leave of absence must be approved by the department head and the dean of graduate studies. A leave of absence may be the basis for extending the time limit to complete a degree program, but not to extend the time limit for course validity.

### **Continuous Registration**

If your reason for not registering is not due to one of the three circumstances listed above, your absence is classified as continuous registration. In this case, the continuous registration fee of \$100 per semester (fall and spring) will be assessed to your student account.

### **Complete Withdrawal**

If you are completely withdrawing from your graduate program, please email [gradforms@usu.edu](mailto:gradforms@usu.edu) with your name and A-number. The School of Graduate Studies will process your request and contact you when your file has been closed.

## **Time Limit**

A master's degree must be completed within six years of entering the degree program. Coursework that is more than eight years old may not be used for a graduate degree unless it is revalidated. If permitted by the departmental or interdepartmental degree program policy, a supervisory committee may allow revalidation, following a plan developed by the supervisory committee and approved by the associate dean of the School of Graduate Studies. The results must be verified in writing to the associate dean by the student's major professor or other person(s) responsible for the revalidation. Work experience cannot be substituted for out-of-date coursework or used for revalidation, except where that work experience can be documented to have involved the use of current knowledge and application of material currently covered in the course.

## **Graduation**

A graduate student must complete a Graduation Information Checklist before a graduate degree will be awarded. Master's students who do not prepare a thesis will receive instructions for completing the checklist during their final semester in their degree program. Only students completing degrees by the published Commencement deadline dates for a given semester will be included in the official Commencement program, although other students who complete requirements by a later date during the semester, established by the graduate dean, may participate in the graduate Commencement/Hooding ceremony. Their names will be printed in the next Commencement program.

# **MPH Nutrition Program**

# Requirements

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## Program Description

The Public Health Nutrition degree includes interdisciplinary training in nutrition-related sciences and the core public health disciplines. Learn about the methods for quantifying dietary intake and nutritional status, the role of diet in disease risk and health promotion, and the design and implementation of nutrition policy and programs to improve the health of local, national, and global populations. The land grant setting of Utah State University provides unique opportunities for the study of the relationship between human nutritional status and health with strong academic and research programs in nutritional epidemiology, federal and community nutrition programs, nutritional biochemistry and molecular biology, USU Extension nutrition outreach programs, food science, food safety, agricultural practices, animal health, climate change, and environmental sciences.

## Required Course List

Of the 42 credits required for the MPH Nutrition program, 36 credits are required. Most required courses are offered only once per year, although there are exceptions. When developing your program of study, please consider when courses are offered to make sure you are able to complete the coursework in your anticipated timeline. For additional course details, please go to the USU General Catalog using the link below:

<https://catalog.usu.edu/content.php?catoid=12&navoid=3068>

Course #	Course Title	Credits	Offered
<b>NDFS 6600</b>	Current Topics in Obesity	3	Fall
<b>ADVS 6140</b>	Introduction to Public Health	3	Fall
<b>ADVS 6830</b>	Environmental Health	3	Fall
<b>NDFS 6200</b>	Nutritional Epidemiology	3	Fall
<b>HEP 6200</b>	Health Administration and Organizations	3	Fall
<b>HEP 6350</b>	Social Determinants of Health	3	Fall
<b>NDFS 6010</b>	Hunger Issues and Solutions	3	Spring
<b>NDFS 6210</b>	Advanced Public Health Nutrition	3	Spring
<b>ADVS 5000</b>	One Health: People, Animals, and the Environment	3	Spring
<b>HEP 6230</b>	Communication of Current Topics in Nutrition	3	Spring
<b>NDFS 6840</b>	Global Field Studies in Public Health Nutrition	3	Fall/Spring/ Summer

## Elective Course List

MPH Nutrition students have the opportunity to take 6 elective credits. Please consider electives that align with your career goals and interest areas. The list below provides examples of common electives taken by MPH Nutrition students. This list is not exhaustive. Please work with your faculty advisor to determine which electives are best to be included in your program of study.

Elective courses	Credits	Delivery	Semester(s) Taught
<b>NDFS 6800</b> --Counseling and Motivational Interviewing for Health Professionals	3	Online	Fall
<b>SOC 6450</b> --Sociology of Health and Medicine	3	Online	Spring
<b>HEP 6000</b> --Advanced Program Planning and Evaluation	3	Online	Summer/Spring
<b>HEP 6120</b> --Foundations of Global Health	3	Online OR Study Abroad	Fall—Online Summer—Study Abroad
<b>NDFS 6400</b> --Nutritional Neuroscience	3	In Class	Fall
<b>NDFS 6410</b> --Nutrient Gene Interactions	3	In Class	Spring
<b>NDFS 6310</b> --Fundamentals of Nutrition Research	3	In Class	Fall
<b>ADVS 6000</b> --Ecology and Health	3	Online	Summer
<b>HEP 5400</b> --Prevention Strategies for Obesity and Disordered Eating	3	Online	Fall/Spring

## Example 2 Year Degree Plan

For students who would like to complete the MPH Nutrition program in two years, the following course sequence is suggested, although not required. Please work with your faculty advisor prior to registration on what courses to take regardless of if you are a part-time or full-time student.

## YEAR ONE

Fall Semester	Credits	Info and Notes
<b>ADVS 6140</b> --Introduction to Public Health	3	<b>Required</b> <b>Required to take during your first year</b>
<b>ADVS 6830</b> -- Communicating and Evaluating Public Health Information	3	<b>Required</b>
<b>NDFS 6000</b> —Nutritional Epidemiology	3	<b>Required</b> Prerequisite: Pass on pre-test with 70% or above
<b>Total credits</b>	<b>9</b>	

Spring	Credits	Info and Notes
<b>ADVS 5000</b> --One Health: People, Animals, and the Environment	3	<b>Required</b>
<b>NDFS 6010</b> --Hunger Issues and Solutions	3	<b>Required</b>
<b>Electives</b>	6	
<b>Total credits</b>	<b>12</b>	

## YEAR TWO

Fall Semester Year 2	Credits	Info and Notes
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<b>HEP 6200</b> --Health Administration and Organizations	3	<b>Required</b>
<b>NDFS 6600</b> --Current Topics in Obesity	3	<b>Required</b>
<b>HEP 6350</b> --Social Determinants of Health	3	<b>Required</b>
<b>NDFS 6840</b> --Global Field Studies in Public Health Nutrition <u>OR</u> <b>NDFS 6850</b> --Local Field Studies in Public Health Nutrition	3	<b>Required</b> <b>See information about Local and Global Field Studies below</b>
<b>Total credits</b>	<b>12</b>	

<b>Spring Semester</b>	<b>Credits</b>	<b>Info and Notes</b>
<b>NDFS 6210</b> --Advanced Public Health Nutrition	3	<b>Required</b> <b>Also offered face-to-face</b>
<b>NDFS 6230</b> --Communication of Current Topics in Nutrition	3	<b>Required</b>
<b>NDFS 6840</b> --Global Field Studies in Public Health Nutrition <u>OR</u> <b>NDFS 6850</b> --Local Field Studies in Public Health Nutrition	3	<b>Required</b> <b>See information about Local and Global Field Studies below</b>
<b>Total credits</b>	<b>9</b>	

<b>SUMMARY</b>	<b>Credits</b>	<b>Info and Notes</b>
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<b>TOTAL MINIMUM NUMBER OF CREDITS</b>	<b>42</b>	
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## Local and Global Field Studies

All MPH students must demonstrate competency attainment through applied practice experiences. The purpose of the Local and Global Field Studies courses are to provide opportunities for MPH Nutrition students to apply the knowledge and skills they have learned in course work to public health practice. The MPH Nutrition program is a professional degree, as such, the field studies experience is a critical component of the degree. Students are required to take six credits of either Local Field Studies or Global Field Studies. Students who elect to complete their field studies experience within the United States will register for NDFS 6850 Local Field Studies while students who elect to complete their field studies experiences internationally will register for NDFS 6840 Global Field Studies. **Students must demonstrate a minimum of five competencies, of which at least three must be foundational competencies.** For more information about the field studies experiences, please refer to the MPH Capstone Handbook.

# MPH Veterinary Public Health Program Requirements

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## Program Description

The Veterinary Public Health degree builds on the program of the USU School of Veterinary Medicine by offering specialized training in the emerging Public Health discipline of One Health. Learn to work with veterinarians, ecologists, and physicians to monitor and control public health threats by applying the core disciplines of public health and specialized knowledge of veterinary medicine. Learn how diseases spread among people, animals and the environment (<https://www.cdc.gov/onehealth/>). USU provides unique resources for the Veterinary Public Health MPH program with the School of Veterinary Medicine, Agricultural Extension programs, diagnostic laboratories, Institute for Antiviral Research, and strong academic programs in climate sciences, ecology, and natural resources.

## Required Course List

Of the 42 credits required for the MPH Nutrition program, 32 credits are required (please note that for students doing a plan A option (thesis) the required credits will vary: ADVS 6970 Research and Thesis is taken instead of ADVS 6100 MPH Practicum and usually 10 research and thesis credits are required rather than the 3 required for ADVS 6100). Most required courses are offered only once per year, although there are exceptions. When developing your program of study, please consider when courses are offered to make sure you are able to complete the coursework in your anticipated timeline. Please contact Dr Jane Kelly ([Jane.Jelly@usu.edu](mailto:Jane.Jelly@usu.edu)) to help develop your program of study. For additional course details, please go the USU General Catalog using the link below: <https://catalog.usu.edu/content.php?catoid=12&navoid=3068>

Course #	Course Title	Credits	Offered
<b>ADVS 6830</b>	Communicating and Evaluating Public Health Information	3	Fall
<b>HEP 6020</b>	Introduction to Epidemiology and Biostatistics	3	Fall/Summer

<b>HEP 6200</b>	Health Administration and Organizations	3	Fall
<b>ADVS 6060</b>	Genetics of Metabolic Syndromes	1	Spring
<b>ADVS 6840</b>	Epigenetics in Public Health	2	Spring
<b>ADVS 6140</b>	Introduction to Public Health	3	Fall
<b>ADVS 5000</b>	One Health: People, Animals, and the Environment	3	Spring
<b>ADVS 6100</b>	MPH Practicum	3	Spring
<b>ADVS 6010</b>	Advanced Veterinary Epidemiology	2	Spring
<b>HEP 6400</b>	Policy, Leadership, Systems, and Advocacy in Public Health	3	Spring
<b>NDFS 6200</b>	Nutritional Epidemiology	3	Fall
<b>ADVS 6000</b>	Ecology and Health	3	Summer

## Elective Course List

Veterinary MPH students have the opportunity to take up to 10 elective credits. Please consider electives that align with your career goals and interest areas. The list below provides examples of common electives taken by Veterinary MPH students. This list is not exhaustive. Please work with your faculty advisor (Dr. Jane Kelly) to determine which electives are best to be included in your program of study.

	Credits	Delivery	Semester(s) Taught
<b>NDFS 6800</b> --Counseling and Motivational Interviewing for Health Professionals	3	Online	Fall
<b>ADVS 6900</b> —Special Problems	1-5	Online	Fall, Spring, Summer
<b>SOC 6450</b> --Sociology of Health and Medicine	3	Online	Spring
<b>HEP 6000</b> --Advanced Program Planning and Evaluation	3	Online	Summer/Spring
<b>HEP 6120</b> --Foundations of Global Health	3	Online OR Study Abroad	Fall—Online

			Summer—Study Abroad
<b>HEP 6350--</b> Social Determinants of Health	3	Online	Fall
<b>HEP 6450--</b> Research Methods in Population Health	3	Online	Spring
<b>HEP 6550—</b> Qualitative Methods for Public Health	3	Online	Fall
<b>HEP 6800—</b> Health Behavior	3	Online	Fall
<b>NDFS 6010—</b> Hunger Issues and solutions	3	Online	Spring
<b>NDFS 6110—</b> Food Microbiology	3	Online	Spring
<b>NDFS 6210—</b> Advanced Public Health Nutrition	3	Online	Fall
<b>NDFS 6600—</b> Current topics in Obesity	3	Online	Fall

## Example 2 Year Degree Plan

For students who would like to complete the Veterinary MPH program in two years, the following course sequence is suggested, although not required. Please work with your faculty advisor prior to registration on what courses to take regardless of if you are a part-time or full-time student.

### YEAR ONE

Fall Semester	Credits	Info and Notes
<b>ADVS 6140--</b> Introduction to Public Health	3	<b>Required</b>
<b>ADVS 6830—</b> Communicating and Evaluating Public Health Information	3	<b>Required</b>

<b>HEP 6020</b> --Introduction to Epidemiology and Biostatistics	3	<b>Required</b> Prerequisite: Pass on pre-test with 70% or above
<b>Total credits</b>	<b>9</b>	

<b>Spring</b>	<b>Credits</b>	<b>Info and Notes</b>
<b>ADVS 5000</b> --One Health: People, Animals, and the Environment	3	<b>Required</b>
<b>ADVS 6010</b> --Applied Veterinary Epidemiology	3	<b>Required</b> Pre-requisite: HEP 6020
Electives	3	
<b>Total credits</b>	<b>9</b>	

<b>Summer</b>	<b>Credits</b>	<b>Info and Notes</b>
<b>ADVS 6000</b> --Ecology of Health	3	<b>Required</b>
Electives	3	
<b>Total credits</b>	<b>6</b>	

## **YEAR TWO**

<b>Fall Semester</b>	<b>Credits</b>	<b>Info and Notes</b>
<b>HEP 6200</b> --Health Administration and Organizations		<b>Required</b>

	3	
<b>NDFS 6200</b> —Nutritional Epidemiology	3	
<b>Electives</b>	3	
<b>Total credits</b>	<b>9</b>	

Spring Semester	Credits	Info and Notes
<b>ADVS 6100</b> —MPH Practicum	3	<b>Required</b>
<b>HEP 6400</b> --Policy, Leadership, Systems, and Advocacy in Public Health	3	<b>Required</b>
<b>ADVS 6060</b> —Genetics of Metabolic Syndromes	1	<b>Required</b>
<b>Electives</b>	3	
<b>Total credits</b>	<b>10</b>	

SUMMARY	Credits	Info and Notes
<b>TOTAL MINIMUM NUMBER OF CREDITS</b>	<b>42</b>	

### Practicum Experiences

The MPH field practicum is an integral component of professional training in public health and is required of all Veterinary MPH students (except those opting for a plan A (thesis and research up to 10 credits) or plan B program (thesis and research up to 3 credits and scholarly paper). Students doing an MPH practicum project must complete a supervised field or professional experience, write a capstone paper about it and give a presentation on it. The practicum gives MPH students the opportunity to integrate and apply classroom learning with professional experience. The purpose of the capstone paper is for the student to

reflect on the practice experience and place the project within the context of the organization, the community, and the MPH program. MPH students may begin the practicum after completing the first semester of the program. Practicum project duration must satisfy the minimum requirement of 120 hours (3 credits). The student must complete a Practicum Learning contract when starting the practicum.



# Student and Faculty Expectations

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The MPH program expects **students** to:

1. Communicate regularly with their faculty advisor, professors, and graduate committee.
2. Ask professors and/or faculty advisors for help as needed.
3. Actively participate in courses.
4. Submit high quality work.
5. Be familiar with the School of Graduate School and MPH program policies and deadlines. Submit materials by required deadlines.
6. Give constructive and timely feedback to the MPH director as issues arise.
7. Act morally and ethically.

The MPH **faculty** are expected to:

1. Communicate in a timely and clear fashion to be accessible to students.
2. Be available to students by appointment and/or maintain regular office hours.
3. Provide adequate guidance for academic, practicum, and career-planning needs.
4. Ask permission to share student's work or research.
5. Provide prompt and respectful feedback to students.
6. Communicate the expectations, policies, and procedures to students clearly and regularly.
7. Act morally and ethically.

# USU Policies

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## Academic Freedom and Professional Responsibilities

Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of truth. Faculty members are entitled to full freedom in teaching, research, and creative activities, subject to the limitations imposed by professional responsibility. [USU Policy 403](#) further defines academic freedom and professional responsibilities.

## Academic Integrity - "The Honor System"

Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the honest conduct expected and required of all Utah State University students.

To enhance the learning environment at Utah State University and develop student academic integrity, each student agrees to the following Honor Pledge: "I pledge, on my honor, to conduct myself with the foremost level of academic integrity." A student who lives by the Honor Pledge is a student who does more than not cheat, falsify, or plagiarize. A student who lives by the Honor Pledge:

- espouses academic integrity as an underlying and essential principle of the Utah State University community,
- understands that each act of academic dishonesty devalues every degree that is awarded by this institution, and
- is a welcomed and valued member of Utah State University.

## Grievance Process

Students who feel they have been unfairly treated [in matters other than discipline, admission, residency, employment, traffic, and parking - which are addressed by procedures separate and independent from the Student Code] may file a grievance through the channels and procedures described in the Student Code: [Article VII Grievances](#)

## **Plagiarism**

Plagiarism includes knowingly "representing by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials." The penalties for plagiarism are severe. They include warning or reprimand, grade adjustment, probation, suspension, expulsion, withholding of transcripts, denial or revocation of degrees, and referral to psychological counseling.

## **Sexual Harassment**

Sexual harassment is defined by the Affirmative Action/Equal Employment Opportunity Commission as any "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." If you feel you are a victim of sexual harassment, you may talk to or file a complaint with the Affirmative Action/Equal Employment Opportunity Office located in Old Main, Room 161, or call the AA/EEO Office at (435) 797-1266.

## **Students with Disabilities**

The Americans with Disabilities Act states: "Reasonable accommodation will be provided for all persons with disabilities in order to ensure equal participation within the program." If a student has a disability that will likely require some accommodation by the instructor, the student must contact the instructor and document the disability through the Disability Resource Center (435) 797-2444, preferably during the first week of the course. Any request for special consideration related to attendance, pedagogy, taking of examinations, etc., must be discussed with and approved by the instructor. In cooperation with the Disability Resource Center, course materials will be provided in alternative format (e.g. large print, audio, diskette, or Braille) upon request.

## **Withdrawal Policy and "I" Grade Policy**

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances not due to poor performance or to retain financial aid. The term 'extenuating' circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor.

# Academic and Professional Resources

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## Graduate School Opportunities

Graduate Student Council: The Graduate Student Council is made up of graduate students from each college on campus, the Graduate Studies Senator and the Graduate Student Director. The council meets monthly throughout the school year to discuss any questions, concerns and obstacles graduate students face at USU, to increase the sense of community among graduate students at USU and to help graduate students learn about the resources available to them on campus and in the community.

In addition, the Graduate Student Council funds two scholarships throughout the year and plans all of the Mental Health Week activities. The Graduate Studies Senator is also a voting member representing all USU graduate students on both the USUSA Academic Senate and Executive Council

If you'd like to get involved in volunteering please email the Graduate Senator or Graduate Director, or get in touch with your college representative. You can also reach out to the Graduate Senator via MyVoice on the right side of the MyUSU Portal.

You are encouraged to contact your college representative, the senator or the director if you have any questions, concerns or ideas regarding events, programs, requirements, etc.

Live More Blog: Students can stay connected with other graduate students and the USU School of Graduate Studies, and learn of events and opportunities through the graduate student blog.

## Professional Organizations

We encourage students be involved in professional organizations. Most organizations have leadership opportunities for student members and offer a wide range of graduate student scholarships. Please contact the following professional organizations for more information.

**American Public Health Association (APHA)**

The oldest public health organization in the US has a large student membership and student assembly section. Membership includes reduced rates at the annual meeting, subscription to the *American Journal of Public Health* and the *Nation's Health* newspaper, career development opportunities, continuing education opportunities, internships, policy statements, factsheets, and advocacy for public health. For student membership information go to <https://www.apha.org/membership/student-membership>

### **Utah Public Health Association (UPHA)**

UPHA is the largest association of public health professionals in Utah and is dedicated to promoting quality public health policy and providing public health advocacy and education for its members and the people of Utah. Leadership opportunities exist for students. Members receive discounted registration at the annual UPHA meeting, e-newsletter, and job and internship listings. For more information go to <https://www.upha.org/>.

### **Society for Nutrition Education and Behavior**

The Society for Nutrition Education and Behavior (SNEB) represents the unique professional interests of nutrition educators worldwide. SNEB is dedicated to promoting effective nutrition education and healthy behavior through research, policy and practice and has a vision of healthy communities, food systems and behaviors. For more information go to <https://www.sneb.org/>.

### **Society for Public Health Education (SOPHE)**

SOPHE represents more than 4,000 health education professionals and students in the U.S who work in schools, universities, voluntary organizations, healthcare settings, and in local, state and federal agencies. SOPHE is the only independent voice for advancing health promotion policy, research and practice. Membership benefits include professional development, the annual meeting and the Annual Advocacy Summit, Scholarships, Center for Online Resources and Education, subscription to three peer-reviewed health education journals, and professional networking opportunities. For more information go to <https://www.sophe.org/>.

### **American College of Veterinary Preventative Medicine (ACVPM)**

The American College of Veterinary Preventive Medicine (ACVPM) is an AVMA-recognized veterinary specialty organization offering board certification in preventive medicine with the option of a specialty in epidemiology. Becoming a Diplomate of the ACVPM means joining some of the most distinguished veterinary professionals in preventive medicine and public health at national and international levels. For more information go to <https://acvpm.org/>

## **United States Animal Health Association**

The United States Animal Health Association is a forum for communication and coordination among State and Federal governments, universities, industry, and other concerned groups for consideration of issues of animal health and disease control, animal welfare, food safety and public health. It is a clearinghouse for new information and methods, which may be incorporated into laws, regulations, policy, and programs. It develops solutions for animal health-related issues based on science, new information and methods, public policy, risk/benefit analysis and the ability to develop a consensus for changing laws, regulations, policies, and programs. For more information go to <https://www.usaha.org>

## **Information Technology Assistance**

Utah State University Information Technology provides quality, timely, secure, appropriate, innovative, and reliable information technology services to support the University's mission of learning, discovery, and engagement. For assistance. The [IT Service Desk](#) offers technology support for most enterprise systems at Utah State University. Services are provided to students, staff and faculty. In addition to support services, the Service Desk provides; full-time desktop support; campus software licensing, and certified hardware repair services. Contact us at (435) 797-HELP, [servicedesk@usu.edu](mailto:servicedesk@usu.edu), on-line [Live Chat](#) or through [MyTech](#).

## **Financial Aid, Assistantships, and Scholarships**

There are a limited amount of fellowships and scholarships available to graduate students at USU. Please see the School of Graduate Studies website for details and deadlines. The College of Agriculture and Applied Sciences, the NDFS and ADVS departments, as well as USU Regional Campuses may have scholarships or assistantships that students can apply for. Graduate students may be teaching assistants or graduate instructors. Teaching loads vary up to a maximum of 20 hours per week, and salaries vary with department and teaching load.

All teaching assistants and graduate instructors are required to participate in a training workshop sponsored by the School of Graduate Studies prior to beginning their assistantships. The workshop helps students gain the techniques and skills to be effective instructors in the University environment. When a teaching assistant workshop has been successfully completed, 1 credit will be added to the student's transcript. However, this credit cannot be applied toward a graduate degree program. Graduate assistants must be full-time (with the exception of summers), matriculated students. For students employed as graduate assistants, full-time status is based on the full-time equivalent or FTE.

A 0.25 to 0.374 FTE requires a student to enroll for at least 9 graduate-level credits; a 0.375 to 0.50 FTE requires a student to enroll for at least 6 graduate-level credits.

Many students who do not receive assistantships or assistantships receive financial assistance by working for departments or other campus units. Graduate students are generally not employed by the University for more than 20 hours per week. Employment beyond 20 hours per week must be approved by the student's advisor, degree program department head, and the graduate dean.

Graduate students may apply for Federal Stafford Loans, Federal Perkins Loans, Federal Supplemental Loans for Students (SLS), Emergency Loans, and Federal College Work-Study through the Financial Aid Office. More information can be found in the [Financial Aid and Scholarship Information](#) section of this catalog, or by contacting: Financial Aid Office, Taggart Student Center 106, Utah State University, 1800 Old Main Hill, Logan UT 84322-1800, tel. (435) 797-0173.

For information about GI Bill Benefits, contact: Office of Veterans Services, Taggart Student Center 313, Utah State University, 0185 Old Main Hill, Logan UT 84322-0185, tel. (435) 797-9187.

## Library Resources

You can access all of the library databases, e-journals, and e-books from home or anywhere with an Internet connection. To access library resources from the USU Library website, a research guide, or your Canvas course, you will be prompted to enter your **A number and Access (banner) password**.

There are [multiple library resources](#) available and an appointed librarian to offer further assistance for students if needed. Our appointed librarian is Ms. Erin Davis.

## Career Services

[USU career services](#) offers a wealth of services for both current USU students and alumni. Some of these services include career coaching, resume and cover letter assistance, salary negotiations, career fairs, social media presence, and networking strategies.

## Academic Success Center

The learning specialists within the [Academic Success Center](#) have developed programs and services to support Utah State students in exploring their intellectual potential and achieving academic success. Our Web site offers excellent resources for students, faculty, parents of students, and others

interested in discovering new ways to study effectively, learn efficiently, and achieve academically.

## Mental Health Resources

Mental health is critically important for the success of USU students. The dean of the School of Graduate Studies [wrote to graduate students](#) and asked them to make mental and emotional health a priority in their lives. Knowing how to address mental health concerns and what resources are available to you make prioritizing mental health care possible. [Contact your GPC](#) if you have questions about your options.

You can maintain your mental and emotional health whether you have a pressing concern or not. Be pro-active about your health and seek opportunities to be social or to talk to a professional anytime. You can access supportive campus resources including:

- [Sexual assault resources](#) that assist with reporting, medical care and counseling.
- The [Access and Diversity Center](#), which organizes LGBTQA, multi-cultural and non-traditional student resources, events and clubs.
- [International student groups](#) that help students away from home meet others in similar circumstances.
- The [Disability Resource Center](#), which assists students at all campuses with academic accommodations.

If you believe someone needs help:

1. **Express concern.** Empathetically point out the behaviors that are causing you concern. It's important to address a person's need to seek help. However, it is equally important to reassure them that everyone goes through hard times and you understand and care.
2. **Destigmatize.** Discuss mental health professional support in a friendly, welcoming way. Point out that you have confidence in the office or in its therapists, or that you've known others who have had positive interactions with that resource.
3. **Talk about options.** There are many resources available. Talk about options that may best serve the person you're talking to and the particular difficulties they are experiencing.

If you or someone you know is struggling with a mental health issue, it's important to recognize the limits of your ability to personally assist and to know when other resources can be more helpful. Seek help if you or the person you're talking to:



- Is no longer able to function in their normal capacity within class or experiences a significant drop in grades or academic performance.
- Appears unable to cope with their day-to-day activities and responsibilities.
- Expresses depressive symptoms such as sleep disturbance, sudden weight loss or gain, crying spells, fatigue, loss of interest or pleasure in previously enjoyed activities, or inability to concentrate or complete tasks.
- Expresses severe anxiety symptoms such as feelings of panic, shortness of breath, headaches, sweaty palms, dry mouth, or racing thoughts.
- Has suicidal thoughts or feelings.
- Has few friends or family they can talk to about pressing concerns. They may benefit from a support group more than counseling.

USU students, faculty, staff and others can report students who are struggling with academic, personal or emotional difficulties, or who may be exhibiting threatening, worrisome or other concerning behavior using the [Student of Concern form](#).

## Tutoring Options

eTutoring.org provides both real-time and submission based tutoring in many subjects. There is a writing lab, live chat, and offline question submission available. For more information go to <https://www.usu.edu/asc/tutoring/regional-campuses>

### More Information

For more information about resources available to USU Online students, please go to [https://www.usu.edu/online/student\\_resources](https://www.usu.edu/online/student_resources)

## CAAS MPH Canvas Page

When you begin the MPH program, you will be added to a Canvas course called *Master of Public Health Program*. In this Canvas course, you will find all pertinent CAAS MPH materials and regular announcements from MPH faculty. We also strongly encourage you to use this course as a way to communicate and connect with your peers in the MPH Nutrition and MPH Veterinary Public Health programs.

## **Notice of Non-Discrimination**

In its programs and activities, including in admissions and employment, Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law. The following individuals have been designated to handle inquiries regarding the application of Title IX and its implementing regulations and/or USU's non-discrimination policies:

### **Executive Director of the Office of Equity**

Alison Adams-Perlac  
[alison.adams-perlac@usu.edu](mailto:alison.adams-perlac@usu.edu)  
Old Main Rm. 161  
435-797-1266

### **Title IX Coordinator**

Hilary Renshaw  
[titleix@usu.edu](mailto:titleix@usu.edu)  
Old Main Rm. 161  
435-797-1266

For further information regarding non-discrimination, please visit <https://equity.usu.edu/>, or contact:

U.S. Department of Education  
Office of Assistant Secretary for Civil Rights  
800-421-3481  
[OCR@ed.gov](mailto:OCR@ed.gov)

U.S. Department of Education  
Denver Regional Office  
303-844-5695  
[OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)



**College of Agriculture and Applied Sciences (CAAS)  
Master of Public Health (MPH)  
Public Health Nutrition & Veterinary Public Health**

This page is to be signed by the student after receiving and reading this Utah State University **CAAS MPH Student Handbook**. The original will be kept in the student file.

The **CAAS MPH Student Handbook** includes information pertaining to **USU** student policies and program-specific requirements and expectations.

I realize it is my responsibility to read the **CAAS MPH Student Handbook** and clarify any questions or concerns with the program faculty or the program director.

My signature indicates that I have read, understand and agree to adhere to the requirements as stated in the policies and procedures published in the **CAAS MPH Student Handbook**.

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Name of Student (Print)

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Signature of Student

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Date