

Graduate Student Handbook Master of Public Health

Kasiska School of Health Professions



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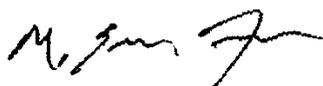
WELCOME FROM THE CHAIR

Dear Master of Public Health Student:

Congratulations on your admittance to the MPH Degree Program in the Kasiska School of Health Professions here at Idaho State University. I would like to take this opportunity to wish you success in your academic career. Each and every faculty member within the department has the desire to help students reach their hopes and dreams at Idaho State University. Please take the time to meet with each professor, and, importantly, your major advisor before you sign up for any course work.

In closing, I wish you well on your academic journey. Please feel free to make an appointment with me at any time to discuss your progress, the program itself, or any other concerns that you may have.

Regards,

A handwritten signature in black ink, appearing to read "M. Elizabeth Fore". The signature is fluid and cursive, with a large initial "M" and a stylized "F".

M. Elizabeth Fore, Ph.D.
MPH Director

ABOUT THE UNIVERSITY

Idaho State University has served the citizens of the State since 1901, first established as the Academy of Idaho. Reorganized as the Southern Branch of the University of Idaho in 1927, it was established as Idaho State College in 1947 and was given University status in 1963.

The role and mission are that of a broad-based regional public doctoral institution, providing a broad range of educational services to a culturally diverse population of students and to the State.

The University is Idaho's center of education for the Health Professions and related biological and physical sciences and educator preparation (its areas of primary emphasis); Idaho State University delivers statewide comprehensive academic programming, professional continuing education, basic and applied research, and specialized public service in the health sciences.

Additional roles, assigned by the State Board, are business, engineering education, technical training (its areas of continuing emphasis) and in the liberal arts. It is committed to maintaining a strong liberal arts and sciences program as the basis of other academic disciplines and as an independent, multifaceted field of inquiry. The University offers graduate programs in a number of fields and is a national center for the Doctor of Arts degree.

MISSION AND GOALS

MISSION STATEMENT

The mission of the Master of Public Health (MPH) Program at Idaho State University is to improve the health and well-being of human populations through the application of the essential services of public health by excellence in instruction, community service, research, and continuing professional education.

PROGRAM GOALS AND OBJECTIVES

Goal One—Instruction: To deliver an evidence-based academic program that prepares students for public health practice.

Objective 1: The MPH faculty will deliver a public health curriculum culminating in the MPH Degree that incorporates the core competencies to perform the essential services of public health.

Objective 2: The MPH Program will ensure that students receive adequate opportunities for practical application of learned competencies.

Goal Two—Community Service: To support students and faculty in demonstrating public health leadership and contributing to public health at the local, state, and national level.

Objective 1: MPH faculty and students will provide public health community service and activities.

Goal Three—Research: To promote and support public health research and scholarly endeavor, and provide leadership in public health priorities.

Objective 1: The MPH Program and the Department of Health and Nutrition Sciences will promote and support research and other scholarly activities.

Objective 2: The Department of Health and Nutrition Sciences will encourage research and leadership in addressing public health priorities.

Goal Four—Continuing Education: To strengthen the existing public health workforce by providing advanced skills, knowledge, and professional learning opportunities throughout Idaho.

Objective 1: The MPH Program faculty will assess the training and educational needs of the local and state public health workforce.

Objective 2: The MPH Program faculty will develop and provide education that meets the needs of the public health professionals throughout Idaho based on the informal needs assessment conducted with the public health personnel.

Objective 3: The MPH Program faculty will participate in developing opportunities for public health professionals to achieve skill building and professional education.

ETHICS

Graduate students are expected to conduct themselves in an ethical and professional manner. The following statements of common values may serve as guidance for general decision making during our professional studies.

Adapted from **Code of Ethics for the Health Education Profession** (AAHE and SOPHE).

Article I: Responsibility to the Public

Section 1: Public Health Professionals support the right of individuals to make informed decisions regarding health, as long as such decisions pose no threat to the health of others.

Section 2: Public Health Professionals encourage actions and social policies that support and facilitate the best balance of benefits over harm for all affected parties.

Section 3: Public Health Professionals accurately communicate the potential benefits and consequences of the services and programs with which they are associated.

Section 4: Public Health Professionals accept the responsibility to act on issues that can adversely affect the health of individuals, families, and communities.

Section 5: Public Health Professionals are truthful about their qualifications and the limitations of their expertise and provide services consistent with their competencies.

Section 6: Public Health Professionals protect the privacy and dignity of individuals.

Section 7: Public Health Professionals actively involve individuals, groups, and communities in the entire educational process so that all aspects of the process are clearly understood by those who may be affected.

Section 8: Public Health Professionals respect and acknowledge the rights of others to hold diverse values, attitudes, and opinions.

Section 9: Public Health Professionals provide services equitably to all people.

Article II: Responsibility to the Profession

Public Health Professionals are responsible for their professional behavior, for the reputation of their profession, and for promoting ethical conduct among their colleagues.

Section 1: Public Health Professionals maintain, improve, and expand their professional competence through continued study and education; membership, participation, and leadership in professional organizations; and involvement in issues related to the health of the public.

Section 2: Public Health Professionals model and encourage nondiscriminatory standards of behavior in their interactions with others.

Section 3: Public Health Professionals encourage and accept responsible critical discourse to protect and enhance the profession.

Section 4: Public Health Professionals contribute to the development of the profession by sharing the processes and outcomes of their work.

Section 5: Public Health Professionals are aware of possible professional conflicts of interest, exercise integrity in conflict situations, and do not manipulate or violate the rights of others.

Section 6: Public Health Professionals give appropriate recognition to others for their professional contributions and achievements.

Article III: Responsibility to Employers

Public Health Professionals recognize the boundaries of their professional competence and are accountable for their professional activities and actions.

Section 1: Public Health Professionals accurately represent their qualifications and the qualifications of others whom they recommend.

Section 2: Public Health Professionals use appropriate standards, theories, and guidelines as criteria when carrying out their professional responsibilities.

Section 3: Public Health Professionals accurately represent potential service and program outcomes to employers.

Section 4: Public Health Professionals anticipate and disclose competing commitments, conflicts of interest, and endorsement of products.

Section 5: Public Health Professionals openly communicate to employers, expectations of job-related assignments that conflict with their professional ethics.

Section 6: Public Health Professionals maintain competence in their areas of professional practice.

Article IV: Responsibility in the Delivery of Health Education

Public Health Professionals promote integrity in the delivery of health education. They respect the rights, dignity, confidentiality, and worth of all people by adapting strategies and methods to meet the needs of diverse populations and communities.

Section 1: Public Health Professionals are sensitive to social and cultural diversity and are in accord with the law, when planning and implementing programs..

Section 2: Public Health Professionals are informed of the latest advances in theory, research, and practice, and use strategies and methods that are grounded in and contribute to development of professional standards, theories, guidelines, statistics, and experience.

Section 3: Public Health Professionals are committed to rigorous evaluation of both program effectiveness and the methods used to achieve results.

Section 4: Public Health Professionals empower individuals to adopt healthy lifestyles through informed choice rather than by coercion or intimidation.

Section 5: Public Health Professionals communicate the potential outcomes of proposed services, strategies, and pending decisions to all individuals who will be affected.

Article V: Responsibility in Research and Evaluation

Public Health Professionals contribute to the health of the population and to the profession through research and evaluation activities. When planning and conducting research or evaluation, Public Health Professionals do so in accordance with federal and state laws and regulations, organizational and institutional policies, and professional standards.

Section 1: Public Health Professionals support principles and practices of research and evaluation that do no harm to individuals, groups, society, or the environment.

Section 2: Public Health Professionals ensure that participation in research is voluntary and is based upon the informed consent of the participants.

Section 3: Public Health Professionals respect the privacy, rights, and dignity of research participants, and honor commitments made to those participants.

Section 4: Public Health Professionals treat all information obtained from participants as confidential unless otherwise required by law.

Section 5: Public Health Professionals take credit, including authorship, only for work they have actually performed and give credit to the contributions of others.

Section 6: Public Health Professionals who serve as research or evaluation consultants discuss their results only with those to whom they are providing service, unless maintaining such confidentiality would jeopardize the health or safety of others.

Section 7: Public Health Professionals report the results of their research and evaluation objectively, accurately and in a timely fashion.

Article VI: Responsibility in Professional Preparation

Those involved in the preparation and training of Public Health Professionals have an obligation to accord learners the same respect and treatment given other groups by providing quality education that benefits the profession and the public.

Section 1: Public Health Professionals select students for professional preparation programs based upon equal opportunity for all, and the individual's academic performance, abilities, and potential contribution to the profession and the public's health.

Section 2: Public Health Professionals strive to make the educational environment and culture conducive to the health of all involved, and free from sexual harassment and all forms of discrimination.

Section 3: Public Health Professionals involved in professional preparation and professional development engage in careful preparation; present material that is accurate, up-to-date, and timely; provide reasonable and timely feedback; state clear and reasonable expectations; and conduct fair assessments and evaluations of learners.

Section 4: Public Health Professionals provide objective and accurate counseling to learners about career opportunities, development, and advancement, and assist learners to secure professional employment.

Section 5: Public Health Professionals provide adequate supervision and meaningful opportunities for the professional development of learners.

MPH PROGRAM ENTRANCE CRITERIA

For classified admission into the program, applicants must satisfy the following criteria:

- 1 Meet all requirements of the ISU Graduate School (please refer to the ISU Graduate Catalog at http://www.isu.edu/academic-info/crntgrad/grad_2006_2007.pdf). Applications must be submitted to the ISU Graduate School.
- 2 Applicants must have a minimum of a 3.0 GPA based on the last 60 hours of undergraduate work. Eligible credits are determined by the Graduate School.
- 3 Score an average of at least 40th percentile when considering both quantitative and verbal sections of the GRE general test but no lower than the 20th percentile in either section.
- 4 An applicant who currently holds a graduate degree must submit their transcripts, but the undergraduate GPA requirement will not apply. College transcripts must be submitted to the ISU Graduate School.
- 5 No other instruments such as the MCAT, LSAT, or GMAT may be substituted. Applicants currently holding degrees at the doctoral level from an accredited institution will not be required to submit GRE general test scores (this includes professional doctoral degrees such as PharmD, Juris Doctorate, Medical Doctor, Doctor of Osteopathy, or Doctor of Veterinary Medicine). Those holding degrees at the baccalaureate and masters level must submit GRE general test results. Students who are admitted as Conditional Status without GRE scores must take the general test within their first semester of enrollment. Continuation in the program is contingent on the student meeting the above GRE score requirements. GRE scores must be submitted to the ISU Graduate School.
- 6 Have two letters of recommendation from non-relative individuals familiar with your academic or professional abilities (no personal references) sent to the Department of Health and Nutrition Sciences at the same time your application is sent to the Graduate School. The letters must be sealed with the signature of the recommender across the envelope flap.
- 7 Two years of experience working in the health field is preferred for admission. A B.S. or B.A. degree in health or a health-related discipline may substitute for working experience. Applicants will be evaluated on an individual basis.
- 8 Submit a typed essay (one to two pages, single-spaced) describing interest in pursuing the MPH degree and how it will facilitate candidate's career goals.

- 9 International students who have not graduated from an accredited college or university in the US, and whose native language is not English, must achieve satisfactory scores on the Test of English as a Foreign Language (TOEFL). Satisfactory TOEFL requirements for classified admission are described in the ISU Graduate Catalog under “Admission of International Students.” In addition, international student applicants who have not graduated from an accredited college or university in the United States must take the GRE and are required to score in the 40th percentile on at least one area of the GRE.

Applications will not be considered until all above documentation has been submitted.

Applications are due in accordance with ISU *Graduate School* deadlines: no later than April 1 for fall semester enrollment, and November 15 for spring semester enrollment, or the following Monday, should these dates fall on a weekend. International students shall abide by additional guidelines for applications as set forth in the ISU Graduate Catalog, <http://www.isu.edu/academic-info/crntgrad/gradgene.html>.

PROGRAM INFORMATION

Masters of Public Health students can expect a rigorous and rewarding program of study centered around the principles and practice of Public Health. Due to the nature of this degree, no core course substitutions or waivers can be allowed. Should a student wish to appeal the substitution waiver rule they may petition the Graduate School. Graduate petition forms are available at the Graduate School. Elective courses must be approved by the student's major advisor. Likewise, up to 9 credits may be transferred from another graduate school institution. The decision to allow such transfers/waivers requires departmental approval. See Appendix G for the form and procedures.

PROGRAM DELIVERY:

Classes are offered in a 100% online format.

FACULTY:

All full-time faculty maintain regular office hours and are available to assist and advise students. Graduate students are strongly encouraged to meet with their advisors on a regular basis. Office hours are posted outside of faculty offices. In addition, appointments are encouraged for times other than posted hours.

ADVISEMENT:

The advisement process is an important part of success in the MPH Program. It is mandatory that you meet with your assigned advisor upon acceptance to the program (no later than registration week). It is strongly encouraged to continue these meetings on a regular basis. Upon approval of the student's application for graduate study, the Program Director will assign an advisor. This advisor may be requested by the student and will work closely with him or her on requirements, program approval, graduation procedures, and other areas. It is recommended that you use the forms available as Appendix A and B of this document to keep you on course.

COURSE LEVELS:

Courses numbered 5500 and 6600 are only for students admitted into the Graduate School. Other courses for which graduate credit may be obtained are indicated with “g” designations in both the undergraduate and graduate catalogs. Courses with “g” designations are shown on registration forms and transcripts as 5500 level courses; extra work is required of graduate students enrolled in “g” courses. Whether these or other courses may be applied toward requirements for a graduate degree is determined by the department offering the degree. Credit by examination (course challenge) is not permitted in graduate programs. Students should pay close attention during the registration process to ensure that they have registered for the correct course.

GRADING:

All students must maintain a satisfactory record of scholarship. A 3.0 grade point average (GPA) for the courses listed on the Program of Study is required for any graduate degree or certification at Idaho State University. A grade of C+ or lower is essentially failing at the graduate level. However, the department may accept a C+ grade in one or two courses as long as the minimum overall 3.0 GPA is maintained. Receiving grades of C+ or lower may cause departments and/or colleges to dismiss students from a graduate program.

PROGRAM OF STUDY:

A final program of study form must be completed the semester prior to graduation. For example, if a student plans on graduating in August (Summer Session) then they must submit their program of study during the Spring semester. This form (Appendix C) lists all the courses the student has actually taken for the master’s degree and is approved by the Department, College and Graduate School. Students may use the form provided in the appendix, or create one of their own using word processing software providing the format is similar to the sample given.

THESIS and PROJECT:

To meet graduation requirements, all MPH students must complete a thesis or project. Before any data collection can occur, permission must be obtained through the Idaho State University Human Subjects Committee. Submissions to the Human Subjects Committee must be completed using the form available from the HSC Web Site. The *ISU MPH Project and Thesis*

Guidelines Handbook provides detailed instructions about completing a project or thesis. It is available on the MPH webpage, the MPH Student Resources Moodle site, and through departmental faculty and staff.

ORAL EXAMINATION:

Oral examinations are required of students for both the thesis and non-thesis (project) option. Students are not permitted to take oral examinations until all core course requirements have been completed. Exams are scheduled by the department; graduating students will be notified of exam dates and requirements. In addition, a formal paper pertaining to the required project will be evaluated. Exams must be completed no later than two weeks prior to the end of their final semester. Students must submit a written copy of their project to their faculty advisor no later than two weeks prior to the date of their oral defense.

EXAMINING COMMITTEE:

The examining committee is composed of a faculty advisor, a second faculty member from the student's department (requested by the student or appointed by the graduate coordinator) and a Graduate Faculty Representative (GFR), appointed by the Dean of the Graduate School. The Graduate Dean welcomes suggestions from the student and department regarding candidates for the GFR. The examining committee hears and questions the defense of thesis, proposals, course work and oral exams.

GRADUATION:

Students must apply for graduation through the Graduate School. Applications are due within two weeks of the beginning of the final semester, or June 15th for summer graduation. In addition, students must pay an Application for Graduation Diploma Fee prior to the end of their final semester. Students should contact the Graduate School for more detailed information:

Graduate School: 921 S. 8th Ave, Mail Stop 8075
Pocatello, ID 83209-8075
Phone: 208/282-2150
Website: <http://www.isu.edu/graduate/>

COURSE REQUIREMENTS & ROTATION

Master of Public Health

The goal of public health is to improve the health of populations through planning, implementing, and evaluating health promotion and disease prevention programs. Public health professionals design these intervention programs by using a combination of health education and related organizational, economic, legislative, and environmental supports to enhance the probability of creating a healthier populace.

The Master of Public Health Program curriculum prepares individuals to carry out the following core public health functions as defined by the American Public Health Association: assess both the health needs and resources available in a community, assist in health policy development that supports programs in prevention, and assure that necessary, high quality, effective services including education are available to every citizen.

Courses focus on a community health emphasis and include an acquisition of requisite public health knowledge and skills in the areas of epidemiology, biostatistics, health care ethics, health organization and policy, health program planning and evaluation, research methodology, and environmental health.

Students pursuing the MPH degree must complete a minimum of 48 credits of course work including a thesis or project.

Students participating in the MPH program of study must maintain a satisfactory record of scholarship.

Core Course Requirements

MPH	6601	Applications in Epidemiology	3 cr.
MPH	6602	Biostatistics	3 cr.
MPH	6603	Technological App. in Public Health	3 cr.
MPH	6604	Social & Cultural Persp. in Public Health ...	3 cr.
MPH	6605	Leadership and Administration	3 cr.
MPH	6606	Environmental & Occupational Health	3 cr.
MPH	6607	US & Global Health Systems.....	3 cr.
MPH	6609	Seminar in Community/Public Health	3 cr.
MPH	6620	Health Program Planning	3 cr.
MPH	6640	Research and Writing	3 cr.
MPH	6660	Health Behavior Change Theory & App.....	3 cr.
MPH	6655	Internship.....	3 cr.

Thesis Option

MPH	6650	Thesis.....	6 cr.
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Project Option

MPH	6651	Project	6 cr.
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Approved Electives

Elective Courses May Include:

HE	5599	Survey Design	3 cr.
HCA	5573	Marketing for Health Care Org.....	3 cr.
HCA	6625	Health Care Law & Bioethics	3 cr.
HE	5599	Grant Writing	3 cr.
HE	5599	Emergency/Disaster Preparedness	3 cr.
HE	5599	Medical Anthropology	3 cr.
PHIL	6600	Ethics in Health Care.....	3 cr.

Other courses as approved by MPH advisor.

MPH COURSE ROTATION

MPH Fall

MPH	6602	Biostatistics (3)
MPH	6605	Leadership & Administration (3)
MPH	6607	US & Global Health Systems (3)
MPH	6620	Health Program Planning (3)
MPH	6640	Research and Writing (3)
MPH	6660	Health Behavior Change Theory & Application (3)
MPH	6655	Internship* (3)
MPH	6650	Thesis (6)

MPH Spring

MPH	6601	Applications in Epidemiology (3)
MPH	6603	Technological Applications in Public Health (3)
MPH	6604	Social & Cultural Perspectives in Public Health (3)
MPH	6606	Environmental & Occupational Health (3)
MPH	6609	Seminar in Community/Public Health (3)
MPH	6655	Internship* (3)
MPH	6650	Thesis (6)

MPH Summer (Based on Availability)

HCA	5573	Marketing for Health Care Organizations (3)
HCA	6625	Health Care Law and Bioethics (3)
HE	5599	Survey Design (3)
HE	5599	Grant Writing (3)
HE	5599	Emergencies/Disaster Preparedness (3)
HE	6650	Thesis (6)
PHIL	6600	Ethics in Health Care (3)
MPH	6655	Internship* (3)

* MPH 655 Internship can be taken for credit after a minimum of eighteen (18) hours of class work.

Approved Electives

HE	5599	Survey Design (3)
HCA	5573	Marketing for Health Care Organizations (3)
HCA	6625	Health Care Law and Bioethics (3)
HE	5599	Grant Writing (3)
HE	5599	Emergencies/Disaster Preparedness (3)
PHIL	6600	Ethics in Health Care (3)

Other graduate level courses may be taken as electives provided they are approved by your major advisor.

This schedule is subject to change.

APPENDICES

<u>PROCEDURE</u>		<u>DEADLINE</u>	<u>DATE/APPROVAL</u>
1	Admission to Graduate School	Before enrollment. (May be admitted conditionally.)	_____
2	Meeting with Program Director for Advisor Assignment	Upon arrival.	_____
3	Thesis/Project Topic Choice	Deadline will depend on the student's topic and methods. In general, it takes at least 2 semesters to complete a thesis or a project.**	_____
4	Thesis/Project Proposal Meeting	Prior to data collection.	_____
5	Final Program of Study	Filed semester prior to graduating semester.	_____
6	Filing for Graduation	See current Graduate Catalog for deadline.	_____
7	Thesis/Project Completion*	Two weeks prior to scheduled oral examination.	_____
8	Oral Examinations	No later than two weeks prior to proposed graduation date.	_____

*A completed hard copy of the theses/project must be emailed to each committee member at least two weeks prior to Oral Examination.

** It has taken an average of 18 months to complete an MPH thesis.

Below is the latest possible deadlines for a topic approval based on planned graduation date.

- Topic Approval by November 1st for the following May (Spring) graduation
- Topic Approval by December 1st for the following August (Summer) graduation
- Topic Approval by May 1st for following December (Fall) graduation

See specifics in the ISU MPH Project and Thesis Guidelines Handbook.

<u>Core Requirements</u>					<u>Semester Taken</u>	<u>Grade</u>
___	MPH	6601	Applications in Epidemiology	3 cr.	_____	_____
___	MPH	6602	Biostatistics	3 cr.	_____	_____
___	MPH	6603	Technological App. in Public Health	3 cr.	_____	_____
___	MPH	6604	Social & Cultural Persp. in Public Health	3 cr.	_____	_____
___	MPH	6605	Leadership and Administration	3 cr.	_____	_____
___	MPH	6606	Environmental & Occupational Health	3 cr.	_____	_____
___	MPH	6607	US & Global Health Systems	3 cr.	_____	_____
___	MPH	6609	Seminar in Community/Public Health	3 cr.	_____	_____
___	MPH	6620	Health Program Planning	3 cr.	_____	_____
___	MPH	6640	Research and Writing	3 cr.	_____	_____
___	MPH	6660	Health Behavior Change Theory & App.	3 cr.	_____	_____
___	MPH	6655	Internship	3 cr.	_____	_____

THESIS OPTION

___	MPH	6650	Thesis	6 cr.	_____	_____
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PROJECT OPTION

___	MPH	6651	Project	6 cr.	_____	_____
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Elective Requirements (6 credits)

Approved Electives (Other courses as approved by MPH Advisor)

___	HE	5599	Survey Design	3 cr.	_____	_____
___	HCA	5573	Marketing for Health Care Organizations	3 cr.	_____	_____
___	HCA	6625	Health Care Law & Bioethics	3 cr.	_____	_____
___	HE	5599	Grant Writing	3 cr.	_____	_____
___	HE	5599	Emergencies/Disaster Preparedness	3 cr.	_____	_____
___	PHIL	6600	Ethics in Health Care	3 cr.	_____	_____

TOTAL CREDITS: _____

A final program of study form (POS) must be completed the semester prior to graduation. For example, if a student plans on graduating in August (Summer Session) then they must submit their program of study during the Spring semester. This form lists all the courses the student has taken for the master's degree and must be approved by the MPH Program Director, Dean of the Kasiska College of Health Professions, and the Dean of the Graduate School.

A copy of the approved POS is sent to student by the Graduate School and a copy to the Department for the student's file. See next page for the format.

**Idaho State University
Graduate Program of Study**

_____ **Final Program** _____ (date submitted)
submitted semester prior to graduation

Student Name _____ Student Number _____

Address _____

Department _____

Degree Sought MPH

Major Advisor _____

Proposed Graduation Date _____

Departmental Committee Members

List below the courses that you wish to apply to your degree.

All transfer courses must be converted to semester credits

Dept.	Course #	Title	Credits	Semester & Year	Institution
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Student's signature Date

Non-Thesis ____

Major Advisor's signature Date

Thesis ____

MPH Director's signature Date

Credits Levels:

Dean's signature Date

5500 ____

Graduate Dean's signature Date

6600 ____

Total ____

**COURSE WAIVER OR SUBSTITUTION AND ELECTIVE COURSE APPROVAL
FORM**

Student's Name: _____ ID #: _____

Elective Courses Number & Title: _____

Course Waiver or Substitution University: _____

Date Enrolled: _____ Grade Received: _____

A student must obtain approval for any graduate courses transferred to ISU from another accredited university. A student can submit up to 9 units worth of graduate level courses to apply toward their program of study. A copy of the transcripts outlining the courses and grade received from another accredited university must be submitted for review for approval to the Program Director and major advisor.

Additionally, the student must obtain approval for all elective courses taken at ISU if they do not appear on the list of "approved courses" as outlined in the MPH student handbook.

A course description from ISU graduate catalog and, if necessary, a copy of the course syllabus must be submitted to the program director and major advisor.

Major Advisor Signature: _____

MPH Director's Signature: _____ Date: _____

Please Note: Hours and locations are subject to change without notice.

Student Computer Labs and Kiosks282-4585

LABS

Business Lab - BA 506 & 507 282-3937
 Computer Center Lab - BA B-13..... 282-4732
 Education Lab - Education Bldg, Rm 359 282-6673
 Liberal Arts Lab - LA 270 282-4301
 Library Lab - Library 213 282-3219
 Student Union Lab - PSUB, 4th Floor 282-4688
 Turner Hall Lab - Turner Hall Basement 282-4270
 Boise Lab - 1353 S Eagle Flight Way 327-7436
 Idaho Falls Lab - CHE 201-202 282-7923
 Bennion Student Union Lab (IF) - 1784 Science Ctr Dr 282-7853
 Twin Falls Lab - Evergreen Bldg, C90 282-4836

KIOSKS

Student Kiosks are available throughout the ISU Campus for use in checking E-Mail, registration, class schedules, etc. Kiosks are available during each building's posted hours. Student Computing Lab schedules vary. Contact each lab to verify dates and times.

Eli M. Oboler Library, ISU..... 282-2958
 9th and Terry
 Campus Box 8089

HOURS: Monday through Thursday - 7:30 am to 11:00 pm
 Friday - 7:30 am to 9:00 pm
 Saturday - 9:00 am to 6:30 pm
 Sunday - 1:00 pm to 11:00 pm

Holiday hours are posted in the Library as needed

Outside of Pocatello, local public libraries are available to residents of each county.

ISU Counseling & Testing Center..... 282-2130
 For information on taking the Graduate Record Examination (GRE)

Instructional Technology Services

For online learning resources: http://www.isu.edu/eisu/getting_started_online.shtml

EQUAL OPPORTUNITY STATEMENT

Equal Employment Opportunity is THE LAW

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH HANDICAPS

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of handicap and requires affirmative action to employ and advance in employment, qualified individuals with handicaps who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA AND SPECIAL DISABLED VETERANS

38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans and qualified special disabled veteran.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCO)
Employment Standards Administration
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, D.C. 20210

Or call (202) 219-9638, or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Private Employment, State and Local Governments, Educational Institutions

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other

aspects of employment, on the basis of race, color, religion, sex or national origin.

DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Retaliation against a person who files a charge of discrimination participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you immediately should contact:

The U.S. Equal Employment Opportunity Commission (EEOC)
1801 L Street, N.W.
Washington, D.C. 20507

Or contact an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 800-3302.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protection of Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities, which receive Federal assistance.

INDIVIDUALS WITH HANDICAPS

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of handicap in any program or activity, which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against handicapped persons who, with reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution, which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.