Elmhurst
University

Graduate Student Handbook

Master of Public Health
2025-2026

Contents

I. INTRODUCTION

The program's **vision** is a public health workforce that targets structural determinants of health with innovative approaches to create health-promoting circumstances for all.

The program's **mission** is to lead public health disciplinary and organizational innovation to promote health equity through education, scholarship and collaboration with the Elmhurst and global community.

The program's **goals**:

i. Prepare students to lead innovation and organizational change through transdisciplinary educational opportunities that take advantage of our liberal arts university setting.

ii. Serve as a local/regional hub for public health leadership and innovation through continuing education and offering opportunities for transdisciplinary mixing to our community.

iii. Foster student and faculty participation in scholarly activity that focuses on innovation and inspires change the structural determinants of health

The program's values are

- Intellectual curiosity: We pair academic rigor with intellectual engagement; critical and creative inquiry; innovative thinking and integrity.
- Impact: We focus on translating knowledge to action; our ultimate purpose is to use what we learn through scholarship and innovation to create health-promoting policy, culture, practice, and community change.
- Diversity: We are intentional in cultivating a diverse learning community and recognize that this diversity itself is a valuable component of the learning experience.
- Equity: We are committed to equity in how we design our school community and in our commitment to structural health promotion efforts for those whom our efforts are intended to serve.
- Professionalism: We conduct ourselves with integrity and collegiality in our scholarly and service activities

Program Accreditation and Regulation
Elmhurst University's MPH program is an applicant for accreditation by the Council on Education for Public Health (CEPH). The accreditation review will address the MPH program. Other degrees and areas of study offered by this institution will not be included in the unit of accreditation review. Additional information may be found at https://ceph.org/

II. PROFESSIONAL STANDARDS AND ESSENTIAL STANDARDS

Elmhurst University Standards
The Department of Nursing and Public Health follows the policies in the Elmhurst University (EU) Catalog and Elmhurst University Student Handbook. MPH students are subject to the responsibilities for behavior outlined in the University's Code of Conduct in the EU Student Handbook and will be subject to the disciplinary procedures and consequences for violation of its rules, including dismissal from Elmhurst

University, as outlined in the [Elmhurst University Student Handbook](#). Both documents are found on the Elmhurst University website.

Academic Integrity
Student honesty and integrity are governed by the Code of Academic Integrity. Refer to [Elmhurst University Student Handbook](#).

Non-Discrimination/Non-Harassment Policy
Students are expected to abide by the EU policy. Refer to the [Elmhurst University Student Handbook](#).

Code of Conduct
Students are expected to abide by the EU policy. Refer to the [Elmhurst University Student Handbook](#).

Professional Standards for Admission and Progression for MPH Students
Students are expected to display respect, trust, and integrity in the classroom, fieldwork and social environments. Essential standards for graduate public health students are listed below. The list is not all inclusive, but serves as a guide for professional behavior expectations for MPH students.

Students must:
Behavioral/Emotional
- Possess the emotional health required to exercise good judgment in the fieldwork setting
- Maintain mature, sensitive, and effective relationships under all circumstances.
- Possess skills to navigate diverse academic and working environments.

Professional Conduct
- Abide by professional standards of public health practice.
- Display respect, trust, and integrity in the classroom, fieldwork and social environments.

Communication
- Communicate effectively and sensitively with other students, faculty, staff, and other professionals.
- Express his or her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback.
- Communicate effectively in oral and written forms.

Cognitive
- Evaluate and apply information and engage in critical thinking in the classroom and fieldwork setting.

Dismissal from the Graduate Program for Failure to Meet Professional Standards
If a student is not able to meet the Graduate Program's Professional Standards, the student may be dismissed from the program. A student may be dismissed from the graduate program without an opportunity to remediate the area of concern in the event that the student's failure to meet or comply with the expectations for Department of Nursing and Public Health's Professional Standards is of such severity that it jeopardizes the safety or wellbeing of the student or others, including another student, faculty member, or those at the fieldwork agency.

Statement of Reasonable Accommodations for Persons with Disabilities
The University does not discriminate against individuals on the basis of physical or mental disability. To ensure equal access to its programs and activities, the University is committed to providing reasonable accommodations to qualified individuals with disabilities. The University's ADA/504 Disability Services

Director is located in the Learning Center, A.C. Buehler Library, and is responsible for determining appropriate accommodations in conjunction with the student and other university representatives. For the University's complete Non-Discrimination and Non-Harassment Policy, please refer to the Title IX section of the University's website, Elmhurst University Title IX

A candidate or MPH student who discloses a disability and requests accommodation may be asked to provide documentation of disability for the purpose of determining appropriate accommodations, including modification to the program. The University will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature of requirements of the program or provide auxiliary aids that present an undue burden to the University. To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions either with or without accommodation.

Access and Disability Services
Elmhurst University will make reasonable accommodations for students with disabilities based on the presentation of appropriate documentation. If you believe that you have a disability that may impact your work in this course, contact Access and Disability Services at 630-617-6448 or disability.services@elmhurst.edu or on the EU website: Access and Disability Services. Access and Disability Services is located in the A. C. Buehler Library.

III. MASTER OF PUBLIC HEALTH (MPH) CURRICULUM

Curricular Standards
Faculty in the MPH program are committed to using professional public health standards in the development, implementation, and evaluation of curricula. Professional standards are also used by faculty to promote and evaluate student learning.

The primary professional standards used in the MPH Program are the Council on Education for Public Health Foundational Competencies (Appendix E) and the Elmhurst University Public Health Leadership and Innovation Concentration-Specific Competencies (Appendix F).

Master of Public Health (MPH) Degree and Admission Requirements
The MPH program ensures graduates attain the competencies set forth by the Committee on Education for Public Health (CEPH). The program concentration is Public Health Leadership and Innovation. The program is fully online, with both synchronous and asynchronous components. The program of study and degree requirements are outlined in Appendix A. Program admission requirements are outlined in Appendix B.

Course Descriptions
Course descriptions are found in Appendix C.

Practicum and Capstone
In their final summer term, MPH students complete a fieldwork experience that exhibits achievement of five CEPH Foundational and/or Public Health Leadership and Innovation Concentration-Specific Competencies. The practicum consists of a pre-defined project that contributes to the host organization's mission which addresses a public health problem or population health need while supporting student growth in developing skills in public health practice. Guidelines for practicum site selection are found in Appendix D.

Technical Requirements

Because this is an online program, there are some basic technical skills and requirements you'll have to meet to be able to participate. These include:

- Regular, reliable access to a broadband (DSL, cable, or satellite) internet connection.
- Webcam and microphone
- Ability to install software (e.g. SPSS, PowerPoint) as needed on your computer.

More information on Technical Requirements and Resources is in Appendix G.

IV. ADMISSION, PROGRESSION, AND APPEALS

The MPH Student Handbook covers policies beyond those addressed in the Elmhurst University Catalog and Elmhurst University Student Handbook, specifically those related to status as an MPH student. Any questions covering these policies may be addressed to the Department of Nursing and Public Health Executive Director or Public Health Program Director.

Admission Policies
Review of candidates for the graduate program is based on the published admission requirements. The admission requirements for the MPH program are found in Appendix B.

Academic Advising
Dr. Tran is the academic advisor for all MPH students. Each semester, prior to registration opening for the next semester, she will send out an email containing the list of classes for which the student should register. You can, but are not required to, meet with your academic advisor prior to registration.

The program plan of study is available in Appendix A. Deviations from the program plan may result in a delay in progression or graduation. **It is the responsibility of the student to proactively meet with their academic advisor as needed to monitor their progression in the program.** For questions about registration, to schedule a meeting and for any other academic advising-related needs, you can email Dr. Tran (molly.tran@elmhurst.edu) at any time.

Career Advising
Career advising is available to students through the Weigand Center for Professional Excellence (WCPE). Students can access the services of Weigand Center advisors both on-campus and over Zoom. There are also numerous resources available on the WCPE website 24/7, including Career Advice on Demand (videos on career topics), StandOut (mock interviews), and Handshake (job listing portal). You have access to the resources of the WCPE both as a current student and after you graduate as alum of the MPH program. The WCPE website is located at https://www.elmhurst.edu/academics/academic-centers/cpe/.

Registration
Students will register each term using the online registration system. Students will be informed by the Program Director of any deviations from expected course offerings. Students are responsible for meeting University posted dates and deadlines for registration and payment of fees. The Elmhurst University Registration Calendar can be found on the portal page.

Transfer Credit
Refer to the current Elmhurst University Catalog.

Progression Academic Standing

Students are expected to comply with the policies outlined below. In the event that a student's progression is in jeopardy, the student will receive written notification from the faculty.

To be in good academic standing, graduate students in the MPH program must **complete all courses with a grade of C- or better.**

The MPH Program Committee will review all graduate students each term to determine their progression and academic standing. Decisions regarding progression, dismissal and readmission are made by the MPH Program Committee during the executive (faculty-only) session. Students will be notified in writing by the Program Director.

Repeating a Course
Refer to the [Elmhurst University Catalog](#)

Leave of Absence / Withdrawal
Refer to the [Elmhurst University Catalog](#)

Reinstatement
Refer to the policy on reinstatement in the [Elmhurst University Catalog](#).

Readmission consideration within two years of dismissal and will be at the discretion of the MPH Program Committee.

The MPH Program Committee makes readmission decisions based upon (a) the student's potential for future academic success in their course work; (b) a consistent record of professionalism, ethical practice, and leadership in the classroom and in interactions with faculty, staff, and peers; (c) the individual student's ability to meet the professional standards for behavior for MPH students and the academic standards outlined in this Handbook; and (d) space availability.

Maximum Time to Graduate
Students in the MPH program must complete all degree requirements within 5 years of starting their graduate studies in public health.

Grievance Process for Disputed Final Grade within the Graduate Program
Refer to the [Elmhurst University Student Handbook](#).

Grievance/Complaint Process
Refer to the [Elmhurst University Complaint Policy](#).

V. ACADEMIC RULES, POLICIES, AND PROCEDURES

Student Information
It is the responsibility of the graduate student to have accurate information on file at Elmhurst University and in the Department of Nursing and Public Health. This includes legal and preferred name, mailing address, and phone number.

Class and Fieldwork Attendance
Students are expected to attend all synchronous classes and practicum experiences. Excessive absences may result in the student receiving a [Student Expectation and Improvement Plan (SEIP)](#). The SEIP will be shared with the Program Director and placed in the student's academic file.

Accidents, Illnesses or Health Changes

The student is required to provide a statement from a health-care provider for the following situations:

- Health changes that require an extended period of time away from fieldwork or class (such as accidents, illness or any alteration in previous health status such as pregnancy). The documentation must confirm the ability to meet, or offer a request for, a reasonable limitation during the fieldwork experience. Some health situations may involve a withdrawal or leave of absence.
- Following a temporary health situation, the student is required to provide documentation from their health provider that they may return to the fieldwork experience without restriction.
- The Department of Nursing and Public Health complies with specific agency policies related to temporary health changes or and holds responsibility for ensuring patient and student safety in the fieldwork area.

Grading and Grading Scale
For the 2025-2026 academic year, the following grading scale will be in effect for all letter-graded courses.

93-100 A
90-92 A-
87-89: B+
83-86: B
80-82: B-
77-79: C+
73-76: C
70-72: C-
60-69: D
Below 60: F

Final Grades
Faculty grades issued to students are final. The student may dispute a grade by utilizing the process outlined in the [Elmhurst University Student Handbook](#).

Written Assignments
Written papers should follow the writing format of the Manual of the American Psychological Association unless otherwise stated in the assignment. Students are accountable for submitting assignments on time. Criteria for submission of assignments, including late assignments, are determined by individual course faculty, and are stated in relevant course documents.

Course assignments submitted by students in the Graduate Program will be available for program development, analysis, and evaluation. An additional value of course assignments is for potential educational research. In any use of data, students will remain anonymous and confidentiality will be protected. Individual student work may also be used as exemplars of excellent achievement of course assignments.

Examinations
The student is required to complete all course examinations as scheduled. Faculty must be notified in advance if the student will miss or be late to an exam. Missed exams are at the discretion of the faculty and must be taken as close to the original date missed. Faculty reserve the right to administer an alternative exam form. It is the student's responsibility to reschedule the exam at the convenience of the faculty. Failure to do so will result in a grade of 0.

Confidentiality
Students are expected to follow HIPAA or any other confidentiality standards put in place by their fieldwork sites. Any student who fails to comply with confidentiality guidelines related to clients or institutions will be reviewed by the Graduate Program Committee.

The Graduate Program's policies and procedures also reflect the core concepts and requirements of Family Education Rights and Privacy Act (FERPA) as stated in the Elmhurst University Student Handbook.

Photography and Electronic Recording Devices
Students may not photograph or record classes without specific permission of the faculty.

Appearance/Dress Code
Students enrolled in Graduate Program must adhere to appearance guidelines whenever participating in activities or completing assignments which requires interactions with clients/patients or service providers. The MPH faculty will have sole discretion to evaluate compliance with the Appearance/Dress Code. Appearance/ Dress Code is found in Appendix H.

Graduate Student Expectations and Improvement Policy
The Student Expectation and Improvement Plan (SEIP) form (Appendix I) will be used to document student behaviors and/or academic concerns which are not in compliance with any of the MPH Program Professional Standards. If a faculty member determines that a student is not adhering to these expected behaviors, the following will occur:

- SEIP forms are issued by faculty and will be placed in the student's academic file and be on file with the Program Director.
- If the student is issued multiple behavior and/or academic SEIP forms, issue will be referred to the Graduate Program Committee.
- The Graduate Program Committee will make a determination regarding the student's retention and progression, up to and including dismissal from the Graduate Program.

VI. COMMUNICATION

EU Alert System
When appropriate, the Department of Public Safety uses a mass notification system, called EU Alert, to immediately inform the campus community of urgent or emergency messages. Campus community members are encouraged to sign up for EU Alert by visiting the Department of Public Safety website or the link on the EU portal page.

Email
Students are expected to demonstrate professional communication at all times. The student's Elmhurst University email account is the official means for electronic communication. Students are expected to

communicate via this account and are expected to check their email on a regular basis. Use of text as a form of communication is at the discretion of the faculty and preceptor.

Electronic Learning Platform
All course materials will be posted on the learning management system (LMS). Students will be given access and orientation to the LMS during their first semester at Elmhurst University. Students are responsible for checking the LMS regularly to stay informed about course postings, as well as saving any relevant course materials. After each course, students access to courses and course material will no longer be available.

Social Media Policy
The faculty in the Department of Nursing and Public Health have identified the importance of a clear and policy of Social Media for students. This policy is found in Appendix J.

Inclement Weather Policy
In the event of campus closures due to inclement weather, information will be available at the Elmhurst University website, EU Alert system, or EU Emergency Closings at 630-617-3777. If a student is unable to attend a fieldwork placement or will be late due to inclement weather, the preceptor must be notified prior to the beginning of the scheduled experience. Personal safety is priority in decision making.

VIII. STUDENT RESOURCES AND OPPORTUNITIES

Academic Support Services and Referral Policy
Elmhurst University has a network of additional academic support. All students are encouraged to take advantage of these services that are free to all Elmhurst Students. The Learning Center's offerings are described in the Elmhurst University Catalog. Each student must demonstrate competence in oral and written communication, and test taking. A student having difficulty meeting course outcomes related to deficiencies in these areas will be referred to the Learning Center.

Learning Center
The Learning Center is the place to go for convenient, free access to academic support for all Elmhurst University students. Each tutoring session is designed to help students with coursework while at the same time modeling the strategies and processes needed for individual growth. Additionally, assistance with study groups, learning strategies, academic reading, and special test preparation (e.g., GRE) is available. To find out more, go to Learning Center.

Information Literacy
Basic computer literacy (MS WORD, MS Excel, e-mail and use of the Internet) is a program requirement. Tutorials to support computer literacy are available on the Elmhurst University A.C. Buehler Library website. Additionally, the library offers a range of electronic resources for students. The liaison librarian will participate in several core courses to assist in the further development of informatics competencies for graduate public health students.

Course Evaluation / Feedback
Feedback is actively sought by MPH faculty in order to improve program outcomes and the student learning experience. Formal course evaluations will be requested at the end of each course. In addition, program completion surveys are requested at the end of the program. Students are welcome to offer their suggestions for improvement to faculty at any time.

Representation on Committees and Campus Activities
Student representation on the MPH Program Committee is encouraged and supported by the
faculty. Information about participating can be obtained from the Program Director. At least one graduate
student representative from each class of the MPH program shall be elected by peers each fall to serve as a
student representative and facilitate two-way communication between the committee and the student body.

Graduate students are eligible to participate in campus student groups and activities in which they are
interested. The Elmhurst University Public Health Club puts on activities and volunteer events throughout
the schoolyear. Email Dr. Davis (Erika.davis@elmhurst.edu), the faculty advisor for the Public Health Club, if
you'd like to get involved. We will also share events put on through the club periodically via email.

Research & Performance Showcase
The university annually hosts a program which features various types of student work, including research
activities, course projects, and works in creative or performing arts. Graduate students are encouraged to
keep a portfolio of all materials created while in the program and to consider submitting materials for
exhibition at the showcase. A faculty sponsor is needed for students to exhibit their work.

Use of the Graduate Resource Center
The resource area for graduate students is housed in the lower level of Memorial Hall. Students have access
to this area for student related activities. Access to this area is arranged through the Department of Nursing
and Public Health Administrative Assistant.

REFERENCED DOCUMENTS AND IMPORTANT LINKS

Elmhurst University Student Handbook
https://www.elmhurst.edu/wp-content/uploads/2025/07/2025-2026_EU_StudentHandbook.pdf

Elmhurst University Course Catalogs Webpage
https://www.elmhurst.edu/academics/registration-records/academic-catalogs/

Elmhurst University Academic Calendars
https://www.elmhurst.edu/academics/registration-records/academic-calendars/

Elmhurst University Portal
https://elmhurst.teamdynamix.com/TDClient/1779/Portal/Home/?ToUrl=%2fTDClient%2fLogin.aspx%2f

Elmhurst University – Weather Closures and Delays Webpage
https://www.elmhurst.edu/student-life/public-safety-security/emergency-management/weather-closures-delays/

APPENDICES

Appendix A: MPH Program of Study & Degree Requirements

There is a total of 42 semester hours (SH). **Course descriptions are included in [Appendix C](#).**

Fall 2024 Entering Class:

	Year 1	Semester Hours	Year 2	Semester Hours
Fall A	MPH 500 Foundations of Public Health	3	MPH 520-Public Health Policy & Politics	4
	MPH 502-Biostatistics 1	1	MBA 500-Organizational Management	3
Fall B	MPH 503-Biostatistics 2	3	MPH 551-Community Health Programming	3
Spring A	MPH 530-Epidemiology	4	MPH 508 Leadership & Innovation In Public Health Seminar	3
Spring B	MPH 550-Fundamentals of Social & Behavioral Sciences	3	MPH 505-Public Health Services Administration and Management	3
			MPH 560-Research and Evidence-Based Practice	3
Summer	MPH 506-Role Development for Public Health Practice	1	MPH 580-Capstone	2
	MPH 510-Environmental Health Science	3	MPH 570-Practicum	3

Fall 2025 Entering Class and Beyond:

	Year 1	Semester Hours	Year 2	Semester Hours
Fall A	MPH 500 Foundations of Public Health	3	MPH 520-Public Health Policy & Politics	3
	MPH 502-Biostatistics 1	1	MBA 500 Organizational Management	3
Fall B	MPH 503-Biostatistics 2	3	MPH 551-Community Health Programming	4
Spring A	MPH 530-Epidemiology	4	MPH 508 Leadership & Innovation In Public Health Seminar	3
			MPH 570-Practicum	
Spring B	MPH 550-Fundamentals of Social & Behavioral Sciences	3	MPH 570-Practicum	3
	MPH 505-Public Health Services Administration and Management	3	MPH 560-Research and Evidence-Based Practice	3
Summer	MPH 506-Role Development for Public Health Practice	1	MPH 580-Capstone	2
	MPH 510-Environmental Health Science	3		

Appendix B: MPH Admission Requirements

To be considered for admission, applicants must submit the following:

- o   Official transcripts from all graduate and undergraduate institutions attended
- o   A bachelor's degree from an accredited institution
- o   Completion of a basic course in statistics with a grade of 'C' or better.
- o   Recommendations from two people who can attest to the applicant's suitability for graduate public health study.
- o   Submission of personal statement
- o   University level communication skills including oral, written, and computer-based skills

Refer to the **Elmhurst University Catalog** for pre-requisites all courses.

MPH 500 Foundations of Public Health

0.75 credit

This course introduces the history, mission, vision and core functions of public health from a regional, national and global perspective. The Ecological Model of Health serves as the conceptual framework to explore the social, political, economic, medical, legal and ethical factors that create disparities and guides public health practice across populations and environments.

MPH 502 Biostatistics I

.25 credit

This course is designed to provide students with a broad overview of descriptive biostatistical methods as used for public health research. It introduces the practical application of descriptive data commonly used to address public health issues. *Prerequisite: General statistics course with grade of C or better.*

MPH 503 Biostatistics II

.75 credit

Building on the skills developed in MPH-502, this course is designed for students to learn to use analytical biostatistics as public health tools. It emphasizes the practical application of data to address public health issues, rather than theoretical and mathematical development. The topics to be covered include: concepts of inferential statistics and applications of commonly used statistical tests in public health research and practice. *Prerequisite: MPH 502 Biostatistics I.*

MPH 505 Public Health Services Administration and Management

.75 credit

This course examines the administration, organization, financing and delivery of public health services, with an emphasis on current health policy and management issues. Students will be exposed to the theories and practice of public administration as they are applied in public health settings.

MPH 506 Role Development for Public Health Practice I

.25 credit

This course assists students in individualizing the MPH study experience. Following an individualized inventory of public health–related knowledge, skills and attitudes, each student will collaborate with others in the articulation of a public health role development plan. This plan will be used to guide each student's

focus throughout the MPH curriculum, i.e., in selected course assignments, practicum site selections and capstone topic.

MPH 508 Leadership and Innovation in Public Health Seminar

0.75 credit

This course is the cornerstone of the Elmhurst University public health program and will prepare students to be innovative problem solvers and leaders in public health. Leadership and innovation are both essentially about understanding people in order to effectively motivate them, a key skill for public health professionals.

The course is structured as a seminar, with guest speakers from other disciplines both within the University and outside of it--data science, marketing, design, entrepreneurship, storytelling--discussing their disciplines' approach to problem solving and applications to public health. MPH students are encouraged to attend synchronously (in person or streamed online) but the sessions will be recorded so they can be accessed asynchronously as well. MPH students will complete additional asynchronous material on leadership and leadership theory and will apply this to a public health change management case study. *Prerequisite: MPH 550*

MPH 510 Environmental Health Science

.75 credit

This course prepares students to understand the environmental factors including biological, physical and chemical factors that affect the health of a community, and legal and regulatory approaches to monitoring and improving air, water and soil quality.

MPH 520 Public Health Policy and Politics

.75 credit

This course provides an introduction to the structures, institutions and processes of the U.S. government at the federal and state levels, their interrelationships, and roles in shaping public health policy.

MPH 530 Epidemiology

1.00 credit

This course prepares students to understand the distributions and determinants of disease, disabilities and death in human populations using an ecological model; the characteristics and dynamics of human populations; and the natural history of disease and biological basis of health.

MPH 550 Fundamentals of Social and Behavioral Sciences

.75 credit

This course prepares students to understand concepts and methods of social and behavioral sciences relevant to the assessment of public health and design of strategies and interventions at a population level.

MPH 551 Community Health Programming

1.00 credit

This course introduces philosophies, principles and methods for promoting health, and addresses the development of effective health promotion and health education programs. Health educator competencies and program tools will be applied to course content.

MPH 560 Research and Evidence-Based Practice in Public Health

.75 credit

This course presents the theoretical underpinnings required for evidence-based practice in public health. It provides the knowledge and skills necessary to participate in public health research, collaborate on public health program evaluation, and apply evidence-based practice principles to population health.

MPH 570 Public Health Practicum

0.75 credit

Online and at practicum site in student's location. This course provides students an opportunity to demonstrate the practical knowledge and skills, acquired through their course of study, that are required for professional practice in public health. In addition to an online reflection journal and discussion board, each student participates in a practicum with a faculty- approved preceptor and site. *Prerequisites: MPH 560 Research and Evidence-Based Practice in Public Health and MPH 507 Role Development for Public Health Practice II; Permission of program director required for registration.*

MPH 580 Public Health Capstone

.50 credit

The capstone is a core element of the Master of Public Health (MPH) Program at Elmhurst University. Following the completion of all required courses, the capstone course provides students the opportunity to integrate and apply newly acquired knowledge and skills to a public health problem/ situation identified and addressed/explored during MPH 570 Public Health Practicum. *Prerequisites: MPH core courses, including MPH 560 Research and Evidence-Based Practice in Public Health and MPH 570 Practicum; permission of program director required for registration.*

MPH 500 Organizational Management

0.75 credit

This course covers a broad range of topics surrounding the management of organizations. Course topics include behavior in organizations, strategic human resource management, current production and operations techniques, and organizational structure and design. Change management techniques will be discussed. Course activities will develop and strengthen students' organizational decision making, analytical, and communication skills.

Appendix D: Fieldwork Guidelines

Practicum Placement

In their final summer in the MPH program, students will take part in an applied practice experience. The MPH Practicum reflects the student's interests and skills thus each student's Practicum experience will be an individualized assignment. As an online program, it is recognized that students may come from outside the Metro Chicago region. Therefore, each student is responsible for researching, identifying, and obtaining approval for an appropriate Practicum site, preceptor, and project. Students have a variety of practicum options. See below for examples:

- **Community Hospitals** working in the community health department, quality improvement, research, or public relations. For example, Northwestern Hospital, Advocate Aurora Health Hospitals, Elmhurst Memorial Hospital, Rush Medical Center, University of Illinois at Chicago, Loyola Medical Center, etc.
- **Local or County Health Department** Student must check online 6-9 months in advance for internship opportunities. For example, DuPage County Health Department, Cook County Health Department, Illinois Department of Public Health or Chicago Department of Public Health.
- **Community-Based Organizations** Including organizations focused on health promotion and prevention at the community level. This could be homeless prevention organizations, advocacy organizations, mental/behavioral health organizations, services for individuals with special needs, HIV/STI prevention programs, harm reduction programs, environmental health or Maternal and Child Health programs.
- **Community Health Centers** These may include organizations that exist within the community where families may go for primary care and prevention. These may include places such as Aunt Marthas, Access Community Health Centers, Advocate Health Centers, Northwestern Clinics or any other community health center.

Appendix E: CEPH Foundational Competencies

1. Apply epidemiological methods to 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
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 systemic levels
7. Assess population needs, assets, and capacities that affect communities' health
8. Apply awareness of cultural values and practices to the design, implementation, or critique 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
12. Discuss 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
16. Apply leadership and/or management principles to address a relevant issue
17. Apply negotiation and mediation skills to address organizational or community challenges
18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate (i.e., non-academic, non-peer audience) public health content, both in writing and through oral presentation
20. Describe the importance of cultural competence in communicating public health content
21. Integrate perspectives from other sectors and/or professions to promote and advance population health
22. Apply a systems thinking tool to visually represent a public health issue in a format other than standard narrative

Appendix F: Concentration Competencies: Public Health Leadership and Innovation

1. Use human-centered design approaches to identify barriers to health promotion or disease prevention.
2. Create public health interventions that combine the scientific evidence with insights from human centered design processes.
3. Select appropriate strategies to foster an inclusive environment for public health practice
4. Apply management techniques for strategic decision making in the face of managerial uncertainty.
5. Apply change management models to public health organizational change.

Appendix G: MPH Program Technical Requirements & Resources

Because this is an online program, there are some basic technical skills and requirements you'll have to meet to be able to participate.

First and foremost, you must have **regular, reliable access to a broadband (DSL, cable, or satellite) internet connection**. A dial-up modem will not be able to handle the multimedia format of an online course.
You will need **a webcam and microphone** for any synchronous class sessions. These come standard with many laptops or you may be able to use your phone/tablet. Your webcam and mic do not need to be top-of-the-line, but they need to be good enough to be a help, not a hindrance. If your computer is no older than four years, it likely has the specifications to keep up with an online course.
Finally, you will need the **ability to install software (e.g. SPSS, PowerPoint) as needed** on your computer. If you are using, for example, a work computer that requires system administrator permissions for installing software, this may become an issue you'll need to resolve.

Technology Resources at Elmhurst

The Office of Information Services provides a variety of convenient technology resources to help students succeed.
Office 365
Office 365 provides all students **free** access to the following Microsoft products and services:
- Office for PC and Mac: Word, Excel, PowerPoint, Outlook, and OneNote for up to five personal computers.
- Office Web Apps: Web-based versions of Word, Excel, PowerPoint, Outlook, OneNote, and much more.
- Office Mobile Apps: Mobile versions of Office applications for iOS and Android smartphones and tablets.
- OneDrive: One terabyte of cloud storage for secure document storage and sharing.

Video Conferencing
Zoom
Faculty and students have Zoom accounts through Elmhurst University, and the platform is integrated into Blackboard. Please note that student Zoom accounts are *basic* which means only local recording and a 40-minute meeting time limit. The university also provides Zoom backgrounds. Click the button below and follow the instructions to ensure you are able to join a meeting.
Zoom Test Meeting
Microsoft Teams
As part of the Microsoft Office suite of applications, you also have access to Microsoft Teams which can host and record longer meetings. Review the following resources about how to schedule and record a meeting in Microsoft Teams.
Schedule a meeting in Teams [Microsoft Support] Record a meeting in Teams [Microsoft Support]

myElmhurst Portal
The myElmhurst Portal serves as the gateway to all campus technology resources, providing single-sign-on access to the most commonly used systems. It also provides important campus announcements, documents, calendars, and system status notifications.

Blackboard Browser Requirements

Blackboard runs on any device with a modern, compatible web browser, and can be used with Windows, Mac, iOS, or Android operating systems. Please note, however, that courses in this program will not display correctly in the Blackboard app for iOS or Android. If you are viewing a course on a mobile device, please use a web browser instead of the Blackboard app.Blackboard is compatible with most mainstream browsers, including Google Chrome, Mozilla Firefox, Safari, and Microsoft Edge.

The most important step you can take to ensure a smooth and productive Blackboard experience is to install more than one of the browsers below on your primary computer and keep them updated. Many times, apparent issues in Blackboard can be resolved by viewing Blackboard in a different browser or updating your current browser. If you are having trouble viewing course content, your first troubleshooting step should be to open Blackboard in a different browser. Google Chrome browser is recommended.

You also need to keep a handful of browser tools updated. Before beginning your coursework, ensure that you are running the most recent version of Acrobat Reader.

Office of Information Services Policies & Procedures
The Blackboard learning environment and your Elmhurst email fall under the jurisdiction of the Office of Information Services policies. It is your responsibility to familiarize yourself with the policies that apply to the online learning environment. If there is an incident or violation, these are the standards that will be followed. In particular, the following are applicable to online students: Policies, Procedures, and Guidelines Exceptions may be applicable for activities that are a part of the curriculum or are directed by responsible faculty or staff subject to prior concurrence and approval of Academic Technology Support Services.

Technology Service Desk and Support
The Office of Information Services provides a variety of convenient technology resources to help students succeed while taking online courses. You can contact them directly with any technical issues via email (servicedesk@elmhurst.edu) or by phone (630) 617-3767.
You can locate links for the Service Desk and Blackboard tutorials in the left-hand course navigation.

Accessibility Statements
Please use the links below to review the accessibility information for each platform or service.
Blackboard
Respondus Lockdown Browser & Monitor
Elsevier
Office 365
Google Products & Applications

Appendix H: Appearance/Dress Code

Students are expected to be well groomed and in neat, clean attire at all times
- Clothes should fit properly so as to be professional and appropriate.
- Hair color and style should reflect a professional appearance.
- Student should follow fieldwork agency policy regarding the following:
    - Jewelry
    - Tattoos
    - Fingernails/nail polish

General Classroom Requirements

Student classroom attire should be the type and fit of clothing which respects the community of peers, faculty and guest speakers. The specific classroom dress code is at the discretion of the individual faculty in creating a professional environment.

Appendix I: Student Expectations and Improvement Plan

Elmhurst
University

Student: _____

Faculty: _____

Date: _____

Beginning Date of Plan: _____   **Ending Date of Plan:** _____

Nature of the problem:

_____ Removal from APE/practicum area by agency

_____ Disrespectful or unprofessional classroom or fieldwork behaviors as reflected in the ***Professional***

      Behaviors (Student Policies/ MPH Student Handbook)

_____ Unprepared for class or practicum (e.g., lack of preparation, dress code violations, etc.)

_____ Unsafe practice (e.g. patient/client safety violations, etc.)

_____ Inability to communicate effectively or appropriately with patients/clients, families, or staff

_____ Absenteeism (Fieldwork)

_____ Deficiencies in written work (class/fieldwork)

_____ Lack of follow up or completion of remediation plan

_____ Other: (please identify)

Expanded description of the problem(s):

Requirements for overcoming the problem(s):
What must student do (e.g., skills lab remediation, writing skills development, cease and desist tardiness/absenteeism/unprofessional/etc. activities, etc.)

Students Comments:

Signatures:
By signing below, I understand the nature of the problem or behavior, and agree with the remediation to correct this problem. I also understand that a copy will be placed in my academic file and provided to the Program Director.

Student_____ **Date**_____

Faculty_____ **Date**_____

Faculty notes on progress:
When an Improvement Plan is instituted, the student and faculty should meet again as needed to evaluate progress. Record faculty notes regarding meetings below:

Outcome of Improvement Plan:
(e.g., satisfactory completion of Plan, continuation of Plan and why; initiation of new Plan and why; unsatisfactory completion of Plan and why, with referral to **appropriate office/committee.**

(Adapted with permission from University of San Diego Hahn School of Nursing)

Appendix J: Social Media Policy
(Adapted with permission of Purdue University School of Nursing)

Purpose:
The Department of Nursing and Public Health supports the use of social media to reach audiences important to the University such as students, prospective students, faculty, and staff. The participation on social media sites is guided by policy. This policy applies to students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about fieldwork and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels of through social media.

General Information:
Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, , Twitter, Facebook, YouTube, MySpace, SnapChat, Tik Tok, and Instagram.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional and university reputations.

As students you will want to represent the university in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

When publishing information on social media sites remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others. As one person remarked, "If you wouldn't put it on a flier, carve it into cement in the quad or want it published on the front of the Wall Street Journal, don't broadcast it via social media channels."

Policy:
- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical/fieldwork facilities, patients/clients, or others with whom one has contact in the role of MPH student.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and the university. For guidance, visit the site or seek consultation through the Department of Nursing and Public Health.
- Do not use marks, such as logos and graphics, on personal social media sites. Do not use name to promote a product, cause or political party or candidate.
- Use of the logos and graphics for university sanctioned events must be approved (posters, fliers, postings) by administration.

- It is expected that during fieldwork, use of devices employed for social media will be used only as authorized by faculty. Cell phones should be silenced at all times.
- No personal phone conversations or texting are allowed at any time while in patient/client areas. If the student needs to respond to an emergency text or phone call during fieldwork or educational activities, the student is asked to leave and respond as deemed necessary.
- Use of computers or other digital devices during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients by videotaped or photographed without written permission of other patient/client and of the facility.
- Be aware of your association with online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point you should neither claim nor imply you are speaking on the university behalf unless you are authorized to do so in writing.
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical sites (if applicable) must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, others' privacy and confidential information.

Procedures/Considerations:
- There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information including deleted postings. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as a student through postings and personal web pages, you are connected to your colleagues, fieldwork agencies and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Respect your audience.
- Adhere to all applicable university privacy and confidential policies.
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
- Employers are increasingly conducting Web searches of job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Don't use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.

- You are responsible for regularly reviewing the terms of this policy.

Consequences:
- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.)

Handbook Review Policy

The Handbook Review Policy can be found on the Portal in Etrieve.

The Department of Nursing and Public – MPH Student Handbook is published annually each fall. All statements and policies published in the Handbook are in effect for the time period published on the cover of the Handbook. The Department of Nursing and Public Health also follows the policies printed in the [Elmhurst University Student Handbook](#). Faculty reserve the right to change statements and policies during the year the Handbook is in effect, with the provision that students are informed in writing of any changes.

Your signature on this form indicates that you have access to the Student Handbook (referred to as the Student Handbook below) and understand your responsibilities with regard to policies, procedures and core information set forth in the Student Handbook, including the following.

- I understand that I am subject to the policies described in the Student Handbook and the guidelines for policies, procedures and core information set forth in the document.
- I understand that the Student Handbook policies, procedures and core information will be needed while I am enrolled as a student in the MPH program at Elmhurst University.
- I understand that these policies and procedures have been approved by the Department of Nursing and Health Sciences Faculty Committee and will be the basis for decision making with regard to student matters covered by the Student Handbook.
- I understand that the Public Health Faculty at Elmhurst University reserves the right to change any provision or requirement in the Student Handbook at any time within my term of attendance.
- I am responsible for being knowledgeable of policies, procedures, and information contained in the Student Handbook.
- I am responsible for adhering to the policies and procedures contained in the Student Handbook.
- I understand that the Student Handbook is available on the Elmhurst University website.

Digital Capture of Student's Signature