

Master of Public Health Program Kansas State University

GRADUATE HANDBOOK

2010-2011

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Notice of Updates

The material in this handbook is provided for informational purposes only and does not constitute a contract. For example, graduate program policies and course offerings are subject to constant review and change without notice. Please refer to the Kansas State University website for new information from the Graduate School (www.ksu.edu/grad) and the MPH Program (www.ksu.edu/mphealth).

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TABLE OF CONTENTS

SECTION 1: PROGRAM OVERVIEW	6
1.1 BENEFITS OF A GRADUATE DEGREE IN PUBLIC HEALTH.....	6
1.2 THE MASTER OF PUBLIC HEALTH (MPH) PROGRAM AT KANSAS STATE UNIVERSITY.....	7
1.3 STUDENT PARTICIPATION	8
1.4 A QUICK GUIDE TO YOUR DEGREE.....	8
1.5 DEFINITION OF TERMS.....	9
1.6 MODES OF COMMUNICATION	9
SECTION 2: PROGRAM COMPONENTS	10
2.1 THE MPH DEGREE	10
2.1.1 <i>Total degree requirements (minimum of 42 credit hours)</i>	10
2.1.2 <i>The public health core courses (14 or 16 credit hours)</i>	10
2.1.3 <i>Required and elective courses in the area of emphasis (20-23 credit hours)</i>	10
2.1.4 <i>The capstone or culminating experience (6 credit hours)</i>	10
2.2 GRADUATE CERTIFICATE IN PUBLIC HEALTH CORE CONCEPTS	11
SECTION 3: DEGREE REQUIREMENTS	12
3.1 ADMISSION CATEGORIES.....	12
3.1.1 <i>Full standing</i>	12
3.1.2 <i>Provisional</i>	12
3.1.3 <i>Probationary</i>	12
3.1.4 <i>Special (non-degree)</i>	13
3.2 APPLYING FOR ADMISSION AS A FIRST-TIME GRADUATE STUDENT	13
3.2.1 <i>Deadlines</i>	13
3.2.2 <i>Application materials</i>	13
3.3 APPLYING FOR TRANSFER TO THE MPH PROGRAM FROM ANOTHER KSU GRADUATE PROGRAM	14
3.3.1 <i>Admission requirements</i>	14
3.3.2 <i>Application procedure</i>	14
3.4 APPLYING FOR A SECOND GRADUATE DEGREE FROM KSU OR THE JOINT DVM/MPH DEGREES	15
3.4.1 <i>Admission requirements</i>	15
3.5 APPLYING FOR THE GRADUATE CERTIFICATE IN PUBLIC HEALTH CORE CONCEPTS.....	15
3.6 PROGRAM ADMISSION SELECTION PROCESS.....	15
3.7 REQUIREMENTS FOR THE MPH DEGREE	16
3.8 REQUIREMENTS FOR THE GRADUATE CERTIFICATE IN PUBLIC HEALTH CORE CONCEPTS.....	16
3.8 GRADUATE COMMENCEMENT CEREMONY	16
SECTION 4: SELECTION OF THE MAJOR ADVISOR.....	17
4.1 THE ADVISOR SELECTION PROCESS	17
4.2 TIME LINE FOR SELECTION OF A PERMANENT MAJOR ADVISOR	17
4.3 ROLES AND RESPONSIBILITIES OF THE STUDENT.....	17
4.4 ROLES AND RESPONSIBILITIES OF THE ADVISOR	17
4.5 ROLES AND RESPONSIBILITIES OF THE AREA OF EMPHASIS COORDINATOR	18
4.6 ROLES AND RESPONSIBILITIES OF THE MPH PROGRAM DIRECTOR	18
SECTION 5: FORMATION OF THE SUPERVISORY COMMITTEE.....	20
5.1 SUPERVISORY COMMITTEE.....	20
5.2 CHANGING MEMBERS OF THE SUPERVISORY COMMITTEE	20
5.3 PREPARING THE PROGRAM OF STUDY (POS)	20
SECTION 6: FIELD EXPERIENCE PROJECT, THESIS, OR MASTER'S REPORT, AND FINAL ORAL EXAMINATION.....	22
6.1 NATURE AND SCOPE OF THE FIELD EXPERIENCE, THESIS OR MASTER'S REPORT	22
6.2 EXAMINATION REGULATIONS AND FORMAT	22
6.3 ROLE AND RESPONSIBILITIES OF THE SUPERVISORY COMMITTEE	23
6.4 ELECTRONIC SUBMISSION OF THESIS OR MASTER'S REPORT	23

MPH Graduate Handbook: 2010-2011

6.5 ELECTRONIC SUBMISSION OF FIELD EXPERIENCE REPORT	23
SECTION 7: PROGRAM POLICIES--ACADEMIC PERFORMANCE	25
7.1 COURSE LOAD	25
7.2 ENROLLMENT PROCESS	25
7.3 DROP-ADD PROCEDURE	25
7.3.1 <i>Dropping</i>	26
7.3.2 <i>Adding</i>	26
7.4 GRADE CHANGE	26
7.5 INCOMPLETE GRADES	26
7.6 COURSES APPLIED TOWARD TWO DEGREES	27
7.6.1 <i>Graduate credit</i>	27
7.6.2 <i>Credit from a College of Veterinary Medicine</i>	27
7.6.3 <i>BS/MPH Degree</i>	27
7.7 TRANSFER OF CREDIT	27
7.8 CLASS ATTENDANCE	27
7.9 GRADE REQUIREMENTS	28
7.10 DISMISSAL	28
7.11 REINSTATEMENT	28
7.12 CHANGE OF EMPHASIS	28
7.13 WITHDRAWAL FROM CLASSES	28
7.14 STUDENT RECORDS	28
SECTION 8: PROGRAM POLICIES--INTEGRITY AND SAFETY IN RESEARCH AND SCHOLARLY ACTIVITIES	30
8.1 THE KSU HONOR SYSTEM AND HONOR CODE	30
8.2 PRINCIPLES OF INTEGRITY	30
8.3 MISCONDUCT IN RESEARCH AND SCHOLARLY ACTIVITIES	31
8.4 RESEARCH INVOLVING HUMAN SUBJECTS	31
8.5 RESEARCH INVOLVING ANIMALS	31
8.6 OTHER RESEARCH COMPLIANCE COMMITTEES	31
SECTION 9: STUDENT CONDUCT AND CONFLICT RESOLUTION	33
9.1 GRADUATE STUDENT RIGHTS AND RESPONSIBILITIES	33
9.1.1 <i>Every graduate student has</i>	33
9.1.2 <i>Every graduate student is responsible for</i>	33
9.2 GRADUATE STUDENT GRIEVANCE PROCEDURES	33
9.2.1 <i>Scope of authority</i>	33
9.2.2 <i>Definition of terms</i>	34
9.2.3 <i>Guidelines for administrative review and conflict resolution</i>	34
9.2.4 <i>Formal grievance procedure</i>	35
9.2.5 <i>Enforcement of the Graduate School's Decision</i>	36
9.3 PRINCIPLES OF COMMUNITY	37
9.4 PUBLIC HEALTH CODE OF ETHICS	38
9.4.1 <i>Preamble</i>	38
9.4.2 <i>Principles of the ethical practice of public health</i>	38
9.4.3 <i>Values and beliefs underlying the code</i>	39
9.4.3.1 <i>Health</i>	39
9.4.3.2 <i>Community</i>	39
9.4.3.3 <i>Bases for action</i>	40
9.4.3.4 <i>Notes on the individual ethical principles</i>	40
SECTION 10: EMPLOYMENT-RELATED POLICIES	42
10.1 OVERVIEW	42
10.2 OUTSIDE WORK FOR PAY	42
10.3 USE OF UNIVERSITY FACILITIES AND SUPPLIES	42
10.4 GRADUATE STUDENT TUITION AND FEES	42

MPH Graduate Handbook: 2010-2011

10.5 HEALTH INSURANCE FOR GRADUATE STUDENTS	42
SECTION 11: K-STATE AND COMMUNITY RESOURCES.....	44
11.1 UNIVERSITY	44
11.2 GRADUATE SCHOOL	44
11.3 THE MANHATTAN COMMUNITY	44
SECTION 12: APPENDIX.....	45
12.1 MPH PROGRAM GRADUATE FACULTY	45
12.2 MPH LETTER OF RECOMMENDATION FORM	50
12.3 PUBLIC HEALTH CORE COURSES.....	52
12.4 FOOD SAFETY AND BIOSECURITY AREA OF EMPHASIS COURSES.....	53
12.4.1 <i>Required courses</i>	53
12.4.2 <i>Elective courses</i>	53
12.4.3 <i>Field experience OR field experience AND master's thesis OR combined field experience and master's report</i>	53
12.5 INFECTIOUS DISEASES/ZOONOSES AREA OF EMPHASIS COURSES	54
12.5.1 <i>Program for Other-than DVM students</i>	54
12.5.1.1 <i>Field experience OR field experience AND master's thesis OR combined field experience and master's report</i>	55
12.5.2 <i>Programs for current and post-DVM students</i>	55
12.5.2.1 <i>Field experience OR field experience AND master's thesis OR combined field experience and master's report</i>	56
12.6 PUBLIC HEALTH NUTRITION AREA OF EMPHASIS COURSES	58
12.6.1 <i>Prerequisite courses</i>	58
12.6.2 <i>Required courses</i>	58
12.6.3 <i>Elective courses</i>	58
12.6.4 <i>Field experience OR field experience AND master's thesis OR combined field experience and master's report</i>	58
12.7 PUBLIC HEALTH PHYSICAL ACTIVITY AREA OF EMPHASIS COURSES.....	59
12.7.1 <i>Required courses</i>	59
12.7.2 <i>Elective courses</i>	59
12.7.3 <i>Field experience OR field experience AND master's thesis OR combined field experience and master's report</i>	59
12.8 COMBINATION PUBLIC HEALTH NUTRITION AND PUBLIC HEALTH PHYSICAL ACTIVITY	60
12.8.1 <i>Required courses</i>	60
12.8.2 <i>Elective courses</i>	60
12.8.3 <i>Field experience OR field experience AND master's thesis OR combined field experience and master's report</i>	60
12.9 GUIDELINES FOR PREPARING A PROGRAM OF STUDY	61
12.9.1 <i>Sample Program of Study</i>	63
12.9.2 <i>Template for Program of Study</i>	65
12.10 GRADUATE SCHOOL FORMS	65
12.11 CAPSTONE/CULMINATING EXPERIENCE REQUIREMENTS AND GUIDELINES.....	65
12.11.1 <i>Introduction</i>	65
12.11.1.1 <i>Full-time field experience</i>	65
12.11.1.2 <i>Public Health research with written Master's thesis</i>	65
12.11.1.3 <i>Field experience plus Master's Report</i>	65
12.11.2 <i>Field experience guidelines</i>	65
12.11.3 <i>Enrollment and hour requirements</i>	66
12.11.4 <i>Additional forms and guidelines for international students</i>	66
12.11.5 <i>Approval procedures</i>	67
12.11.6 <i>Agency field experience sites</i>	67
12.11.7 <i>Field experience forms</i>	68

Section 1: PROGRAM OVERVIEW

1.1 Benefits of a graduate degree in public health

A Master of Public Health (MPH) degree unlocks doors of opportunity in a wide array of employment settings for graduates. These opportunities include, but are not limited to, leadership positions with local, state, and federal health agencies, applied research positions in industry, as well as positions in Extension at land-grant universities. Preparation for a career at an advanced level brings the challenge and excitement of exploring your own ideas and fully utilizing your creativity in scholarly activities. A master's degree will allow you to expand your knowledge of public health in general and specialize in an area of emphasis with the development of skills to analyze population data and address problems that threaten the nation's health.

The qualities needed for success in pursuing an advanced degree include a desire to learn, independent thinking, natural curiosity, and a dedication to serve the public through the prevention of disease and the promotion of a safe environment for everyone. An MPH degree may eventually become the recognized credential for entry into the public health workforce. Skilled, informed, and motivated leaders are needed as the United States addresses emerging challenges to our safety, security, and well-being in the 21st century.

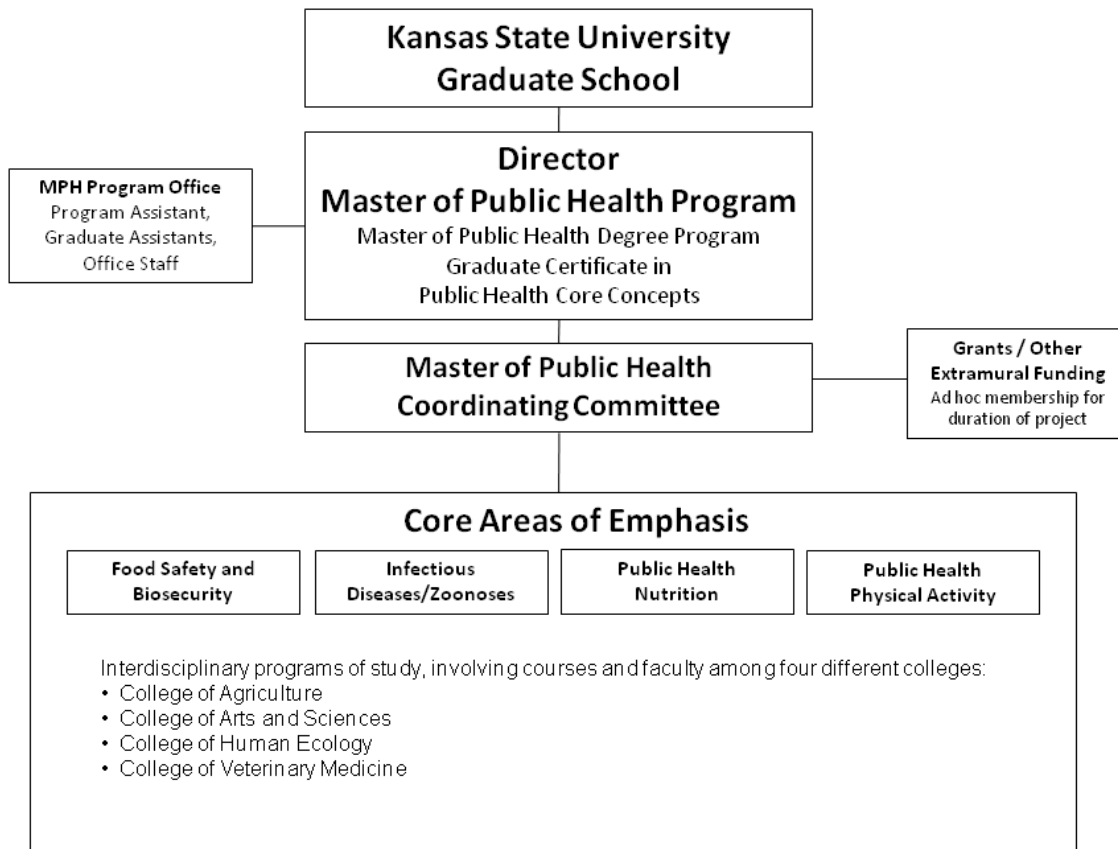
We have designed this **GRADUATE HANDBOOK** to assist prospective and current graduate students select an appropriate graduate program and provide information about the degree requirements, research or project activities, and career opportunities available. We appreciate your interest in our program and wish you great success in pursuing a career in public health.

ATTENTION

The most recent version of this document and additional information can be found at:
www.k-state.edu/mphealth

1.2 The Master of Public Health (MPH) Program at Kansas State University

The following diagram illustrates the structural outline of the Master of Public Health Program:



Students and faculty are expected to follow the policies and procedures of the Graduate School as well as those given in this manual. The most recent edition of the KSU GRADUATE HANDBOOK is available online at <http://www.k-state.edu/grad/gscurrent/handbook/index.htm>. The GRADUATE HANDBOOK contains detailed information on the masters' degree requirements. Graduate School forms, the official calendar, resources available to all graduate students are available online at the above website address

The policies and procedures presented in this MPH GRADUATE HANDBOOK were approved by the members of the MPH Coordinating Committee representing each of the areas of emphasis. The information contained in this document is unique to the MPH Program. University-wide policies and procedures are duplicated where special emphasis is necessary.

At the present time we do not offer a doctoral degree in public health. Students in the College of Veterinary Medicine may elect to apply for a joint DVM/MPH Program. Information regarding this combined degree program is contained in [Section 3](#) of this HANDBOOK. Currently enrolled graduate students may also transfer into the MPH degree program or earn two master's degrees

simultaneously. Discussions are underway for the development of joint PhD/MPH Programs in the areas of public health nutrition/public health physical activity and food safety and biosecurity.

Current graduate students or professionals with an earned graduate degree with no formal public health education are eligible to pursue a graduate certificate in public health. The six-course (16 credit hour) graduate certificate provides students a strong foundation of knowledge in the five core concept areas in public health: biostatistics, epidemiology, environmental health sciences, health services administration, and social and behavioral sciences.

1.3 Student participation

The MPH Program has certain course and capstone experience requirements as outlined in detail in [Section 6](#) and [Sections 12.4](#) to 12.8 of this **HANDBOOK**. It is the philosophy and expectation of the faculty that each student will discover that his/her education is enriched in a number of ways outside the classroom or laboratory. One of the major opportunities available for graduate students is the chance to be mentored by experienced faculty members who can contribute to their professional development. All MPH students are expected to meet regularly with their major advisor and their supervisory committee after it is formed. Graduate students demonstrate independence, initiative, and motivation in the formation of a thesis proposal, a report topic, or a major field experience project. Everyone is encouraged to join a professional organization either in public health or in the area of emphasis, attend professional meetings and on-campus seminars, and publish the results of their scholarly work.

Students in the MPH Program also have the opportunity to participate in university governance and develop leadership skills at the program, department, college, and university level. Graduate students can be elected to serve on standing committees with respective departments or colleges as well as representing graduate students in general on Graduate School committees. The Graduate School sponsors several activities and events each year that are open to all graduate students. A calendar of these opportunities is maintained on the Graduate School website at: www.k-state.edu/grad.

1.4 A quick guide to your degree

Students pursuing the MPH degree take a common core of public health courses plus an additional set of electives in an area of emphasis. The capstone experience can be a thesis, a combination of a report and a field experience, or a field experience with a major project. The common path to the degree is as follows:

- Apply for admission to the program in an identified area of emphasis.
- Meet with the major advisor to plan the first semester schedule. If your advisor is supporting you with funds for a specific project, you should also discuss and arrange your work schedule.
- During the second semester in the program, meet with your advisor and design a program of study that includes courses and the capstone experience. In consultation with your major advisor, select two other members of your supervisory committee from the list of faculty approved for the MPH Program.
- Arrange a meeting of the supervisory committee to present your program of study and obtain the required signatures on the form from the Graduate School. Submit the signed program of study to the MPH Program Director for final approval before taking it to the Graduate School.

- Complete the required courses and the capstone experience, culminating in a written document and oral defense of the scholarly work. Detailed requirements for the thesis or report are available from the Graduate School. Requirements and guidelines for the public health field experience and accompanying project are contained in a separate document available from the MPH Program Office or can be downloaded from the website.
- Most full-time students can finish the program within two years.

1.5 Definition of terms

Graduate School: The central administrative unit of the University responsible for the development and formulation of general University policies and procedures pertaining to all graduate programs. The Graduate School is located at 103 Fairchild Hall.

Graduate Program: A Kansas Board of Regents approved program of instruction leading to a graduate degree. Kansas State University offers an interdisciplinary Master of Public Health (MPH) degree program. Units in four colleges – Agriculture, Arts and Sciences, Human Ecology, and Veterinary Medicine – offer courses in the program. Administrative functions are under the leadership of the Director. Policies and procedures are developed by a Coordinating Committee and approved by graduate faculty in the program.

1.6 Modes of communication

K-State eID: As a new member of the K-State community, you must register and select an eID, your K-State electronic identification. Your eID is part of your e-mail address and your key to the resources on K-State's central computer systems. For more information on eIDs and to register your eID, logon to the website at www.eid.k-state.edu.

Electronic listserve: All graduate students in the MPH degree program will be included in a distribution list created by the Director for sending communications that are relevant to everyone. Each department also maintains a listserv for graduate students in the individual areas of emphasis.

Campus mailbox: It is common practice for students who are receiving financial assistance through a department to be assigned a mailbox in the department responsible for the area of emphasis. For students who are part-time or who are not receiving funds from an assistantship or fellowship, the department secretary should be contacted for an assigned mailbox for receiving postal mail.

Postal mail address: Be sure to give your preferred mailing address to the Director of the MPH Program and to the secretary of the department of your affiliation. This is especially important for communication over semester breaks and during the summer session if you are not on campus.

SECTION 2: PROGRAM COMPONENTS

2.1 The MPH degree

2.1.1 Total degree requirements (minimum of 42 credit hours)

The MPH degree program requires a minimum of 42 credit hours, to include appropriate public health core courses, required and elective courses in an area of emphasis, and the capstone/culminating experience.

2.1.2 The public health core courses (14 or 16 credit hours)

Each student in the MPH Program must complete these required public health component core courses:

- Biostatistics: 2 options:
 - a. **STAT 702** Statistical Methods for Social Sciences (3 credit hrs) **OR**
 - b. **STAT 703** Statistical Methods for Natural Scientists (3 credit hrs)
- Environmental health sciences: **DMP 806** Environmental Toxicology (2 credit hrs)
- Epidemiology: 2 options:
 - a. **DMP 754** Introduction to Epidemiology (3 credit hrs) **OR**
 - b. **DMP 708** Veterinary Epidemiology (2 credit hrs) **and** **DMP 854** Intermediate Epidemiology (3 credit hrs) (TOTAL of 5 credit hours)
- Health services administration: **HMD 720** Administration of Health Care Organizations (3 credit hrs)
- Social and behavioral sciences: **KIN 818** Social and Behavioral Basis of Public Health (3 credit hrs)

2.1.3 Required and elective courses in the area of emphasis (20-23 credit hours)

Courses in the area of emphasis are determined by the student's program committee from the list of approved courses in the curriculum. Each student should select these courses from one of our four areas of emphasis: food safety and biosecurity ([Section 12.4](#)), infectious diseases and zoonoses ([Section 12.5](#)); public health nutrition ([Section 12.6](#)), or public health physical activity ([Section 12.7](#)). A minimum of 20-23 credit hours in the area of emphasis is required for all students. For those students admitted in Spring 2011 or subsequent semesters: a minimum of 3 credit hours of field experience is required for the degree. If field experience is not part of the culminating experience, then the requirement must be met with an additional 3 hour course.

2.1.4 The capstone or culminating experience (6 credit hours)

The student, in consultation with the major professor, will decide whether to pursue (1) a supervised field experience, (2) an applied public health research project in the form of a thesis, or (3) a combined field experience and master's report for their capstone/culminating experience. Specific policies and procedures governing the field experience are located in

[Section 12.11](#) of this HANDBOOK. Placement and supervision of the field experience will be the responsibility of the student in consultation with the major professor. Guidelines for the master's thesis or report will be determined by the participating department and must meet the standards set by the Graduate School. Each participating department will determine the format (oral, written, or both) for the final examination of the student. For those students, admitted in Spring 2011 or subsequent semesters: a minimum of 3 credit hours of field experience is required for the degree; any field experience applied toward the capstone/culminating experience may also be applied toward the minimum field experience requirement.

2.2 Graduate Certificate in Public Health Core Concepts

The Graduate Certificate in Public Health Core Concepts (http://catalog.k-state.edu/preview_program.php?catoid=2&poid=2920&bc=1) is designed to give individuals, both working professionals and graduate students on campus with no formal public health education, a strong foundation of knowledge in the five core concept areas of public health:

- biostatistics
- epidemiology
- environmental health sciences
- health services administration
- social and behavioral sciences

It is a 14-credit hour program of study that can be pursued either as a standalone certificate or in connection with another graduate degree.

The courses required for the certificate are the same ones required in the core concept areas for the Master of Public Health (MPH) degree program currently offered at Kansas State University. The courses necessary to complete the Certificate Program are:

1. STAT 702 (3 hrs) Statistical Methods for Social Scientists
OR STAT 703 (3 hrs) Statistical Methods for Natural Scientists
2. DMP 754 (3 hrs) Introduction to Epidemiology
3. DMP 806 (2 hrs) Environmental Toxicology
4. HMD 720 (3 hrs) Administration of Health Care Organizations
5. KIN 818 (3 hrs) Social and Behavioral Bases of Public Health

These five courses (14 hours) provide sufficient breadth for current or future public health professions to attain knowledge and skills in the core public health concepts. The common focus of all public health professionals, whether educated in public health or a related discipline, is on population-level health. The basis of this focus is an ecological model of health which assumes that health and well being are affected by interaction among the multiple determinants of health.

NOTE: Students may substitute a combination of DMP 708 (Veterinary Epidemiology, 2 credit hours) AND DMP 854 (Intermediate Epidemiology, 3 credit hours) instead of DMP 754.

SECTION 3: DEGREE REQUIREMENTS

3.1 Admission categories

All new graduate students, both domestic and international, are assigned to one of four categories upon admission:

3.1.1 Full standing

- a. Undergraduate training essentially the same as that at offered at Kansas State University.
- b. "B" average or higher in the junior and senior years (advanced GPA)
- c. A combined Graduate Record Examination (GRE) score of 1000 or higher for the verbal and quantitative sections combined. This requirement will be waived for applicants who already hold a graduate degree or a graduate professional degree.
- d. A TOEFL score of 600 (paper) or 100 (internet) is required for applicants whose native language is not English for regular admission.
- e. One year of health-related experience in a health-care setting is preferred.

3.1.2 Provisional

- a. Transcript evaluation uncertain, as is sometimes the case with international students
- b. "B" average or higher in the junior and senior years, but some course deficiencies in undergraduate work
- c. Final transcripts indicating award of a degree not yet in hand; applicant completing degree; other criteria for full standing met
- d. A TOEFL score of at least 550 (paper-based) or 79 (IBT - internet-based) on the TOEFL is required to be considered for admission to the Graduate School on a provisional basis and must at the time of their enrollment demonstrate proficiency in reading and writing English and in understanding spoken American English to the satisfaction of the Graduate School. **These students will be required to take the English Proficiency Test (EPT) prior to enrollment.** Applicants should contact the English Language Program upon their arrival to arrange for this exam. Those who do not meet the minimum proficiency standard may be required for enrollment in University English courses or for part-time English courses offered by the English Language Program on campus.

3.1.3 Probationary

- a. Grade point average from 2.65 to 2.99 (A=4.00) in the last two years of undergraduate work. If work has shown a marked improvement in later semesters and there are grades of "B" or better in demanding courses in the major and related professional areas, admission is considered.
- b. Grade point average below 2.65 in last two years of undergraduate work. Admission is considered only upon documentation that the student is now qualified to do graduate work. Evidence may include: (1) satisfactory scores on GRE Advanced Test or Miller Analogies Test; (2) satisfactory work at another graduate school; or (3) outstanding professional experience that demonstrates the ability to handle academic work in the major area.

3.1.4 Special (non-degree)

- a. Students who have an undergraduate degree but do not plan to work for the MPH degree may be admitted to graduate study as special students. No more than 9 credit hours earned as a special student may be applied toward the degree.
- b. Special students are required to meet the same academic standards as other graduate students. Special students who later wish to work for an MPH degree must make a formal application to the program and be formally admitted by the Graduate School as a student with full standing status.

Note: Provisional and probationary students are advised of deficiencies and of other conditions to be met to achieve admission in full standing. Their status is reviewed after completing 9 credit hours of course work at Kansas State University. Those who have earned grades of “B” or higher and a GPA of 3.0 or higher for the first 9 credit hours, exclusive of individualized study, and removed all deficiencies specified at the time of admission, will be placed in full standing.

3.2 Applying for admission as a first-time graduate student

3.2.1 Deadlines

Domestic students and International students who are in the United States:

- 1 May – for Fall Semester enrollment
- 1 September – for Spring Semester enrollment
- 1 February – for Summer Semester enrollment

International students:

- 1 February – for Fall semester enrollment
- 1 August – for Spring semester enrollment
- 1 December – for Summer semester enrollment

3.2.2 Application materials

All of the following items are required for a complete application. Incomplete applications will not be reviewed for admission or for financial assistance. The following checklist is for any graduate student applying for admission for the first time at Kansas State University. For additional information and location of forms, please visit the following website, www.k-state.edu/grad. Questions may also be addressed via email at this address: grad@ksu.edu. A toll-free number is also available at 1-800-651-1816 for questions about the admissions process.

- Submit a completed **online application form** along with the **application fee** as stipulated on the Graduate School website. A paper application may be submitted along with the fee, but there may be more of a delay in processing the application. The application is submitted directly to the KSU Graduate School and is subsequently forwarded by the Graduate School to the MPH Program Director.
- Submit to the MPH Program Director a **statement of objectives** using the guidelines that can be downloaded from the MPH Program website, www.ksu.edu/mphealth. Be sure to **document employment experience** in this letter.
- **Three recommendation forms and letters of support** must be completed by instructors or supervisors familiar with the applicant’s potential for graduate study. The

recommendation form and a waiver of confidentiality form are available at the program website and are also included in [Section 12.2](#) of this HANDBOOK. Please provide a copy of the recommendation form along with the signed waiver and an envelope to each recommender. For applicants from international schools, this form must also be accompanied by letters of recommendation on official letterhead from the recommender's university.

- **One official copy of transcripts** from all previous universities attended, including Kansas State University, should be sent to the MPH Program Director.
- **Graduate Record Examination (GRE) scores** from the verbal and quantitative aptitude sections are required for all applicants, except for persons who hold degrees in human medicine and veterinary medicine from American schools. The GRE test scores must be provided to the Graduate School directly from the Educational Testing Service. A combined score of 1000 or more is required for admission in full standing.
- **The Test of English as a Foreign Language (TOEFL) scores** are required for all international applicants who are on an F-1 visa from a non-English speaking country. TOEFL test scores must be provided directly to the Graduate School by the Educational Testing Service. A score of at least 550 (paper-based), 213 (computer-based), or 79 (IBT - internet-based) on the TOEFL is required to be considered for admission to the Graduate School. Applicants with scores of 600 (paper-based), 250 (computer-based), or 100 (IBT - internet-based) or above may be considered for regular admission. If the TOEFL score is below 600, the international student must demonstrate proficiency in written and oral English at the time of enrollment. If the minimum proficiency level is not met, the student will be required to complete specified courses offered by K-State's English Language Program.

Note: All of the above items are required for a complete application to be considered for admission. These requirements are not waived for anyone, nor can the application fee be waived.

3.3 Applying for transfer to the MPH Program from another KSU graduate program

3.3.1 Admission requirements

For students already enrollment in a graduate program at KSU, the qualifications for transfer to the MPH Program are the same as those for students who are applying for first time admission to the Graduate School. However, the application procedure is different because the applicant is already a student at KSU.

3.3.2 Application procedure

Fill out the Graduate School's online application and pay the fee. Send to the MPH Program Director the following items:

- One copy of the official transcript from schools other than KSU.
- Proof of GRE scores (for all students) and TOEFL scores (for international students)
- Three recommendation forms and letters of support by faculty who are familiar with your potential for graduate study. These forms may be obtained on the MPH Program website, www.ksu.edu/mphealth
- A statement of objectives and reasons for the transfer.
- A letter of release from your major professor/advisor (or department graduate coordinator) with a statement of support for transfer to the MPH program.

3.4 Applying for a second graduate degree from KSU or the joint DVM/MPH degrees

3.4.1 Admission requirements

For students already enrolled in a graduate program at KSU, the qualification requirements for adding the MPH Program are the same as those for students who are applying for first time admission to the Graduate School or who are transferring from another master's program at KSU. Also, please obtain a letter of support from your major professor or the graduate coordinator in your current major department or the College of Veterinary Medicine representative on the MPH Coordinating Committee.

3.5 Applying for the Graduate Certificate in Public Health Core Concepts

Requirements for application:

- An applicant must have completed an undergraduate degree
- The applicant must be concurrently enrolled in a graduate program at K-State **OR** be admitted in the graduate program as a non-degree student
- The applicant must submit a narrative letter that describes their interest and experience in public health and objectives for completing the certificate
- The applicant must submit a letter of recommendation from their major professor or employer (if working as a public health professional)

To apply for admission to the certificate program:

- Go to the Graduate School online application webpage at: <http://www.k-state.edu/grad/gsprospective/apply/> and apply. At **Step 2, Select a Degree and Program** choose "Graduate Certificate" for degree and "Public Health Core Concepts – Graduate Certificate" for program
- At this time, there is no application fee for certificate programs at K-State

After review of the application documents by the Director of the Master of Public Health Program, the Director may:

1. Admit the student to the certificate program
2. Conditionally admit the student to the certificate program and indicate which pre-requisite courses must be completed prior to enrollment in some or all of the certificate program courses
3. Reject the student for the certificate program

If at a later time the student applies to the MPH Program at Kansas State University and is admitted, the full 16 hours in the graduate certificate may be applied to the MPH degree.

3.6 Program admission selection process

The admission selection process occurs in **six steps**: **First**, the MPH Program office and Director review the application packet to make sure the minimum requirements are met, all items have been completed and submitted. **Second**, based on the stated area of emphasis, the MPH Program Director sends a copy of the application file to the area of emphasis coordinator for approval and assignment of a temporary major advisor. **Third**, the temporary major advisor notifies the MPH Program Director in writing of his/her decision to admit the student, indicates the

category of admission, and indicates his/her willingness to serve as the advisor. **Fourth**, the MPH Program Director completes the admissions application and forwards it, along with the official transcripts, to the Graduate School. **Fifth**, the Dean of the Graduate School reviews the application, approves or disapproves the recommendation from the Program Faculty, and notifies the student in writing of the final decision on admission. **Sixth**, when the MPH Program office receives notification of acceptance/rejection from the Graduate School, the MPH Program Director notifies the student in writing via an e-mail with a letter attached in .pdf format.

3.7 Requirements for the MPH degree

The following conditions must be met in order for a student to be awarded an MPH degree:

1. The student needs to be in good standing.
2. The student's cumulative graduate grade point average must be 3.0 or higher.
3. All requirements of the Graduate School, the student's academic program area, and the student's supervisory committee must be completed.
4. The student must be enrolled for at least 1 credit hour during the semester in which the degree requirements are completed (i.e., thesis defense or presentation of field experience report).

3.8 Requirements for the Graduate Certificate in Public Health Core Concepts

The following conditions must be met in order for a student to be awarded the Graduate Certificate in Public Health Core Concepts:

1. The student needs to be in good standing.
2. The student's cumulative graduate grade point average must be 3.0 or higher on graduate coursework and on coursework applied to the certificate.
3. The student must meet all the requirements of the Graduate School and the student's certificate program.
4. The student must be enrolled during the semester in which the certificate requirements are completed.

3.8 Graduate commencement ceremony

Graduation ceremonies are held during the last week of the spring and fall semesters. All graduates are encouraged to attend these ceremonies and be recognized. Approval Forms, Graduation Check sheets, Graduation Fees, and Graduation Cards are due throughout the student's final semester. The deadlines are posted and can be checked on the Graduate School website. Failure to submit forms in a timely manner will delay graduation date, posting of the degree, and/or listing in the Graduation Program for the Commencement Ceremony.

SECTION 4: SELECTION OF THE MAJOR ADVISOR

4.1 The advisor selection process

When a student is being considered for admission to the MPH degree program, the area of emphasis coordinator identifies a graduate faculty member who is willing to serve as the temporary major advisor. Before a student can be admitted to the Graduate School, a graduate faculty member has to agree to serve as the temporary major professor. This same person may continue to serve as the major advisor for the entire program or the student may change prior to the filing of an official Program of Study (POS). Changes in the major advisor after the POS has been filed with the Graduate School require a form with appropriate signatures (see [Section 5.1](#) below).

4.2 Time line for selection of a permanent major advisor

A permanent major advisor should be selected during the second semester in the program so that decisions on the program of study and the selection of the supervisory committee can be made.

4.3 Roles and responsibilities of the student

In the advisor/mentor relationship, the graduate student also has a number of key responsibilities. These include the following:

- Learning and adhering to the Graduate School and MPH Program rules, procedures, and policies applicable to graduate study and scholarly activity.
- Meeting university and program requirements for degree completion.
- Forming a supervisory committee that meets Graduate School requirements as well as requirements that are outlined in the Graduate Student Handbook for the MPH Program.
- Following disciplinary and scholarly codes of ethics in course work, thesis research, and field experience project.
- Practicing uncompromising honesty and integrity according to KSU and federal guidelines in collecting and managing data from human subjects.
- Seeking Institutional Review Board approval for research with human subjects where applicable.
- Keeping the major advisor and supervisory committee apprised on a regular basis of the progress toward completion of the degree requirements, including progress on the thesis research or approval of the field experience placement.

4.4 Roles and responsibilities of the advisor

Activities that are the responsibility of the major advisor include the following:

Ensuring that graduate students receive information about requirements, policies, and procedures of the MPH degree program.

- Advising graduate students on the selection of courses for the program of study and selection of the capstone experience option.
- Advising graduate students on the selection of members of the supervisory committee.
- Providing training and supervision in scholarly activities, including selection of a research problem if the thesis option is chosen, development of the research design, theoretical

and technical aspects of data collection, management, and analysis, and preparation of the final written document.

- Encouraging graduate students to stay abreast of the literature and cutting-edge ideas in the area of emphasis.
- Helping graduate students to develop professional skills in writing papers, reports, or grant proposals, making professional presentations, establishing professional networks, interviewing for positions, and evaluating manuscripts or reports for publication.

4.5 Roles and responsibilities of the area of emphasis coordinator

Each participating department will appoint a coordinator for the area of emphasis. A coordinator may be re-appointed for any number of subsequent one-year terms. The coordinator will represent the area of emphasis as a voting member of the MPH Coordinating Committee.

Responsibilities of the area of emphasis coordinator include:

- Represents the interests of the faculty participating in their area of emphasis.
- Communicates information from the Director of the MPH Program to members of their area of emphasis in a timely manner.
- Corresponds with applicants to answer questions that the Director cannot answer pertaining to the area of emphasis. Copies of correspondence should be sent to the MPH Program secretary for inclusion in the official applicant file.
- Manages applicants' files using the **Application Checklist for Admission Form**. When all of the required documents are present in an applicant's file, the coordinator should circulate it for review among the faculty in the area of emphasis.
- Gives the applicants' **Application Checklist for Admission Form** to the MPH Program assistant. The assistant will assemble the necessary documents, have the Director sign them, and send them to the Graduate School for approval. If the applicant is rejected for admission, the copies of the documents in the department file can be destroyed by shredding. **Do not release confidential information to anyone outside the university without the applicant's permission.** If the applicant is accepted for admission, the department file should be given to the major professor or the designated temporary major professor in the area of emphasis.
 - Ensures that information on the KSU website and in departmental brochures relating to the MPH Program is updated and consistent with the information in this manual.
 - Serves as a member of the MPH Coordinating Committee when decisions regarding program policies, procedures, and requirements are needed. **If any exceptions to the program policies and procedures are requested by a student or faculty member, this committee will decide whether the change is justified.**

4.6 Roles and responsibilities of the MPH Program director

The MPH Program Director reports to the dean of the graduate school relative to curriculum and program related business. For purposes of evaluation and resource allocation, the MPH Program Director reports to the dean of the college where their academic appointment resides.

The Director will serve as Chair of the Coordinating Committee.

Responsibilities of the Director include the following:

- Chairs the meetings of the Coordinating Committee and any meetings, held as needed, of the graduate faculty participating in the Program.
- Represents the Program to the Graduate School for communications and signatures, etc.
- Works with the program assistant in maintaining databases, applicants' files, students' files, and forms and application materials; in writing letters of rejection or acceptance for admission; in writing letters to remind students to select a program committee and plan a program of study; in signing forms and forwarding the proper documents to the Graduate School.
- Organizes and maintains documentation pertinent to the program, such as forms, the policy and procedures manual, websites, printed information, etc.
- Attends professional meetings and other gatherings to publicize the Program.
- Coordinate Council for Education in Public Health (CEPH) accreditation efforts.
- Serves as principle representative of the MPH Program in all interactions on campus, with external agencies and organizations (including state and national agencies, professional organizations, and the Council for Education in Public Health) pertaining to the training of MPH public health professionals.
- Serves as the manager of the MPH Program Office and develops and administers the program budget, develops position descriptions, recruits, hires, supervises, and evaluates program office staff/assistants.
- Supervises the MPH Program student learning outcomes plan by administering regular SLO assessments and makes recommendations to the MPH Coordinating Committee based on the results of the assessment findings, conducts student and alumni surveys and prepares and distributes reports of responses, and conducts field experience preceptor surveys, and prepares and distributes reports of response.
- Provides leadership in strategic planning.
- Coordinates preparation of program review documents for the Graduate School and Board of Regents for both the degree and certificate programs.
- Directs recruiting, marketing, and informational strategies by overseeing the continual updating of the MPH Program website, revising and distributing appropriate materials describing the program, conducting recruiting visits at campus fairs, professional meetings, and other universities, responding to inquiries and meeting with and advises potential applicants, annually revising and distributing the Graduate Handbook and other similar materials, and assisting with the recruitment of underrepresented students and faculty in the respective areas of emphasis.
- Participates in program directors' meetings and training sessions sponsored by the Graduate School.
- Actively pursues extramural funding for support of the MPH Program.

SECTION 5: FORMATION OF THE SUPERVISORY COMMITTEE

5.1 Supervisory committee

Prior to preparation of the Program of Study (POS), the graduate student must form a supervisory committee including a major professor and at least two other graduate faculty. All three committee members may be from the same area of emphasis with the exception of the public health nutrition and public health physical activity combined area. In this area at least one graduate faculty person must be from the Department of Human Nutrition and at least one graduate faculty person must be from the Department of Kinesiology. A list of approved MPH graduate faculty members can be found near the end of this handbook and on the MPH Program website.

The role of the supervisory committee is to offer advice concerning the POS and approve the original and any subsequent changes in the POS. The supervisory committee also assists in the intellectual and professional development of the student and in evaluation of the student's research project, if the thesis option is selected. The supervisory committee will participate in the final examination of the student in fulfillment of the degree requirements set by each area of emphasis.

The student is responsible for obtaining the signatures of the supervisory committee members on the POS which meets the requirements of the Graduate School and the MPH Program. The student is also responsible for filing the POS within the time frame specified in the previous section. The major professor serves as the chair of the supervisory committee. After approval, the Dean of the Graduate School will formally appoint the supervisory committee.

5.2 Changing members of the supervisory committee

In case it becomes necessary to change or replace a member of the supervisory committee, the student should meet with the major professor to discuss the reasons for the change. If the student and major professor concur with the change, the student should complete a copy of the **PROGRAM/COMMITTEE CHANGE FORM** found on the Graduate School website and then print the completed form to be signed by the committee members. Consult a representative in the Graduate School for instructions when a signature cannot be obtained from a faculty member who is no longer on campus.

5.3 Preparing the Program of Study (POS)

Every student in the MPH Program who intends to earn a degree must file with the Graduate School a Program of Study (POS), which is the formal approved list of the courses the student intends to take to fulfill the requirements of the degree. The POS should consist solely of courses directly related to the MPH degree. Deficiency courses should not be listed. Full-time students must file their programs before the end of their second semester of graduate study, and part-time students must do so upon the completion of 9 credit hours.

The student should prepare the POS in consultation with the major professor and the supervisory committee, all members of which must indicate their approval by signing the POS form provided by the Graduate School. This form can be downloaded in MS-Word or PDF format from

<http://www.k-state.edu/grad/gscurrent/guideforms/index.htm>. Guidelines for preparing a POS and a sample of a POS are located in [Section 12.9](#) at the end of this handbook.

The Director of the MPH Program must then endorse the POS and forward it to the Dean of the Graduate School, whose approval must be received within the first two semesters of graduate work. ***Do not ask the head of an academic department to approve or sign the POS as only the Program Director is authorized by the Graduate School to do this.***

Subsequent changes in the POS require approval of all members of the supervisory committee, and if changes are made, a Program/Committee Change form available at (<http://www.k-state.edu/grad/gscurrent/guideforms/masters.htm>) should be submitted to the Graduate School before graduation. This form can be downloaded from the Graduate School website noted above.

SECTION 6: FIELD EXPERIENCE PROJECT, THESIS, OR MASTER'S REPORT, AND FINAL ORAL EXAMINATION

6.1 Nature and scope of the field experience, thesis or master's report

The capstone / culminating experience requirement for the Master of Public Health degree (6 semester credit hours) will be met with one of the following:

- Six credit hours of field experience with written report and oral presentation;
- Six credit hours of public health research with a written Master's thesis and oral presentation (see note below);
- Four credit hours of field experience with written master's report and oral presentation, plus a separate report on a public health topic (a project worth two credit hours).

This experience is the culmination of a student's graduate education and training that reflects not only on the accomplishments of the individual but also on the quality of the Master of Public Health Program. Field experience should include work at a public health agency or similar organization outside of the normal academic setting and should allow the student to apply the knowledge learned from the core and other public health courses in their degree program. The area of research for a thesis should be focused on population-based health questions rather than on basic research in a laboratory. This does not preclude doing laboratory analyses of data gathered in populations of animals or humans. A master's report is usually an extensive literature review on a topic of public health interest or an extensive project with full written documentation. A thesis or report that is accepted by the Graduate School becomes a single-authored publication and contributes to the body of knowledge in public health.

NOTE: For students admitted in Spring 2011 and beyond, **an additional** three hours of field experience are required of students selecting the six hours Master's Thesis option as their culminating experience.

6.2 Examination regulations and format

Each MPH graduate student will present the results of the field experience project, thesis, or master's report in a seminar open to the public. The student is responsible for the following activities in arranging for the final oral examination:

- Discuss the date and time with the major professor and members of the supervisory committee.
- Arrange for a suitable room in which to hold the seminar by consulting the person responsible for scheduling rooms in a given building.
- Obtain, complete, and submit an APPROVAL FOR FINAL EXAMINATION FORM from the Graduate School at least two weeks in advance of the seminar date. Supervisory committee signatures on this form indicate that the written materials are in suitable form to be reviewed prior to the oral examination. A faculty member's signature does not imply approval of the content of the written document.
- Deliver a copy of the written document to the members of the supervisory committee at least two weeks prior to the scheduled seminar.
- Arrange for announcements of the seminar and reserve the necessary computer equipment, such as a laptop and a data projector.

For all MPH degree candidates, the following regulations in addition to the above apply:

- The student must be enrolled in at least one credit hour during the semester in which the final oral examination is taken.
- The final oral examination must be taken on the Manhattan campus with exceptions being given final approval by the Dean of the Graduate School. If a member of the committee is participating via distance technology, there must be capability for simultaneous interaction between the student and all members of the supervisory committee.
- Failure in the final examination occurs if two or more members of a three- or four-member committee cast a negative vote. A second examination can be taken no sooner than two months or later than 15 months after the negative ballot is signed, unless an extension of the time limit is given by the Dean of the Graduate School. A third attempt to pass the final examination is not allowed.

6.3 Role and responsibilities of the supervisory committee

When a student is initially admitted to the MPH Program, a graduate faculty member agrees to serve as the major advisor. The major advisor may be changed before a Program of Study is filed without going through formal procedures. Within the first year in the program, the student should discuss and assemble a supervisory committee of three graduate faculty in the MPH Program. The major advisor serves as one member and two other faculty members should be selected from the area of emphasis. Certain restrictions apply for visiting or part-time faculty, those on adjunct appointments, or faculty holding emeritus status. See Chapter 5, Section D of the latest version of the GRADUATE HANDBOOK.

The major advisor serves as the chair of the supervisory committee. This committee has the role and responsibility for advising the student in developing a program of study, supervising the student's progress toward the capstone experience, reviewing the final written document, and conducting the final oral examination.

6.4 Electronic Submission of Thesis or Master's Report

All copies of the final thesis or master's report must be submitted to the Graduate School electronically. Style templates for the online submission of the thesis or report are available online at <http://www.k-state.edu/grad/etdr/create/>. It is recommended that you begin writing your thesis or report using the template to reduce the number of problems that occur when cutting and pasting information from another word document into the template. More information on the electronic submission can be found at <http://www.k-state.edu/grad/etdr>.

6.5 Electronic Submission of Field Experience Report

A copy of the field experience report and PowerPoint presentation must be submitted to the MPH Program Office for inclusion in the MPH section of K-REx. The MPH section is an e-repository for all MPH field experience reports. (<https://krex.k-state.edu/dspace/community-list>)

Students should format their report following the report guidelines and template available on the Graduate School website at: <http://www.k-state.edu/grad/etdr/template/> The format is flexible enough to allow for just about any type of report. If the student needs help with formatting their report please contact the MPH Program office (311 Trotter Hall, 532-2042).

Once the field experience report is prepared and presented, a copy of the report in Word and the PowerPoint presentation should be e-mailed or sent via electronic media (CD, thumbdrive) to the

MPH Program office. In addition, the students need to prepare an abstract and pick six key words for submission to K-REx. The MPH Program office will then convert the report and PowerPoint slides into PDF files for submission using the K-REx requirements.

Traditional theses and master reports (from MPH students doing the “Thesis option”) that are uploaded to K-REx and reside in the “academic departments” can be cross-linked to the MPH repository. For the cross-link to happen the MPH Program office needs to receive the student’s name, title of thesis, and date.

SECTION 7: PROGRAM POLICIES--ACADEMIC PERFORMANCE

7.1 Course load

The usual course load for a graduate student who is not receiving an assistantship is 9 graduate credit hours. The maximum course load for graduate students is 16 credit hours. Minimum and maximum course loads for students on graduate assistantships may be found in the [Graduate Handbook](#), Chapter 1.E. Graduate Assistants.

International students on F-1 and J-1 Visas must adhere to the U.S. Citizenship and Immigration Services (USCIS) regulations throughout their MPH coursework. USCIS regulations require that students be enrolled in a full course of study each semester. Enrollment in summer classes is not required unless the initial entry document (I-20 or DS-2019) indicates the student is beginning the program summer semester. When that occurs, they must be enrolled during the first summer semester.

Please note: USCIS regulations place limitations on the number of distance courses (online) that can be taken toward a full course of study. Information about this is available in the document, *Basic Immigration Information* (<http://www.k-state.edu/isss/current/f-1.html>). For more information and specific questions, contact the [International Student and Scholar Services](#) on campus.

7.2 Enrollment process

Enrollment is the process of selecting and registering for courses to be taken during the semester. New students should meet individually with the Director of the MPH Program and the temporary major professor prior to the beginning of the first graduate semester. The core courses for the MPH degree are prescribed for everyone but may be taken during any semester when they are available. The courses approved for the area of emphasis are to be selected in consultation with the major professor and may be taken at any time.

Currently enrolled students complete the enrollment process during the prior semester (pre-enrollment). Pre-enrollment is held in late March for summer and fall semesters and late October for spring semester. Consult the current line schedule at <http://courses.k-state.edu/schedules.html>.

For course offerings, times, and location as well as additional enrollment information, such as tuition, fees, and payment schedules. Graduate students may enroll on the first day of pre-enrollment. Enrollment on this day is highly recommended, as many elective courses will fill and close within a few days. Some departments may require major professor permission to enroll. In such cases, after conferring with your major professor electronic permission will be granted to permit you to enroll. Enrollment can be completed via the KSU electronic system known as **KATS** or via a walk-in method at Enrollment Services in Willard Hall (2nd floor). ***Students must be enrolled in courses before the 20th day of the semester.***

7.3 Drop-add procedure

If it is necessary to drop or add a course after the initial enrollment, **the process is the responsibility of the student** and is handled within iSIS.

7.3.1 Dropping

Course drop dates are calculated by counting calendar days, including Saturdays, Sundays and holidays. When a refund date falls on a Saturday, Sunday or a holiday, the refund must be processed no later than the next business day in Enrollment Services, 210 Willard Hall, 8:15 AM to 12:00 PM or 1:00 PM to 4:45 PM. Refer to the [Non-Standard Drop/Refund Dates table](#) for non-standard session course deadlines. Refer to the [Academic Calendar](#) for regular session deadline dates.

7.3.2 Adding

Courses are added through iSIS Self Service for regular session courses. If a signature is required instructors must sign an Instructor/Department - iSIS Class Permission form (available to instructors from their department office) for closed or permission courses. Students then submit this form to the Department Office who owns the course and who will enter permission into iSIS. (If the course is a psychology course, submit this form to the Department of Psychology.)

7.4 Grade change

If a student has a good reason to believe that an incorrect grade has been received for a course or if an incomplete grade has been recorded, the student should first consult with the instructor of the course involved. If the instructor agrees that the grade should be changed, the instructor is responsible for filing a Grade Change Report form with the Registrar's Office.

7.5 Incomplete grades

The grade of "Incomplete" (I) may be given in regular courses (other than independent studies, research, and problems) upon request of the student for personal emergencies that are verifiable. The instructor of the course has the responsibility to provide written notification to the student of the work required to remove the incomplete. The student has the responsibility to take the initiative in completing the work and is expected to make up the "I" grade during the first semester in residence at the University after receiving the grade. Exceptions to this policy include credit hours for the thesis, dissertation, or directed research.

A grade may be given by the instructor without further consultation with the student if the student does not make up the incomplete (I) during the first semester in residence after receiving it. After the end of the first semester if the "IX" remains on the transcript, it will be changed to an "F" and will be computed in the GPA with a weight of 0 points per credit hour. A grade of "NR" for no grade reported will be treated in a like manner. Only the grades "A", "B", "C", "D", and "F" (and the designation "IX", under conditions described above) are used in calculating resident graduate grade point average (GPA).

If a student receives a grade of incomplete in a course, a Grade Change Report form must be filed in order to change the "I" to a letter grade. A student may not graduate with an "I" on record. It is the student's responsibility to make sure that the instructor files a Grade Change Report to remove the "I" from the transcript.

7.6 Courses applied toward two degrees

7.6.1 Graduate credit

- a. No graduate student may use credit from the same course in meeting the requirements for both an undergraduate and a graduate degree, except as described in the concurrent B.S./master/ graduate certificate programs approved by Graduate Council.
- b. Students who take two master's degrees may apply up to six hours of graduate credit from the first degree to the program of the second.
- c. Students who wish to earn a master's degree after earning a doctorate may apply a maximum of 10 credit hours of doctoral work from the first degree toward the master's degree.

7.6.2 Credit from a College of Veterinary Medicine

A maximum of 12 graduate credit hours or the equivalent may be granted to graduates of colleges an AVMA Council on Education accredited College of Veterinary Medicine curriculum.

7.6.3 BS/MPH Degree

The university has an approved BS/MPH degree, allowing up to 9 credit hours to be applied to both degrees. In order to apply credits from the undergraduate program to the MPH degree requirements, the student must:

- Apply and be provisionally accepted into the MPH Program before enrolling in the graduate courses (most likely in junior or senior year); and
- Enroll and complete the appropriate courses for graduate credit.

7.7 Transfer of credit

Kansas State University accepts graduate credit hours from another institution under the following conditions: 1) other accredited institutions that offer graduate degree programs appropriate to the level of the credit to be transferred; 2) credit is fully acceptable to the other institution in satisfaction of its own advanced degree requirements; and 3) credit is applicable to the student's program of study for the MPH degree at Kansas State University. ***The Program of Study should consist solely of courses directly related to the MPH degree.***

Upon approval by the Director of the MPH Program at KSU, students may transfer up to 10 graduate credit hours for the MPH degree. Only courses with a grade of "B" or better may be transferred. Credit hours earned more than six (6) years prior to the semester in which the Program of Study is approved cannot be transferred. ***Research conducted outside the MPH Program cannot be accepted for credit as part of a Program of Study.***

7.8 Class attendance

The instructor of each course determines the class attendance policies for his/her course. The student is responsible for learning the procedures from each instructor. Absence from all classes does not automatically constitute dropping the course and may result in a grade of "F" being recorded for the course.

7.9 Grade requirements

Students must maintain a cumulative GPA of 3.0 to stay in good standing in the program. A student must receive a grade of “C” or higher in order to receive graduate credit for a course.

7.10 Dismissal

A graduate student will be denied continued enrollment at Kansas State University for any of the following reasons:

1. Failure of a student on probationary status for admission to achieve a minimum cumulative GPA of 3.0 in the first 9 credit hours of graduate level coursework.
2. Failure of a student placed on probation for deficient grades to achieve a cumulative GPA of at least 3.0 within two (2) semesters for fulltime students and within 12 graduate credit hours for part-time students.
3. Failure to meet published departmental, program, or university-wide requirements.
4. Failure to maintain satisfactory progress, as determined by the major professor or the supervisory committee, toward a graduate degree.

7.11 Reinstatement

A student who has been dismissed may petition for reinstatement to the same program or for admission to a different one. Petitions for readmission are heard and decided by the Graduate Council Readmission Committee. Students whose petitions are granted are readmitted on probation as a condition of readmission. In such cases, Graduate Council Readmission Committee usually stipulates enrollment in a specific number of hours or courses, as well as other conditions. To regain regular status, the reinstated student must satisfy the conditions outlined in the Graduate Handbook, Section F.3 for removal from probation.

7.12 Change of emphasis

Students wanting to change areas of emphasis within the MPH degree program should consult with the Director of the MPH Program as well as with the Graduate Coordinator of the department responsible for the area of emphasis. If both departments involved agree to the curriculum change, the student must then consult with the Dean of the Graduate School. A Change of Curriculum form must then be processed by the Graduate School before the transfer is formalized.

7.13 Withdrawal from classes

If it is necessary to withdraw from all courses during a semester, notify the Director of the MPH Program. The Director will then contact the Graduate School to process a Notice of Withdrawal. If the Notice of Withdrawal is not filed with the Office of Admissions and Records, the student's name may not be removed from the class roll. This will result in the reporting of failing grades for each of the courses in which the student was enrolled.

7.14 Student records

The MPH Program Office maintains a complete file of academic records for each student until five years after graduation. Thereafter, only items useful for preparing historical accounts will be kept in permanent archives. Each student has the right to inspect any of their own records, with the exception of confidential letters of recommendation, including official transcripts and any reports

or evaluations of academic performance. Students on graduate assistantships have separate personnel files kept by the personnel representative in the department of employment.

A typical inventory of the record file consists of the following items:

- Application documents, including official transcripts, standardized test scores, financial affidavits for international students, the statement of objectives for graduate study, and letters of reference
- Semester grade reports and unofficial transcripts of all work completed at KSU
- A signed copy of the Program of Study
- Memos and letters prepared on behalf of the student
- Other forms filed by the student, major advisor, or program director
- Notes of meetings with the student
- A copy of the thesis, report, or project proposal

SECTION 8: PROGRAM POLICIES--INTEGRITY AND SAFETY IN RESEARCH AND SCHOLARLY ACTIVITIES

8.1 The KSU Honor System and Honor Code

A graduate student's personal integrity is presumed to be sufficient assurance that in academic matters, including research and field experience, one does work ***without unauthorized assistance*** from any other source. Graduate students are expected to abide by the KSU Honor Pledge System that states: *"On my honor, as a student, I have neither given nor received unauthorized aid on this academic work."*

The KSU Honor System presumes that all work, submitted as part of academic requirements, is the product of the student submitting it unless credit is given with proper citations, or as prescribed by the course instructor or major professor. The system applies to examinations and to all work handed in, such as research papers and reports, case studies, solutions to problems, non-print media, and computer programs, unless an exception is made by the faculty person. Plagiarism and cheating are serious offenses and carry penalties that may involve failure on the exam, paper, or project; failure in the course; and/or expulsion from the University. If failure in the course is recommended by the Honor Council, an "XF" grade will be assigned and recorded on the transcript. An "XF" designates failure of a course as a result of a breach of academic honesty. More detailed information about the policy can be found on the Honor System web page at: <http://www.ksu.edu/honor>.

8.2 Principles of integrity

Several important principles of integrity in the conduct of research and scholarly activities are defined and supported by the faculty, staff, and students of Kansas State University. Guidelines established by the Faculty Senate and found in the UNIVERSITY HANDBOOK apply to graduate students as well as faculty and staff who are involved in the search for new knowledge and the dissemination of information to the public. The highest standards of professional integrity in research and scholarship are expected from everyone and the primary responsibility for adherence to these standards lies with the individual. It is also the role of advisors, mentors, and the academic community at large to foster an environment that actively discourages improper practices and conduct. Further support of a creative work environment is based on a commitment to the values of respect, equality, and dignity for everyone regardless of personal differences.

Examples of specific principles governing research and scholarly activities include:

- Integrity in planning, implementing, and disseminating information
- Recognition of one's own and others' prior work
- Confidentiality in the peer review process
- Open and timely disclosure of all potential conflicts of interest
- Knowledge of and compliance with institutional review requirements for the protection of human subjects and the humane care of animals in the conduct of research
- Collegiality and trust in scholarly interactions and in the sharing of information, resources, and space

8.3 Misconduct in research and scholarly activities

The definition of misconduct in research and scholarly activities includes making up data or information and recording or reporting them (fabrication); manipulating research materials, equipment or processes, or changing or omitting data in a manner that the results are not accurately represented in the final report (falsification); and claiming or citing another person's work without giving appropriate credit (plagiarism). Misconduct may also occur with non-compliance to government regulations. Retaliation against a person who reports a violation of research or academic integrity is also considered a breach of conduct. Inadvertent, unintentional or honest errors in data collection or reporting as well as differences in opinion regarding the review or evaluation of data do not constitute misconduct.

8.4 Research involving human subjects

Federal regulations and KSU policy require that all research projects involving human subjects be reviewed and approved by the Institutional Review Board (IRB). The committee at Kansas State University charged with this responsibility is known as the Committee on Research Involving Human Subjects. The chair and members of the committee are appointed by the President of the University. Administrative support for the IRB is under the direction of the University Research Compliance Office (URCO) located in Room 1 Fairchild Hall.

For the purpose of compliance with IRB regulations, **research** is defined as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to **generalizable knowledge**”. The criteria for identifying “generalizable knowledge” includes the preparation and dissemination of the results of research in the form of papers, electronic publications, journal articles, books, theses, reports, and public presentations such as PowerPoint slides or poster displays. A human subject of research is 1) a living individual from whom an investigator obtains data by interaction or intervention in oral or written form OR 2) a living individual from whom identifiable private information is obtained. Guidelines and instructions for applying for approval from the IRB are available at the following website:

<http://www.k-state.edu/research/comply>

8.5 Research involving animals

Kansas State University is also committed to providing an animal care and use program to campus scientists and students in providing a humane and compliant environment for research involving animals. The Institutional Animal Care and Use Committee (IACUC) is under the direction of the University Research Compliance Office (URCO) located in Room 1 Fairchild Hall. Access to information and training materials as well as copies of the Federal regulations governing animal research can be found at the following location:

<http://www.k-state.edu/research/comply/iacuc/about/index.html>

8.6 Other research compliance committees

In addition to oversight of research with human subjects and animals, the University Research Compliance Office monitors the protocols involving use of hazardous or potentially hazardous materials, including agents of biological origin, in research and teaching activities. The KSU Institutional Biosafety Committee (IBC) is responsible for oversight of all activities by faculty and students that involve research with microorganisms, recombinant DNA, or toxins of biological origin. In addition the Confidential/Sensitive Research Committee (CSRC) formulates and implements university wide policies regarding activities that involve collection of information that may be judged to be restricted, inadvisable, illegal, or contraindicated. Committee members,

operating procedures, and the application for such research may be found at the URCO website <http://www.k-state.edu/research/comply>.

SECTION 9: STUDENT CONDUCT AND CONFLICT RESOLUTION

9.1 Graduate student rights and responsibilities

9.1.1 Every graduate student has

- a. Freedom of inquiry, conscience, expression, and association and the right to petition for the redress of grievances.
- b. The right, to the extent permitted by law, to have any information about his or her opinions and associations unrelated to academic performance or assigned responsibilities that has been acquired by professors or administrators in the course of their work as instructors, advisors, or counselors held confidential at his or her request and not disclosed to others without his or her consent.
- c. Freedom from unfair treatment by faculty or administration in the assignment and evaluation of academic work toward the completion of requirements for a particular course.
- d. The right to due process in the conduct of proceedings pursuant to the provisions of this document or of any proceedings conducted under any other provisions of any other rule or regulation governing Kansas State University.
- e. The right to immunity from reprisal in the form of University disciplinary action or proceedings for seeking redress pursuant to the provisions of this document.

9.1.2 Every graduate student is responsible for

- a. The exercise of applicable rights and freedoms, as enumerated above, in a manner that does not materially and substantially interfere with the requirements of appropriate discipline in the operation of the institution nor infringe upon the rights of other students, faculty, or staff.
- b. Completing the requirements and meeting the standards of any course in which he or she is enrolled.
- c. Understanding the legal and ethical standards applicable to scholarship in general and to the student's discipline, and understanding the policies and procedures that the University has in place to ensure compliance with these standards.

9.2 Graduate student grievance procedures

The *Graduate Handbook* contains general rules and procedures governing graduate education developed by the Graduate Council. In addition, each graduate program may have more detailed departmental or program guidelines that specify how that degree program operates within general Graduate School policies, and what graduate students can expect during their graduate career. If departmental or program policies are inconsistent with Graduate School policy, the Graduate School policy is the overriding policy.

9.2.1 Scope of authority

This policy is designed to resolve concerns and grievances brought by graduate students related to their graduate level academic program as more fully defined below. The formal grievance must be initiated within 6 months of the time that the graduate student knows of the matter prompting the grievance, or the graduate student relinquishes any opportunity to pursue the grievance. Under these procedures, a graduate student is any person who has been formally admitted as a graduate student at the time the alleged events leading to the

grievance occurred. A grievance means a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the graduate student claims is unjust or is in violation of his or her rights established through formal prior agreement. "Grievances" under this procedure shall include disputes over grades, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or advisor decisions.

Non-academic conduct of graduate students is governed by the KSU Student Code of Conduct in the ***Student Life Handbook*** and the hearing procedures therein. The undergraduate student grievance procedure, as described in Appendix A of the ***Student Life Handbook*** and available at: <http://www.k-state.edu/osas/>; applies to any academic matter involving an undergraduate student taking graduate courses. The Veterinary Medicine academic grievance procedures, as described in Appendix A of the ***Student Life Handbook***, govern academic matters involving courses within the DVM degree. The K-State Honor & Integrity System, as described in the ***Student Life Handbook***, governs issues of academic integrity. Allegations of misconduct believed to constitute discrimination, including sexual harassment as described and defined in the "Policy Prohibiting Sexual Harassment," and "Policy Prohibiting Racial and/or Ethnic Harassment" should be referred to the Affirmative Action Office or the Office of Student Life. Allegations of assault covered under the "Policy Prohibiting Sexual Violence" should be referred to the Office of Student Life.

9.2.2 Definition of terms

- a. Graduate Student - Under these procedures, a graduate student is any person who has been formally admitted into the Graduate School of Kansas State University and was enrolled as a graduate student at the time the alleged events leading to the grievance occurred.
- b. Grievance - A grievance means a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the graduate student claims is unjust or is in violation of his or her rights established through formal prior agreement. "Grievances" under this procedure shall include disputes over grades, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or advisor decisions.
- c. Respondent - The person(s) against whom a grievance is being made.
- d. Working Days - For the purpose of this section a "working day" is defined as any weekday that is part of the regular nine-month academic calendar, including all days that classes are conducted and the period of final examinations. Legal holidays and the time when summer school is in session are excluded from the definition of "working day." However, if it is agreed to by all of the parties, a hearing can be conducted and/or the process completed during a vacation period.

9.2.3 Guidelines for administrative review and conflict resolution

- a. The graduate student should attempt to resolve any grievance first with the faculty member, supervisory committee, or administrator involved.
- b. If, after earnest inquiry, the conflict remains unresolved, the graduate student should discuss the grievance with the department head/chairperson or other immediate administrative superior of the respondent, the academic dean or his/her designee and, if pertinent, with any relevant departmental faculty member or committee. If the outcome of this conflict resolution process is successful, then the resolution shall be reduced to writing with copies provided to the graduate student, respondent, administrative superior, and academic dean involved in the conflict resolution session.

- c. If the conflict resolution process is not successful, the academic dean and the associate dean of the Graduate School will confer to determine if further conflict resolution steps should be pursued.

9.2.4 Formal grievance procedure

- a. If the grievance is not resolved by the above discussions and the graduate student then chooses to pursue the matter further, the issue must be reduced to writing within 10 working days by the graduate student and sent immediately to the associate dean of the Graduate School. A Notice of Grievance form, available in the Graduate School or on the Graduate School website, must be submitted with the written statement. The written grievance shall include a clear, concise statement of the policy or policies/procedures violated, and the redress requested. The associate dean of the Graduate School shall forward a copy of the grievance to the respondent. Within 10 working days after receipt of the grievance, the respondent shall provide the associate dean of the Graduate School with a copy of his or her written response.
- b. Upon receipt of the written response, the associate dean of the Graduate School shall, within 10 working days, appoint an ad hoc grievance committee to hear and make a recommendation regarding the grievance. The associate dean of the Graduate School shall appoint, from the membership of the Graduate Council, a committee chair (without vote), and 3 committee members. A member of the Graduate School staff will be selected as secretary (without vote). Two graduate students will be appointed as committee members from a slate of nominees selected by the Graduate Student Council.
- c. The hearing shall be scheduled within 30 working days after the appointment of the ad hoc grievance committee barring extenuating circumstances.
- d. Guidelines for ad hoc grievance committee hearings-
 - 1. Pre-hearing procedures
 - a. Notice of the time and place of the hearing shall be given by the chair to the graduate student and the respondent not less than 10 working days prior to the hearing.
 - b. The notice shall include the written grievance and the written response of the respondent.
 - c. A copy of the procedures guiding the hearings shall accompany the notice.
 - d. The following must be submitted by each party to the chair at least five working days prior to the hearing:
 - i. A copy of all written supporting documentation that the party will present at the hearing.
 - ii. A list of witnesses to be called by the party (each party is responsible for ensuring that his/her witnesses are at the hearing), and
 - iii. The name of any advisor who will accompany the party to the hearing and whether the advisor is an attorney.
 - 2. Hearing
 - a. The hearing will be conducted informally and the committee will have complete discretion in deciding any procedural questions that arise during the hearing.
 - b. At the hearing, each party may be accompanied by an advisor, who may advise the party but not participate in the hearing.
 - c. All hearings shall be closed except for parties to the grievance and their advisors unless the graduate student requests that the hearing be open. All parties are advised that the Committee routinely records the hearing for its own use.

- d. The committee will permit each party to present a brief opening statement of no more than 10 minutes.
- e. The evidence shall be presented by the graduate student and then by the respondent at the hearing.
- f. The parties and the committee shall have the opportunity to question all witnesses.
- g. The committee will accept any evidence, information, or testimony, which it feels is pertinent to the grievance and will help the committee understand and evaluate the issue(s) before it. The committee chair will determine the relevance and materiality of the evidence offered. Legal rules of evidence shall not apply.
- h. Following the presentation of evidence, the committee will permit each party to present a brief closing statement of no more than 10 minutes.
- i. The committee will meet in closed session to deliberate and recommend action to the Dean of the Graduate School on the grievance.
- j. Within ten (10) working days from the conclusion of the hearing, the committee will prepare a report which will serve as its recommendation to the Dean of the Graduate School. The report will contain the factual findings of the committee and the reasons for the recommendation. The Dean of the Graduate School will consider the committee's recommendation and transmit a final decision to both parties within ten (10) working days of receiving the Committee's recommendation.

9.2.5 Enforcement of the Graduate School's Decision

The Graduate School has the authority to enforce the decision.

9.3 Principles of Community

Principles of Community

Kansas State University is a land-grant, public research university, committed to teaching and learning, research, and service to the people of Kansas, the nation, and the world. Our collective mission is best accomplished when every member of the university community acknowledges and practices the following principles:

We affirm the inherent dignity and value of every person and strive to maintain an atmosphere of justice based on respect for each other.

We affirm the right of each person to freely express thoughts and opinions in a spirit of civility and decency. We believe that diversity of views enriches our learning environment and we promote open expression within a climate of courtesy, sensitivity, and mutual respect.

We affirm the value of human diversity for community. We confront and reject all forms of prejudice and discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, economic status, or any other differences that have led to misunderstandings, hostility, and injustice.

We acknowledge that we are a part of the larger Kansas community and that we have an obligation to be engaged in a positive way with our civic partners.

We recognize our individual obligations to the university community and to the principles that sustain it. We will each strive to contribute to a positive spirit that affirms learning and growth for all members of the community.

Jon Wefald
President

Cia Verschelden
Faculty Senate

Ron Trewyn
Graduate Council

Kyle Barker
Student Government

James Coffman
Provost

Elverta L. Vassol
Graduate Student Council

Ann Marie Treinen
Classified Senate

9.4 Public Health code of ethics

9.4.1 Preamble

This code of ethics states key principles of the ethical practice of public health. An accompanying statement lists the key values and beliefs inherent to a public health perspective upon which the ethical principles are based. Public health is understood within this code as what we, as a society, do collectively to assure the conditions for people to be healthy. We affirm the World Health Organization's understanding of health as a state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity.

The code is neither a new nor an exhaustive system of health ethics. Rather, it highlights the ethical principles that follow from the distinctive characteristics of public health. A key belief worth highlighting, and which underlies several of the ethical principles, is the interdependence of people. This interdependence is the essence of community. Public health not only seeks the health of whole communities but also recognizes that the health of individuals is tied to their life in the community.

The code is intended principally for public and other institutions in the United States that have an explicit public health mission. Institutions and individuals that are outside of traditional public health but recognize the effects of their work on the health of the community may also find the code relevant and useful.

9.4.2 Principles of the ethical practice of public health

1. Public health should address principally the fundamental causes of disease and requirements for health, aiming to prevent adverse health outcomes.
2. Public health should achieve community health in a way that respects the rights of individuals in the community.
3. Public health policies, programs, and priorities should be developed and evaluated through processes that ensure an opportunity for input from community members.
4. Public health should advocate and work for the empowerment of disenfranchised community members, aiming to ensure that the basic resources and conditions necessary for health are accessible to all.
5. Public health should seek the information needed to implement effective policies and programs that protect and promote health.
6. Public health institutions should provide communities with the information they have that is needed for decisions on policies or programs and should obtain the community's consent for their implementation.
7. Public health institutions should act in a timely manner on the information they have within the resources and the mandate given to them by the public.
8. Public health programs and policies should incorporate a variety of approaches that anticipate and respect diverse values, beliefs, and cultures in the community.
9. Public health programs and policies should be implemented in a manner that most enhances the physical and social environment.
10. Public health institutions should protect the confidentiality of information that can bring harm to an individual or community if made public. Exceptions must be justified on the basis of the high likelihood of significant harm to the individual or others.
11. Public health institutions should ensure the professional competence of their employees.

12. Public health institutions and their employees should engage in collaborations and affiliations in ways that build the public's trust and the institution's effectiveness.

9.4.3 Values and beliefs underlying the code

The following values and beliefs are key assumptions inherent to a public health perspective. They underlie the 12 principles of the ethical practice of public health.

9.4.3.1 Health

1. Humans have a right to the resources necessary for health. The public health code of ethics affirms Article 25 of the Universal Declaration of Human Rights, which states in part "Everyone has the right to a standard of living adequate for the health and well-being of himself and his family..."

9.4.3.2 Community

2. Humans are inherently social and interdependent. Humans look to each other for companionship in friendships, families, and community; and rely upon one another for safety and survival. Positive relationships among individuals and positive collaborations among institutions are signs of a healthy community. The rightful concern for the physical individuality of humans and one's right to make decisions for oneself must be balanced against the fact that each person's actions affects other people.
3. The effectiveness of institutions depends heavily on the public's trust. Factors that contribute to trust in an institution include the following actions on the part of the institution: communication; truth telling; transparency (i.e., not concealing information); accountability; reliability; and reciprocity. One critical form of reciprocity and communication is listening to as well as speaking with the community.
4. Collaboration is a key element to public health. The public health infrastructure of a society is composed of a wide variety of agencies and professional disciplines. To be effective, they must work together well. Moreover, new collaborations will be needed to raise to new public health challenges.
5. People and their physical environment are interdependent. People depend upon the resources of their natural and constructed environments for life itself. A damaged or unbalanced natural environment, and a constructed environment of poor design or in poor condition, will have an adverse effect on the health of people. Conversely, people can have a profound effect on their natural environment through consumption of resources and generation of waste.
6. Each person in a community should have an opportunity to contribute to public discourse. Contributions to discourse may occur through a direct or a representative system of government. In the process of developing and evaluating policy, it is important to discern whether all who would like to contribute to the discussion have an opportunity to do so, even though expressing a concern does not mean that it will necessarily be addressed in the final policy.
7. Identifying and promoting the fundamental requirements for health in a community are a primary concern to public health. The way in which a society is structured is reflected in the health of a community. The primary concern of public health is with these underlying structural aspects. While some important public health programs are curative in nature, the field as a whole must never lose sight of underlying causes and prevention. Because fundamental social structures affect many aspects of health, addressing the fundamental causes rather than more proximal causes, is more truly preventive.

9.4.3.3 Bases for action

8. Knowledge is important and powerful. We are to seek to improve our understanding of health and the means of protecting it through research and the accumulation of knowledge. Once obtained, there is a moral obligation in some instances to share what is known. For example, active and informed participation in policy-making processes requires access to relevant information. In other instances, such as information provided in confidence, there is an obligation to protect information.
9. Science is the basis for much of our public health knowledge. The scientific method provides a relatively objective means of identifying the factors necessary for health in a population, and for evaluating policies and programs to protect and promote health. The full range of scientific tools, including both quantitative and qualitative methods, and collaboration among the sciences is needed.
10. People are responsible to act on the basis of what they know. Knowledge is not morally neutral and often demands action. Moreover, information is not to be gathered for idle interest. Public health should seek to translate available information into timely action. Often, the action required is research to fill in the gaps of what we don't know.
11. Action is not based on information alone. In many instances, action is required in the absence of all the information one would like. In other instances, policies are demanded by the fundamental value and dignity of each human being, even if implementing them is not calculated to be optimally efficient or cost-beneficial. In both of these situations, values inform the application of information or the action in the absence of information.

9.4.3.4 Notes on the individual ethical principles

1. This principle gives priority not only to prevention of disease or promotion of health, but also at the most fundamental levels. Yet the principle acknowledges that public health will also concern itself with some immediate causes and some curative roles. For example, the treatment of curable infections is important to the prevention of transmission of infection to others. The term "public health" is used here and elsewhere in the code to represent the entire field of public health, including but not limited to government institutions and schools of public health.
2. This principle identifies the common need in public health to weigh the concerns of both the individual and the community. There is no ethical principle that can provide a solution to this perennial tension in public health. We can highlight, however, that the interest of the community is part of the equation, and for public health it is the starting place in the equation; it is the primary interest of public health. Still, there remains the need to pay attention to the rights of individuals when exercising the police powers of public health.
3. A process for input can be direct or representative. In either case, it involves processes that work to establish a consensus. While democratic processes can be cumbersome, once a policy is established, public health institutions have the mandate to respond quickly to urgent situations. Input from the community should not end once a policy or program is implemented. There remains a need for the community to evaluate whether the institution is implementing the program as planned and whether it is having the intended effect. The ability for the public to provide this input and sense that it is being heard is critical in the development and maintenance of public trust in the institution.
4. This principle speaks to two issues: ensuring that all in a community have a voice; and underscoring that public health has a particular interest in those members of a community that are underserved or marginalized. While a society cannot provide resources for health at a level enjoyed by the wealthy, it can ensure a decent minimum standard of resources.

The Code cannot prescribe action when it comes to ensuring the health of those who are marginalized because of illegal behaviors. It can only underscore the principle of ensuring

the resources necessary for health to all. Each institution must decide for itself what risks it will take to achieve that.

5. This principle is a mandate to seek information to inform actions. The importance of information to evaluate programs is also implied.
6. This principle is linked to the third one about democratic processes. Such processes depend upon an informed community. The information obtained by public health institutions is to be considered public property and made available to the public. This statement is also the community-level corollary of the individual-level ethical principle of informed consent. Particularly when a program has not been duly developed with evaluation, the community should be informed of the potential risks and benefits, and implementation of the program should be premised on the consent of the community (though this principle does not specify how that consent should be obtained).
7. Public health is active rather than passive, and information is not to be gathered for idle interest. Yet the ability to act is conditioned by available resources and opportunities, and by competing needs. Moreover, the ability to respond to urgent situations depends on having established a mandate to do so through the democratic processes of ethical principle number three.
8. Public health programs should have built in to them a flexibility that anticipates diversity in those needs and perspectives having a significant impact on the effectiveness of the program. Types of diversity, such as culture and gender, were intentionally not mentioned. Any list would be arbitrary and inadequate.
9. This principle stems from the assumptions of interdependence among people, and between people and their physical environment. It is like the ethical principle from medicine, "do no harm," but it is worded in a positive way.
10. This statement begs the question of which information needs to be protected and what the criteria are for making the information public. The aims of this statement are modest: to state explicitly the responsibility inherent to the "possession" of information. It is the complement to ethical principles 6 and 7, about acting on and sharing information.
11. The criteria for professional competence would have to be specified by individual professions, such as epidemiology and health education.
12. This statement underscores the collaborative nature of public health while also stating in a positive way the need to avoid any conflicts of interest that would undermine the trust of the public or the effectiveness of a program.

Source: Electronic copies of this code can be obtained from the American Public Health Association website: <http://www.apha.org/NR/rdonlyres/1CED3CEA-287E-4185-9CBD-BD405FC60856/0/ethicsbrochure.pdf>. This copy was accessed on June 17, 2008.

SECTION 10: EMPLOYMENT-RELATED POLICIES

10.1 Overview

A limited number of financial assistance awards are available each year through the departments participating in the MPH Program or through the Graduate School. Assistantships usually vary between two-tenths and four-tenths time (8 to 16 hours per week based on a 40-hour work week) and are renewable each semester. If a department awards graduate teaching assistantships (GTA), the student is eligible for a tuition waiver with amounts based on the number of tenths of the appointment. For graduate research assistantships (GRAs), students must have at least a four-tenths appointment to qualify for resident tuition and an opportunity for purchasing low cost health insurance.

A student on a 0.4 time appointment must be enrolled for a minimum of six (6) and not more than 12 graduate credit hours per semester. Individual departments may have a higher minimum requirement for the regular academic year. During the summer session, a student must be enrolled in a minimum of three (3) graduate credit hours while on an assistantship appointment. Only the Dean of the Graduate School in extenuating circumstances may grant exceptions to the enrollment requirements. An applicant interested in obtaining an assistantship should contact the Graduate Program Coordinator in the department responsible for the area of emphasis in the MPH Program. Application deadlines vary by department.

10.2 Outside work for pay

An assistantship offered by an academic unit represents an obligation for the student to perform various duties of benefit to the unit as well as the student in return for the economic aid. It is assumed and expected that the responsibilities of the assistantship along with the usual course load for a graduate student would amount to a full work load. Thus, employment outside the university is discouraged. A discussion with the assistantship supervisor about how the obligations will be met should occur before taking outside work for pay.

10.3 Use of university facilities and supplies

Use of campus facilities and supplies by graduate students is usually determined at the department level. Most departments will provide a campus mailbox for all graduate students while enrolled in courses on campus, but office space and computer support is generally available only for students on graduate teaching or research assistantships. It is worthwhile for most graduate students to purchase their own personal computer to supplement the services provided by the university through the open computer laboratories and the libraries. Specific provisions and policies for the use of telephones and copy machines reside with the individual departments.

10.4 Graduate student tuition and fees

For current information regarding graduate tuition and fees associated with enrolling in coursework for the MPH degree consult the appropriate site identified on the Graduate School homepage at <http://ksu.edu/grad>

10.5 Health insurance for graduate students

Health insurance is available for graduate students and their dependents through the Kansas State Employees Health Care Commission. To be eligible for the student health insurance plan,

including an employer contribution, a graduate student must be enrolled in the student health care benefits component of the state health care benefits program and appointed for the current semester for at least 0.5 tenths time as a graduate research or graduate teaching assistant. At the time of applying for coverage, the student pays the premium for the full semester of prepaid health insurance.

This is a prepaid health insurance plan which means the semester premiums are paid in advance at the time of applying for coverage. GRA/GTA students are to complete an application and present the application and semester premium payment to the Division of Human Resources in Edwards Hall within 30 days of their appointment date or during the appropriate open enrollment period. For more information contact the Division of Human Resources at <http://www.k-state.edu/hr/benefits/gta.html>.

SECTION 11: K-STATE AND COMMUNITY RESOURCES

11.1 University

Kansas State University, founded in February 1863, is the first land-grant institution of higher education established under the Morrill Act signed into law by President Abraham Lincoln. Over its history K-State has become recognized internationally as a comprehensive student-friendly research-intensive university. It offers outstanding academic programs, research experiences and training for developing scholars, an enriching intellectual and cultural atmosphere for learning, and exciting sports events. Approximately 20,000 undergraduates and more than 3,000 graduate students make up the current student body. Graduate degrees are offered through 65 master's programs and 45 doctoral programs. Twenty-two certificate programs are also available for students wishing to pursue advanced studies without earning a degree. Graduate students come from Kansas (63%), other states in the United States (11%), and many other countries (26%).

11.2 Graduate School

The Graduate School is the administrative unit charged with oversight and coordination of all graduate programs at Kansas State University. The Graduate School operates under the leadership of Dean Dr. Carol Shanklin. Dr. James Guikema is the Associate Dean and Associate Vice-President for Research. Dr. Kevin Lease serves as an Interim Associate Dean and Dr. Cheryl Polson serves in the role of an Assistant Dean for off-campus programs. The main office for the Graduate School is located in historic Fairchild Hall, Room 103.

Kansas State University offers extensive resources for graduate study and research experience from a variety of funding sources, including federal, state, corporate, and private agencies. A partial, descriptive listing of resources may be found in the Graduate School Viewbook website <http://www.k-state.edu/grad/gsprospective/index.htm>. A more complete listing can be viewed at the Research and Sponsored Programs website <http://www.ksu.edu/research/>.

11.3 The Manhattan community

The 668-acre campus of Kansas State University is located in the town of Manhattan, Kansas, in the heart of the picturesque Flint Hills region of the state. The Flint Hills are recognized for large areas of land that has never been cultivated and still contains one of the last large preserves of native tall grass prairie in the United States. Manhattan is home to about 49,000 permanent residents who are proud of their official nickname "The Little Apple" established in 1977. Access to Manhattan is via Highway 177 about 8 miles north of Interstate 70. Even though Manhattan is nestled in a rural setting, it has numerous shopping and entertainment opportunities.

SECTION 12: APPENDIX

12.1 MPH Program graduate faculty

- Barrett, Betsy** (Associate Professor of Hospitality Management and Dietetics) BA 1971, Stephen F. Austin State University; MEd 1973, Mississippi State University; MS 1983, University of Southern Mississippi; PhD 1993, Kansas State University.
- Barstow, Tom** (Professor of Kinesiology; Ancillary, Anatomy & Physiology, Human Nutrition) BS 1974, MA 1978, PhD 1985, University of California-Davis.
- Canter, Deborah D.** (Professor of Hospitality Management and Dietetics) BS 1972, MS 1974, PhD 1977, University of Tennessee.
- Cates, Michael** (Director, Master of Public Health Program and Professor of Diagnostic Medicine and Pathobiology) BS 1979, DVM 1980 Texas A&M University; MPH 1987, University of Texas Health Science Center, Houston.
- Chambers IV, Edgar** (Professor of Human Nutrition; Food Science) BS 1977, University of Tennessee; MS 1979, PhD, 1980, Kansas State University.
- Chambers, Delores H.** (Associate Professor of Human Nutrition; Food Science) BS 1990, Southeast Missouri State University; MS 1992, PhD 1994, Kansas State University.
- Chapes, Stephen K.** (Professor of Biology) BS 1975, University of Illinois-Chicago; MPH 1976, University of Illinois-Medical Center; MS 1978, PhD 1981, University of Illinois-Urbana.
- Chengappa, M.M.** (Head and Professor of Diagnostic Medicine/Pathobiology) BVSc 1970, MS 1973 University of Agricultural Science, India; PhD 1981, Michigan State University; Diplomate 1981, American College of Veterinary Microbiology.
- Dzewaltowski, David** (Professor and Head, Department of Kinesiology and Director of the Community Health Institute; Ancillary, Human Nutrition) BA 1983 University of Iowa; MS 1985 West Virginia University; PhD 1987 University of Iowa.
- Fallon, Elizabeth** (Assistant Professor of Kinesiology) BS 1998, MS 2002, PhD 2004, University of Florida.
- Fung, Daniel Y.C.** (Professor of Animal Sciences and Industry; Food Science) BS 1965 International Christian University, Japan; MSPH 1967, University of North Carolina; PhD 1969, Iowa State University.

- Galitzer, Steven J.** (Adjunct Assistant Professor of Industrial Engineering; Director, Department of Environmental Health and Safety) BS 1974, Kansas State University; MS 1978, Kansas State University; PhD 1984, Kansas State University.
- Ganta, Roman R.** (Associate Professor of Diagnostic Medicine/Pathobiology, Biochemistry, Entomology) BS 1978, MS 1980 Andhra University, India; PhD, All India Institute of Medical Sciences, New Delhi.
- Gordon, Joye** (Associate Professor in the A.Q. Miller School of Journalism and Mass Communication) BS 1987, Nicholls State University; MS 1990, University of Southwestern Louisiana; PhD 1999, Purdue University.
- Gould, Rebecca J.** (Professor of Hospitality Management and Dietetics) BS 1977, Sam Houston State University; MS 1982, Texas Woman's University; PhD 1986, Texas Woman's University.
- Grunewald, Katharine K.** (Professor of Human Nutrition) BS 1974, University of Wisconsin; MS 1976, PhD 1979, University of Kentucky.
- Hanlon, Cathleen A.** (Director, Rabies Laboratory) BS 1980, Rutgers University; VMD 1987, University of Pennsylvania; PhD 1994, University of Pennsylvania.
- Harms, Craig** (Associate Professor of Kinesiology) BS 1979 Nebraska Wesleyan University; MS 1990, Colorado State University; PhD 1994, Indiana University.
- Harris, Brandonn S.** (Assistant Professor in the Department of Special Education, Counseling, and Student Affairs) BS 2002, Truman State University; MS 2005, MA 2008, PhD 2008, West Virginia University.
- Haub, Mark D.** (Associate Professor of Human Nutrition, Gerontology) BA 1992, Fort Hays State University; MS 1996, PhD 1998, University of Kansas.
- Heinrich, Katie** (Assistant Professor of Kinesiology) BS 1999, Graceland University; MA 2001, Ph.D. 2004, University of Missouri-Kansas City; Professional Certificate in Urban Planning 2010, University of Hawaii at Manoa.
- Higgins, Mary Meck** (Associate Professor of Human Nutrition; Extension Specialist; Gerontology) BS 1975, Purdue University; MS 1979, PhD 1982, Iowa State University.
- Kaczynski, Andrew T.** (Assistant Professor of Kinesiology) BA 2000, University of Waterloo; MS 2003, Texas A&M University; PhD 2007, University of Waterloo.

- Kastner, Curtis L.** (Director, Food Science Institute; Professor of Animal Sciences and Industry; Food Science; Meat Science) BS 1967, MS 1969, PhD 1972, Oklahoma State University.
- Kastner, Justin** (Assistant Professor of Diagnostic Medicine/Pathobiology) BS 1998 Kansas State University; MSc 2000 London South Bank University, United Kingdom; PhD 2003 University of Guelph, Canada.
- Kidd, Tanda** (Assistant Professor of Human Nutrition; Extension Specialist) BS 1997, MS 2002, PhD 2005, Kansas State University.
- KuKanich, Katherine** (Assistant Professor of Clinical Sciences) BS 1998, University of Notre Dame; DVM 2002 University of Minnesota; PhD 2008 University of Tennessee.
- Larson, Robert** (Professor of Clinical Sciences; Coleman Chair) BS 1985, DVM 1987, PhD 1992, Kansas State University.
- Lindshield, Brian** (Assistant Professor of Human Nutrition) BS 2003, Kansas State University; PhD 2008, University of Illinois at Urbana-Champaign.
- Marsden, James L.** (Regents Distinguished Professor of Animal Sciences and Industry; Food Science) BS 1970, MS 1972, PhD 1974, Oklahoma State University.
- McDaniel, Brenda Lee** (Assistant Professor of Psychology) B.A. 2000 University of Arkansas; MS 2004, PhD 2007, Oklahoma State University-Stillwater; Postdoctoral 2007-2008, Oklahoma State University-Tulsa.
- McElroy, Mary** (Professor of Kinesiology; Ancillary, Human Nutrition; Women's Studies) BA 1974, Queens College, New York; MA 1975, Ohio State University; PhD 1978, University of Maryland.
- Medeiros, Denis M.** (Head and Professor of Human Nutrition) BS 1974, Central Connecticut State University; MS 1976, Illinois State University; PhD 1981, Clemson University.
- Montelone, Beth A.** (Associate Dean of Arts and Sciences; Interim Scientific Director and Peine Professor of Biosecurity) BS 1976, Rensselaer Polytechnic Institute; MS 1978, PhD 1982, University of Rochester.
- Mosier, Derek A.** (Professor of Diagnostic Medicine/Pathobiology) DVM 1978, Kansas State University; PhD 1985, Oklahoma State University; Diplomate 1986, American College of Veterinary Pathologist.
- Musch, Tim L.** (Professor of Kinesiology and Anatomy & Physiology) BA 1972, MA 1974, University of California-Berkeley; PhD 1981, University of Wisconsin-Madison.

- Nagaraja, T.G.** (Professor of Diagnostic Medicine/Pathobiology) BVSc.1970 University of Agricultural Sciences, Bangalore, India; MVSc. University of Agricultural Sciences, Bangalore, India; PhD 1979 Kansas State University.
- Nielsen, Samara Joy** (Assistant Professor of Human Nutrition) BS 1996, Massachusetts Institute of Technology; Ph.D. 2005, University of North Carolina; M.Div, 2010, Duke Divinity School.
- Nguyen, Annelise** (Assistant Professor of Diagnostic Medicine/Pathobiology) BS 1996, Ph.D. 2001, Texas A&M University; Postdoc 2001-2004, MBA 2007, Kansas State University.
- Nutsch, Abbey** (Assistant Professor of Animal Sciences and Food Science Institute) BS 1994, Ph.D. 1998 Kansas State University.
- Oberst, Richard D.** (Professor of Diagnostic Medicine/Pathobiology; Food Science) DVM 1983, Oklahoma State University; PhD 1987, University of California.
- Payne, Patricia A.** (Assistant Professor of Diagnostic Medicine/Pathobiology) BS 1969, DVM 1971, PhD 2000, Kansas State University.
- Peters, Paula** (Associate Director of Extension-FACS; Associate Professor of Human Nutrition) BS 1977, MS 1985, South Dakota State University; PhD 1991, Ohio State University.
- Phebus, Randall K.** (Professor of Animal Sciences and Industry; Food Science) BS 1985, MS 1988, PhD 1992, University of Tennessee.
- Poole, David** (Professor of Kinesiology and Anatomy & Physiology; Ancillary, Human Nutrition) BS 1980, Liverpool Polytechnic, England; MS 1984, PhD 1986, University of California-Los Angeles.
- Powell, Douglas** (Associate Professor of Diagnostic Medicine/Pathobiology) BS 1985, Ph.D. 1996, University of Guelph, Canada.
- Procter, Sandra** (Assistant Professor of Human Nutrition; Maternal and Child Nutrition) BS 1977, MS 1991, PhD 2006, Kansas State University.
- Remig, Valentina M.** (Assistant Professor of Human Nutrition; Gerontology) BS 1969, College of Mount St. Joseph-on-the-Ohio; MS 1980 University of Houston at Clear Lake; PhD 1990, Ohio State University.
- Renberg, Walter** (Associate Professor of Clinical Sciences) BS 1988, DVM 1992, Oklahoma State University; MS 1997 Virginia Polytechnic Institute and State University.
- Renter, David G.** (Assistant Professor of Diagnostic Medicine/Pathobiology) BS 1994, University of Nebraska-Kearney; DVM 1998, PhD 2002, Kansas State University.

- Retzlaff, Deanna** (Assistant Professor in Food Science Institute) BS 1995, University of Tennessee (Martin); PhD 2002, Kansas State University.
- Sanderson, Michael W.** (Assistant Professor of Clinical Sciences) BS 1985, DVM 1998, Colorado State University; MS VS 1995, Washington State University.
- Scott, H. Morgan** (Professor of Diagnostic Medicine and Pathobiology) DVM 1988, University of Saskatchewan, Canada; PhD 1998, University of Guelph, Canada.
- Smith, J. Scott** (Professor of Animal Sciences and Industry; Food Science) BS 1972, Brescia College, Kentucky; MS 1975, Kansas State University; PhD 1981, Pennsylvania State University.
- van der Merwe, Deon** (Assistant Professor of Diagnostic Medicine/Pathobiology) BVSc 1994, BSc 1998, MSc 2000, University of Pretoria, South Africa; PhD 2005, North Carolina State University.
- Wang, Weiqun (George)** (Associate Professor of Human Nutrition) BS 1983, PhD 1990 Nanjing University; Post-doc 1992, University of Hawaii.
- Zurek, Ludek** (Assistant Professor of Medical and Veterinary Entomology) BS, MS 1987, Mendel Agricultural University, Czechoslovakia; PhD 1998, University of Alberta, Canada.

12.2 MPH letter of recommendation form

**Section I: Confidentiality Waiver for Letter of Recommendation Form
Master of Public Health (MPH) Program
Kansas State University, Manhattan, KS 66506**

Name: _____ Date of planned admission: _____

Applicant: You must sign and date ONE of the following statements before giving this form to the referent.

- 1) I wish to have access to this letter of recommendation and I understand that under the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978, I have the right to read this recommendation.

Applicant's signature: _____ Date: _____

- 2) I wish this letter of recommendation to be confidential and I hereby waive any and all access rights granted me by the above laws in this recommendation.

Applicant's signature: _____ Date: _____

Referent: Please complete the section below and forward to the address at the end of the form.

Section II: Rating Scale – Master of Public Health (MPH) Program
(Be sure the Confidentiality Waiver Section is filled out and signed before completing this form.)

The person whose name appears above has applied for admission to the MPH Program at Kansas State University. Your evaluation of the applicant will assist the faculty in the selection process.

How long have you known the applicant? _____ In what capacity? _____

Compared with others you have known in this capacity, how would you rank the applicant's performance?
Top 1% Top 5% Top 10% Top 25% Below 50%

Please CHECK the appropriate evaluation:

	Extraordinary	Outstanding	Above Average	Average	Below Average	Cannot Judge
Ability to communicate orally						
Ability to communicate in writing						
Creativity						
Motivation						
Perseverance						
Organization						
Problem solving						
Initiative and responsibility						
Integrity and professional ethics						

Continue on the next page...

Section III: Letter of Reference – Master of Public Health (MPH) Program

On this page or in a separate letter, please give your assessment of the applicant's overall academic ability and potential for leadership and scholarly work in the field of public health. Please cite specific examples.

_____ Signature	_____ Date
_____ Print Name	_____ Institution or Agency
_____ Street Address	_____ City, State, Zipcode
_____ Position/Title	_____ Telephone/E-mail

Please return to: Director, MPH Program, Kansas State University
311 Trotter Hall, Manhattan, KS 66506-5615

Letter of Recommendation Form, 2010

2

12.3 Public health core courses

Public health component area	Course number and title	Department name; address; telephone	Semester(s) usually offered
Biostatistics	STAT 702 Statistical Methods for Social Sciences (3) OR STAT 703 Statistical Methods for Natural Scientists (3)	Statistics 101 Dickens Hall 785-532-6883	In-class Fall, Spring, Summer STAT 703 may be offered online through DCE
Environmental health sciences	DMP 806 Environmental Toxicology (2)	Diagnostic Medicine/Pathobiology K-221 Mosier Hall 785-532-4401	Spring only
Epidemiology	DMP 754 Introduction to Epidemiology (3) OR DMP 708 Veterinary Epidemiology (2) AND DMP 854 Disease Epidemiology (3)	Diagnostic Medicine /Pathobiology K-221 Mosier Hall 785-532-4401	DMP 754 is offered only in Fall as an online course through DCE DMP 708 and DMP 854 are offered in-class in Spring only
Health service administration	HMD 720 Administration of Health Care Organizations (3)	Hospitality Management and Dietetics 103 Justin Hall 785-532-5521	Summer online *In Calendar Year 2011, this course will be offered also in Spring (online) and Fall (in-class)
Social and behavioral sciences	KIN 818 Social and Behavioral Basis of Public Health (3)	Kinesiology 1A Natatorium 785-532-6765	Spring only

*Course available in a distance format through the Division of Continuing Education (DCE). Contact DCE at 785-532-5566 for enrollment information or go to the website at: <http://www.dce.k-state.edu/>

For a complete listing of classes check the current online course catalog at: <http://courses.k-state.edu/>

12.4 Food safety and biosecurity area of emphasis courses

In addition to the core courses, student must select their remaining courses from the following or other graduate courses as approved by the major professor, supervisory committee and the MPH Program director.

12.4.1 Required courses

- FDSCI 501 Food Chemistry (3)
- FDSCI 607 Food Microbiology (4)
- FDSCI 690 Principles of HACCP (2)
- FDSCI 713 Rapid Methods and Automation in Microbiology (2)
- FDSCI 730 Multidisc Overview Food Safety and Security (2)

12.4.2 Elective courses

In addition to the above, students must select their remaining courses from the following or other courses as approved by the major advisor:

- FDSCI 695 Quality Assurance of Food Products (3)
- FDSCI 728 Physical Methods of Food Analysis (2)
- FDSCI 731 Food Protection and Defense – Essential Concepts (2)
- FDSCI 750 Food Toxicants (GPIDEA online course taught by Iowa State) (2)
- FDSCI 791 Advanced Application of HACCP Principles (2)
- FDSCI 815 Advanced Food Chemistry (3)
- FDSCI 915 Food Toxicology (2)
- FDSCI 961 Graduate Problems in Food Chemistry (2)
- MC 740: Colloquium in Mass Communications: Health Communication Campaigns (3)
- STAT 704: Analysis of Variance (2)
- STAT 705: Regression and Correlation Analyses (2)
- STAT 710: Sample Survey Methods (2)
- STAT 713: Applied Linear Statistical Models (2)
- STAT 716: Nonparametric Statistics (2)
- STAT 717: Categorical Data Analysis (3)
- STAT 720: Design Experiments (3)
- STAT 725: Introduction to SAS Computing (1)
- STAT 730: Multivariate Statistical Methods (3)

12.4.3 Field experience OR field experience AND master's thesis OR combined field experience and master's report

- FDSCI 840 Public Health Field Experience (4-6)
- FDSCI 898 Master's Report (2)
- FDSCI 899 Master's Research/Thesis (6)

12.5 Infectious diseases/zoonoses area of emphasis courses

12.5.1 Program for Other-than DVM students

In addition to the core courses, student must select their remaining courses from the following or other graduate courses as approved by the major professor, supervisory committee and the MPH Program director. Students will select 20 credit hours from the following courses with at least 10 credit hours coming from the Department of Diagnostic Medicine/Pathobiology.

- DMP 705: Principles of Veterinary Immunology (3)*
- DMP 712: Veterinary Bacteriology and Mycology (4)*
- DMP 718: Veterinary Parasitology (5)*
- DMP 722: Veterinary Virology (3)*
- DMP 753: Veterinary Public Health (3)*
- DMP 770: Fundamental Concepts in Emerging Pathogenic Diseases (3)
- DMP 801: Toxicology (2)*
- DMP 805: Toxins in Biological System
- DMP 809: Problems in Toxicology (1-3)
- DMP 815: Multidisciplinary Thought and Writing (3)
- DMP 816: Trade & Agricultural Health (2 – online)
- DMP 830: Quantitative Analysis (3)
- DMP 845: Food Safety Risk Analysis (3 – online)
- DMP 849: Pathologic Technique and Diagnosis (1-3)
- DMP 850: Domestic Animal Immunology (3)
- DMP 854: Intermediate Epidemiology (3)
- DMP 856: Advanced Veterinary Parasitology (3)
- DMP 860: Pathogenic Mechanisms (3)
- DMP 870: Seminar in Pathobiology (MS) (1)
- DMP 871: Molecular Diagnostics of Infectious Diseases (3)
- DMP 880: Problems in Pathobiology (MS) (1-3)
- DMP 954: Advanced Epidemiology (4)

Potentially applicable courses in other departments:

- ASI 540: Principles of Animal Disease Control (3)
- BIOL 529: Fundamentals of Ecology (3)
- BIOL 545: Human Parasitology (3)
- BIOL 546: Human Parasitology Laboratory (1)
- BIOL 609: Cellular and Molecular Biology of Human Diseases (3)
- BIOL 625: Animal Parasitology (4)
- BIOL 640: Population Biology (3)
- BIOL 670: Immunology (4)
- BIOL 671: Immunology Laboratory (2)
- BIOL 687: Microbial Ecology (3)
- BIOL 730: General Virology (3)
- BIOL 840: Molecular and Cell Immunology (3)
- FDSCI 690: Principles of HACCP (2)
- FDSCI 730: Overview of Food Safety and Security (2 – online)

- FDSCI 915: Food Toxicology (2)
- GEOG 508: Geographic Information Systems I (3)
- GEOG 708: Geographic Information Systems II (3)
- MC 740: Colloquium in Mass Communications: Health Communication Campaigns (3)
- STAT 704: Analysis of Variance (2)
- STAT 705: Regression and Correlation Analyses (2)
- STAT 710: Sample Survey Methods (2)
- STAT 713: Applied Linear Statistical Models (2)
- STAT 716: Nonparametric Statistics (2)
- STAT 717: Categorical Data Analysis (3)
- STAT 720: Design Experiments (3)
- STAT 725: Introduction to SAS Computing (1)
- STAT 730: Multivariate Statistical Methods (3)

*Course enrollment requires instructor permission.

12.5.1.1 Field experience OR field experience AND master's thesis OR combined field experience and master's report

Students will complete 6 credit hours appropriate for either an MS thesis or field experience. When combined with thesis or report options, the minimum for field experience is 3 credit hours.

- DMP 840: Public Health Field Experience (3-6)
- DMP 898: MS Research (Microbiology) (1-6)
- DMP 899: MS Research (Pathobiology) (1-6)

12.5.2 Programs for current and post-DVM students

Up to 12 credit hours may be applied to the MPH degree requirements for current KSU-CVM students and graduates of colleges with an AVMA Council on Education accredited College of Veterinary Medicine curriculum. The elective credits hours may be transferred from public health and infectious disease related courses taken during the veterinary curriculum. Transferrable elective credit hours will be determined by the student's supervisory committee on a case-by-case basis.

DVM curriculum courses appropriate for transfer credit (12 credit hours total) include:

- DMP 705: Principles of Veterinary Immunology (1st yr CVM) (3)
- DMP 708: Veterinary Epidemiology (1st yr CVM) (2)
- DMP 712: Veterinary Bacteriology and Mycology (2nd yr CVM) (4)
- DMP 718: Veterinary Parasitology (2nd yr CVM) (5)
- DMP 722: Veterinary Virology (2nd yr CVM) (3)
- DMP 753: Veterinary Public Health (3rd yr CVM) (3)
- DMP 801: Toxicology (3rd yr CVM) (2)

Students may select their remaining courses from the following or other courses as approved by the major advisor:

- DMP 754: Introduction to Epidemiology (3) NOTE: Cannot use both 708 and 754 towards the MPH degree.
- DMP 770: Fundamental Concepts in Emerging Pathogenic Diseases (3)

- DMP 805: Toxins in Biological System
- DMP 809: Problems in Toxicology (1-3)
- DMP 815: Multidisciplinary Thought and Writing (3)
- DMP 816: Trade & Agricultural Health (2 – online)
- DMP 830: Quantitative Analysis (3)
- DMP 845: Food Safety Risk Analysis (3 – online)
- DMP 849: Pathologic Technique and Diagnosis (1-3)
- DMP 850: Domestic Animal Immunology (3)
- DMP 854: Intermediate Epidemiology (3)
- DMP 856: Advanced Veterinary Parasitology (3)
- DMP 860: Pathogenic Mechanisms (3)
- DMP 870: Seminar in Pathobiology (MS) (1)
- DMP 871: Molecular Diagnostics of Infectious Diseases (3)
- DMP 880: Problems in Pathobiology (MS) (1-3)
- DMP 954: Advanced Epidemiology (4)

Potentially applicable courses in other departments:

- ASI 540: Principles of Animal Disease Control (3)
- BIOL 529: Fundamentals of Ecology (3)
- BIOL 545: Human Parasitology (3)
- BIOL 546: Human Parasitology Laboratory (1)
- BIOL 609: Cellular and Molecular Biology of Human Diseases (3)
- BIOL 625: Animal Parasitology (4)
- BIOL 670: Immunology (4)
- BIOL 671: Immunology Laboratory (2)
- BIOL 687: Microbial Ecology (3)
- BIOL 730: General Virology (3)
- FDSCI 690: Principles of HACCP (2)
- FDSCI 730: Overview of Food Safety and Security (2 – online)
- FDSCI 915: Food Toxicology (2)
- GEOG 508: Geographic Information Systems I (3)
- GEOG 708: Geographic Information Systems II (3)
- MC 740: Colloquium in Mass Communications: Health Communication Campaigns (3)
- STAT 704: Analysis of Variance (2)
- STAT 705: Regression and Correlation Analyses (2)
- STAT 710: Sample Survey Methods (2)
- STAT 713: Applied Linear Statistical Models (2)
- STAT 716: Nonparametric Statistics (2)
- STAT 717: Categorical Data Analysis (3)
- STAT 720: Design Experiments (3)
- STAT 725: Introduction to SAS Computing (1)
- STAT 730: Multivariate Statistical Methods (3)

12.5.2.1 Field experience OR field experience AND master's thesis OR combined field experience and master's report

Students will complete 6 credit hours appropriate for either an MS thesis or field experience. When combined with thesis or report options, the minimum for field experience is 3 credit hours.

- DMP 840: Public Health Field Experience (3-6)
- DMP 898: MS Research (Microbiology) (1-6)
- DMP 899: MS Research (Pathobiology) (1-6)

12.6 Public health nutrition area of emphasis courses

In addition to the core courses, student must select their remaining courses from the following or other graduate courses as approved by the major professor, supervisory committee and the MPH Program director.

12.6.1 Prerequisite courses

Students without an undergraduate degree in nutrition or dietetics or graduate work in nutrition include: HN 400 Human Nutrition and HN 450 Nutritional Assessment. These courses or the equivalent must be completed before the student is approved for full admission status in the program.

12.6.2 Required courses

- HN 600: Public Health Nutrition (3) *
- HN 844: Nutritional Epidemiology (3)
- HN 880: Graduate Seminar in HN (1)
* may substitute an elective if already taken

12.6.3 Elective courses

In addition to the above, students must select their remaining courses from the following or other courses as approved by the major advisor:

- HN 635: Nutrition and Exercise (3)
- HN 718: Physical Health and Aging (3)
- HN 726: Nutrition and Wellness (3)
- HN 735: Advanced Energy Balance (3)
- HN 780: Problems in Human Nutrition (1-2) Note: Course is listed as 1-3 hours
- HN 782: Topics in Human Nutrition (3) but MPH students can only take for 1-2
- HN 995: Grantsmanship and Publication (3)
- MC 740: Colloquium in Mass Communications: Health Communication Campaigns (3)
- PSYCH 518: Introduction to Health Psychology (3)
- SOCIO 541: Wealth, Power and Privilege (3)
- SOCIO 570: Race and Ethnic Relations in the USA (3)
- STAT 704: Analysis of Variance (2)
- STAT 705: Regression and Correlation Analyses (2)
- STAT 710: Sample Survey Methods (2)
- STAT 713: Applied Linear Statistical Models (2)
- STAT 716: Nonparametric Statistics (2)
- STAT 717: Categorical Data Analysis (3)
- STAT 720: Design Experiments (3)
- STAT 725: Introduction to SAS Computing (1)
- STAT 730: Multivariate Statistical Methods (3)

12.6.4 Field experience OR field experience AND master's thesis OR combined field experience and master's report

- HN 840 Public Health Field Experience (4-6)
- HN 898 Master's Report (2)
- HN 899 Master's Thesis (6)

12.7 Public health physical activity area of emphasis courses

In addition to the core courses, student must select their remaining courses from the following or other graduate courses as approved by the major professor, supervisory committee and the MPH Program director.

12.7.1 Required courses

Select 9 hours from:

- KIN 830: Public Health Physical Activity (3)
and any two of the following:
- KIN 610: Program Planning and Evaluation (3)
- KIN 800: Advanced Physiology of Exercise (3)
- KIN 805: Physical Activity and Human Behavior (3)

12.7.2 Elective courses

In addition to the above, students must select a minimum of 12 hours from the following list, or other graduate courses as approved by the major advisor:

- KIN 600: Psychology of Physical Activity (3)
- KIN 601: Cardiorespiratory Exercise Physiology (3)
- KIN 603: Cardiovascular Exercise Physiology (3)
- KIN 605: Topics in the Biological Basis of Kinesiology (3)
- KIN 606: Topics in Kinesiology (3)
- KIN 607: Topics: Muscle Exercise Physiology (3)
- KIN 609: Environmental Physiology (3)
- KIN 612: Built Environment and Physical Activity (3)
- KIN 625: Exercise Testing and Prescription (3)
- KIN 635: Nutrition and Exercise (3)
- KIN 655: Fitness Promotion (3)
- KIN 657: Therapeutic Use of Exercise in the Treatment of Disease (3)
- KIN 797: Topics in Public Health Physical Activity Behavior (3)
- KIN 808: Social Epidemiology of Physical Activity (3)
- MC 740: Colloquium in Mass Communications: Health Communication Campaigns (3)
- STAT 704: Analysis of Variance (2)
- STAT 705: Regression and Correlation Analyses (2)
- STAT 710: Sample Survey Methods (2)
- STAT 713: Applied Linear Statistical Models (2)
- STAT 716: Nonparametric Statistics (2)
- STAT 717: Categorical Data Analysis (3)
- STAT 720: Design Experiments (3)
- STAT 725: Introduction to SAS Computing (1)
- STAT 730: Multivariate Statistical Methods (3)

12.7.3 Field experience OR field experience AND master's thesis OR combined field experience and master's report

- KIN 840 Public Health Field Experience (6)
- KIN 898 Master's Report (1-4)

- KIN 899 Master's Thesis (1-6)

12.8 Combination public health nutrition and public health physical activity

Students in the emphasis areas of public health nutrition and public health physical activity, after they have completed the required core courses, may complete their elective course work as outlined below.

12.8.1 Required courses

Students selecting this option must take the following 15 credit hours.

- HN 600: Public Health Nutrition* (3)
 - HN 635: or KIN 635 Nutrition and Exercise* (3)
 - KIN 610: Program Planning and Evaluation (3)
 - KIN 830: Public Health Physical Activity (3)
 - HN 844: Nutritional Epidemiology (3)
- *may substitute another course if already taken

12.8.2 Elective courses

Six credit hours selected from the following with one course in public health nutrition and one course in public health physical activity. Acceptable substitutions for these courses are allowed only when the substitute course has an intense concentration in public health/population health. In addition to the above, students must select their remaining courses from the following or other courses as approved by the major advisor:

- HN 718: Physical Health and Aging (3)
- HN 735: Advanced Energy Balance (3)
- HN 782: Topics in Human Nutrition (3)
- KIN 797: Topics in Public Health Physical Activity (3)
- KIN 805: Physical Activity and Human Behavior (3)
- KIN 808: Social Epidemiology of Physical Activity (3)
- MC 740: Colloquium in Mass Communications: Health Communication Campaigns (3)

12.8.3 Field experience OR field experience AND master's thesis OR combined field experience and master's report

- HN 840 or KIN 840 Public Health Field Experience (4-6)
- HN 898 or KIN 898 Master's Report (2)
- HN 899 or KIN 899 Master's Thesis (6)

12.9 Guidelines for preparing a Program of Study

Every master's student must file a Program of Study (POS) with the Graduate School. This program is a formal list of courses the student intends to complete to fulfill the requirements of the degree and should consist solely of courses directly related to the Master of Public Health (MPH) degree. Full-time students must file their programs before the end of their second semester of graduate study, and part-time students must do so upon the completion of 9 credit hours.

A student should prepare the program of study in consultation with the major professor and the Director of the MPH Program. All members of the supervisory committee and the Director of the MPH Program must approve the POS. The original and four (4) copies are then submitted for approval and the signature of the Dean of the Graduate School. The following guidelines should be followed when preparing a program of study:

- The total number of hours required for an MPH degree at Kansas State University is 42. Six credit hours must be earned through a thesis, a field experience, or a combination of a master's report and a field experience.
- Course numbers, course titles, course credit hours, and semester taken should be listed on the program as they are recorded on the transcript (i.e. in chronological order). Credits that were earned more than six years prior to the semester in which the POS is approved cannot be accepted.
- No course in the student's area of emphasis may be at the 500 level unless a course is one of the required courses approved for the MPH degree (Example: FDSCI 501 Food Chemistry in the Food safety and Biosecurity Area of Emphasis).
- Only three (3) credit hours of problems, readings, or other independent study courses may be applied toward the master's degree.
- Courses designated as deficiencies at the time of admission CANNOT be used on a program of study. Please refer to the admission letter sent to you by the Graduate School for deficiencies designated by the department.
- Ten (10) credit hours of graduate course work from an accredited university may be included as transfer credit on the POS, provided they were not part of another degree. Transfer courses must be graded A or B and must not have been taken more than six years prior to the semester that the program is approved. If a transfer course is to be taken in the future, the semester should be noted on the POS. Official transcripts that show the courses and grades for transfer credit must be on file in the Graduate School. Final approval of the POS cannot be determined until all transcripts are received.
- Students pursuing a second master's degree may apply up to six (6) credit hours from the first master's degree to the program of the second.
- If changes need to be made to a POS or the supervisory committee after being approved by the Graduate School, please submit a Program/Committee Change Form. Unless there are extensive changes, a new revised program does not have to be submitted.

The official **GRADUATE HANDBOOK** prepared by the Graduate School contains additional information about programs of study and other requirements for graduate study at Kansas State University. The **GRADUATE HANDBOOK** is available for downloading from the website for the Graduate School. The URL for this site is <http://www.ksu.edu/grad>.

All forms requested by the Graduate School are available in the individual departments, in the Graduate School Office in Fairchild Hall, Room 103, or at the above website.

When a program of study cannot be approved, either because it violates Graduate School guidelines or because a student has not satisfied certain prerequisites, both the student and the committee are confronted by delays and extra work. In an effort to avoid such problems, the list below contains some of the more common reasons programs are returned:

- A course listed may not have been taken for graduate credit; it may have an incomplete or a grade below a C; it is more than six years old.
- There are too many credit hours of problems, readings, or independent study courses listed. The MPH Program may include only 3 credits of such courses.
- The program includes deficiency courses.
- Courses listed do not match those appearing on the student's transcript. Course numbers, course titles, and credit hours should appear exactly as they appear on the transcript.
- All signatures of the student, supervisory committee, or the Director of the MPH Program have not been obtained; or a supervisory committee member has not been appointed to Graduate Faculty.
- The Graduate School has not received official transcripts for all transfer courses, or such transcripts indicate that the courses in question do not qualify for transfer credit.

Supervisory Committee

The signatures below signify agreement between the student and the Supervisory Committee for composition of the program of study, approval by the graduate program, and approval by the Dean of the Graduate School.

Names & Depts (printed)

Willie Wildcat	DMP
Student	Dept.
Fred Flintstone	DMP
Major Professor	Dept.
Barney Rubble	DMP
Supervisory Committee Member	Dept.
John Slate	AS
Supervisory Committee Member	Dept.
Supervisory Committee Member	Dept.
Michael Cates	MPH
Dept Head / Graduate Program Director	Dept.

Signatures

Student

Major Professor

Supervisory Committee Member

Supervisory Committee Member

Supervisory Committee Member

Supervisory Committee Member

Dept Head / Graduate Program Director

Dean of the Graduate School (Signature): _____

_____ Date

Typed copies of the program signed by the student, major professor, committee members, and the department head or group chairperson are forwarded to the *Dean of the Graduate School, 103 Fairchild Hall*. (Department head or graduate program director signs twice if also a committee member.)

RESEARCH APPROVAL

Review and approval by a federally mandated Compliance Committee is required for all research activities that involve the use of subjects or materials as listed below. Please indicate if your research involves any of these and the Compliance Committee's approval number. If you have not yet received approval, you must do so before beginning any research activities. The Compliance Office is located in *Room 203 Fairchild Hall*. Information is available at <http://www.k-state.edu/research/comply/>.

Does your program involve: **[MUST answer all questions below. Any Yes answers require compliance before POS is signed.]**

- | | | |
|---|--|--|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Human Subjects. (Institutional Review Board) IRB# _____ |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Radioactive Materials. (Radiation Safety Committee) |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Live vertebrates. (Institutional Animal Care and Use Committee) IACUC# _____ |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Biohazards including recombinant DNA and infectious Agents
(Institutional Biosafety Committee) IBC# _____ |

INSTRUCTIONS

A full-time student must file a program before the end of the second semester of graduate study, and part-time students must do so upon completion of 9 credit hours. **If courses have already been taken, department codes, course numbers, course names, credits earned, and the semesters taken should be listed on the program of study as they appear on the transcript(s). Master's research hours should be listed on one line with the total sum of credits.** Do not include course work earned more than six years prior to the semester this program is submitted.

SUBMISSION

Form to be submitted to the *Dean of the Graduate School, 103 Fairchild Hall*.

12.9.2 Template for Program of Study

A template for the program of study in PDF or WORD format can be found on the Graduate School website at: <http://www.k-state.edu/grad/gscurrent/guideforms/masters.htm>

12.10 Graduate School forms

Forms that are required for various procedures are available at the Graduate School website: <http://www.k-state.edu/grad/gscurrent/guideforms/index.htm>

12.11 Capstone/Culminating Experience Requirements and Guidelines

12.11.1 Introduction

All Master of Public Health (MPH) degree candidates at Kansas State University are required to complete a capstone/culminating experience. All students admitted for Spring 2011 and beyond, must complete a minimum of 3 hours of field experience for the capstone/culminating experience. The options available are explained below:

12.11.1.1 Full-time field experience

Full time field experience of 6 hours

- Students choosing a full-time field experience as the capstone/culminating experience will generally work in a public-health related organization or agency outside the university setting the last semester before they graduate or the last year of their graduate education. The field experience is intended to allow students to put into practice the knowledge they have learned in the classroom.

12.11.1.2 Public Health research with written Master's thesis

Thesis research of 6 hours

- Students choosing to complete a thesis will participate in applied research that is focused on population -based health questions rather than on basic laboratory research.
- For students admitted to the program in Spring 2011 and beyond who choose this option, a minimum of 3 hours of field experience is required in addition to the six hours for the research project.

12.11.1.3 Field experience plus Master's Report

Field experience (4 hours) and Master's Report (2 hours)

- Students choosing to complete a master's report will work with their committee to determine the nature and scope of the report as it related to public health. In addition to the report they will complete the field experience requirement for a minimum of 4 credit hours for their capstone experience.

12.11.2 Field experience guidelines

The field experience must follow these approved guidelines.

The purpose of a field experience is to provide a bridge between professional academic preparation and public health practice. Knowledge, attitudes, and skills learned in the core public health courses and the area of emphasis courses are applied in an agency setting under the supervision and guidance of a mentor-preceptor. Faculty advisors, area of emphasis coordinators, or the MPH Program director may assist the student in locating a

position. At the completion of the field experience, the student will provide a final product and an oral presentation to document the experience.

The MPH field experience is structured to provide students with “hands on” public health experience and as such is not appropriate for the conduct of basic, independent research. The MPH is a professional degree intended to prepare graduate students to work as practitioners in the field of public health. The degree program is not intended as primary preparation for a career in basic research. Results of applied research projects, however, may be part of the product used to document the field experience. Students who are interested in public health research should register for thesis credits through their major advisor. Students should note that ***any research effort, even as part of the field experience, must receive Institutional Review Board (IRB) approval prior to its initiation.***

Given the nature and scope of public health activities today, it is possible that students will find themselves collecting, analyzing, interpreting, and disseminating data. If there is any question as to whether a person’s field experience will require IRB approval, the student and faculty advisor must submit an IRB application to the University Research Compliance Office in Fairchild Hall. Students should be advised that the IRB approval process is sometimes quite lengthy and may significantly extend the time needed to prepare for the field experience. It is essential that students discuss the scope of their field experience activities with their advisor and site preceptor so that no IRB violations occur.

12.11.3 Enrollment and hour requirements

Students enroll for the field experience in public health through their major advisor using the course number in the area of emphasis, or in their home department. However, the faculty advisor for the field experience does not have to be the student’s major professor. A faculty member other than the advisor of record may be in a better position to provide guidance in finding and benefiting from the best site placement. The faculty member who assists with the placement, however, will continue to serve as the university supervisor during the field experience.

Field experience is an application of knowledge in a practice setting; so, the preferred timing for the field experience is at the end of the coursework. In extenuating situations, it may be necessary for the experience to be spread over two semesters, either fall and spring or spring and summer. The number of contact hours at the field experience agency or organization is 80 hours for each 1 semester credit hour. For example, a fulltime field experience of 6 credit hours would equate to 480 clock hours in the agency setting.

12.11.4 Additional forms and guidelines for international students

According to university policy, international students and the field experience agency preceptor must complete additional forms for the [International Student and Scholar Services \(ISSS\)](#) office on campus BEFORE beginning their field experience. There are two forms to fill out. The student and academic advisor must fill out the “[Application for Curricular Practical Training \(CPT\)](#)” form. The field experience agency preceptor must fill out the “[Form to be completed by the Employer](#)” or submit a letter of offer on company letterhead containing the information requested in the form. Links for the forms are above or can be found online at: <http://www.k-state.edu/iss/forms/index.html>

All international students on F-1 visa must comply with these regulations before their field experience begins. For more information see the "[Current Student](#)" tab on the ISSS office website referenced above.

International students on visas other than F-1 will need to complete different additional paperwork. It is imperative that they visit with their academic advisor and an international student advisor before beginning their field experience to make sure all appropriate forms are filled out. Failure to do so will affect the immigration status of the student and may affect their ability to complete the MPH degree.

12.11.5 Approval procedures

Prior to the start of the field experience, the student, faculty advisor, and agency preceptor must complete and sign a form that will outline their responsibilities and expectations. This form is titled "Kansas State University Field Experience in Public Health Agreement." The student is responsible for completing and returning this document with appropriate signatures to the appropriate area of emphasis coordinator or the MPH Program director. The document will include a description of the learning objectives of the placement, the activities to be performed by the student, and the anticipated product(s). The student, faculty advisor, and agency preceptor should define and agree upon the nature of the final product(s) before the field experience begins. The number of clock hours worked per week should also be indicated on the Agreement. If a stipend, salary, or other type of compensation is to be given to the student, it should be addressed in the document.

The final product(s) may be in a variety of forms or a combination of forms, such as a paper, a written and oral presentation, or a collection of items produced during the time of the field experience. The product(s) should be submitted two weeks before the end of the field experience to the major advisor, the appropriate area of emphasis coordinator, or the MPH Program director. If the final product is a presentation or some type of oral report, the student should provide a written summary, abstract, or presentation note pages for the program director to keep on file.

At the end of the field experience, both the student and the agency preceptor will complete an evaluation of the experience and return it to the faculty field experience advisor. The student's final grade will be assigned by the faculty advisor and based upon the agency preceptor's evaluation and the student's final product(s). All field experiences will be graded on a credit/no credit basis according to the policy on grade requirements in the Graduate Handbook, Chapter 2, Section E.

12.11.6 Agency field experience sites

Preparation for the field experience should begin at least one semester before the actual work on site is to begin. For example, if a student plans to do the field experience during the summer, he/she should start planning at the beginning of the spring semester or even as early as the fall semester. Some agencies offering placement opportunities start accepting applications as early as 9 months before the anticipated start date.

Students should seek prospective agency placements that can provide them with opportunities to practice the knowledge and skills learned in the classroom. The ideal experience should give students an understanding of both the breadth and depth of public health areas where they might eventually like to work. The faculty advisor, area of emphasis coordinator, or the MPH Program director can assist the student in finding an appropriate

placement by discussing the student's career goals and by considering previous placement sites where students have had good field experiences. The area of emphasis coordinator and the MPH Program director will develop a list of established placement sites with locations and contact persons.

While the majority of field experience placements will be completed with agencies in Kansas, students are not required to stay within the state to meet this requirement. Collaborative relationships will be established with the health departments in adjacent states and with a variety of other regional, national, and possibly international agencies and organizations that could provide placements.

All students are welcome to investigate opportunities wherever they may be available, provided the host agency and proposed field experience meet the MPH Program's requirements for an appropriate field experience (see guidelines in a separate document). Some examples of appropriate field experience placements used in other states in their MPH Programs include the Centers for Disease Control and Health Promotion, the Health Services and Agency, the National Institutes of Health, state and local departments of health, community-based voluntary organizations like the American Cancer Society, the American Heart Association, or the March of Dimes. Other community-based organizations that are involved in public health approaches to prevention are county Extension programs, corporate wellness programs, major industries, community hospitals, the food industry, and pharmaceutical companies.

A field experience placement at Kansas State University will be considered only if it clearly has a community focus. A request for such an experience must be submitted in writing to the MPH Coordinating Committee for approval. Normally, faculty research projects are not appropriate venues for field experience, nor are jobs that are primarily administrative in nature.

Recognizing that occasionally a student will have personal constraints to carrying out traditional field experience placements, an effort will be made to consider evening and weekend experiences with an approved agency. The proposal must be submitted in writing to the MPH Coordinating Committee to determine if there is sufficient opportunity for practical experience in the public health agency in concert with the student's area of emphasis and career goals.

If a student faces any logistical problems, such as the need to reschedule the hours worked or to obtain transportation to the placement site, he/she should contact the MPH Program director. For problems of a personal or professional nature, such as the need to withdraw from the placement before the end of the semester or to deal with an uncomfortable or hostile work environment, the student should contact his/her faculty advisor. Students should be in contact with the faculty advisor on a regular basis either by phone or email during the field experience period to discuss the progress of the experience. It is not necessary for the faculty advisor to visit the student on site unless it is desired and is mutually agreed upon by the student and agency preceptor.

12.11.7 Field experience forms

The forms below need to be completed and filed with the major professor/mentor and MPH Program Director. The forms are available on the MPH Program website at <http://www.ksu.edu/mphealth>

1. Field Experience in Public Health Agreement
2. Field Experience Description (to be attached to the Agreement)
3. Student Evaluation of Field Experience Placement
4. Agency Preceptor Evaluation of the Student