



knowledge changing life

Master of Public Health Program
Student Handbook

Last Revised: June 2022

Table of Contents

Contact Information	3
Handbook Purpose	4
Program History	4
Mission, Goals, Values	5
Curriculum	6
Course Offerings	7
Plan of Study and Advising	8
Program Competencies	8
Service	10
Student Governance and Involvement Opportunities	10
Certificate Programs	11
Course Descriptions	11
Resources and Services	15
System Requirements	
Statistical Software Requirements	
Library	
Textbooks	
Student Financial Services	
Career Advising and Employment Opportunities	
Online Learning Strategies	
Forms	17
MPH Competencies	18

Important Contact Information

Topic	Contact Name and Email
Policies and Procedures such as: Admissions, Registration, Temporary or Permanent Withdrawal, Transfer of Credits, Student Affairs, Academic Calendar, Grievances, Probation, Graduation, Career Services	Graduate School, gradschool@mcw.edu Angela Backus, Director of Enrollment
Policies and Procedures such as: Registration, Temporary or Permanent Withdrawal, Transcripts, Name Change	Office of the Registrar, acadreg@mcw.edu Brenda Parsons, Associate Registrar
Tuition and Billing	Office of Student Accounts, mcwtuition@mcw.edu
Financial Aid	Student Financial Services, finaid@mcw.edu
Brightspace	LMS Help Desk, lmshelp@mcw.edu
MCW Email and Password Issues	IS Help Desk, help@mcw.edu
MCWconnect Credentials	Information Services, MCWconnect_support@mcw.edu
Advising	David Nelson, danelson@mcw.edu Kim Contardi, kcontardi@mcw.edu Sarah Curry Link, scurry@mcw.edu
Plan of Study	MPH staff, mph@mcw.edu
Field Placement	MPH staff, mph@mcw.edu Faculty Advisor (TBD prior to Field Placement)
Capstone Project	MPH staff, mph@mcw.edu Faculty Advisor
Coursework	Course Faculty (see syllabus for contact information)
Student Governance and Involvement, Graduate Student Association	Graduate School-Graduate Student Association

	Websites	Phone
MPH Program	http://www.mcw.edu/mph	414-955-4510
Graduate School	http://www.mcw.edu/gradschool	414-955-8218
MCW Library	http://www.mcw.edu/mcwlibraries	414-955-8302
MCWconnect	https://sis.mcw.edu	414-955-4357

PURPOSE OF THE STUDENT HANDBOOK

The MPH Student Handbook provides information for current and prospective students regarding the program's mission, goals, values, plan of study, course descriptions, competencies, advising, and program resources. This handbook is considered a supplement to the MCW Graduate School Student Handbook that provides information such as admission requirements, application and registration procedures, tuition and fees, and all other policies and procedures students need to be familiar with. It is the student's responsibility to be aware of and comply with all requirements, policies, procedures and deadlines in both documents. The MPH Student Handbook is updated as needed and posted on the [MPH website](#). The Graduate School Handbook can be found on the [Graduate School's website](#), under Current Students, MCW Graduate Student Handbook.

HISTORY OF THE MPH PROGRAM AT THE MEDICAL COLLEGE OF WISCONSIN

In 1982, the Medical College received a grant to develop and pilot a graduate level distance education program to meet the training and career development needs of physicians working in public and occupational health in all areas of the country. This innovative Master of Public Health program utilized distance learning methodologies that provided licensed health care professionals, predominantly physicians, with the opportunity to fulfill their educational goals. The concentration in Occupational Medicine was fully developed by 1986, and the concentration in General Preventive Medicine and Public Health was implemented in 1992. The Council on Education for Public Health (CEPH) provided full accreditation for the Medical College of Wisconsin's MPH program in 1991.

The Advancing a Healthier Wisconsin (AHW) Endowment launched its first funded initiatives in community health, research, and education in 2004. AHW developed a five-year plan, and the Medical College dramatically increased its emphasis on improving the health of the public through training, community-based participatory research, and service. Given the Medical College's broadening public health focus and the training needs of the public health workforce, the MPH program received a grant from AHW to implement substantial changes. Since fall 2007, the MPH program has been available to the broader public health workforce in addition to licensed health care professionals. A Certificate in Public Health has been offered since fall 2008. A Certificate in Community Health Assessment & Planning as well as a Certificate in Population Health Management were developed in 2016.

In 2006, the Medical College's academic programs, including the MPH, were given full accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools for the maximum 10-year period. Effective February 28, 2017, the Higher Learning Commission (HLC) approved reaccreditation of the Medical College of Wisconsin. Also, in 2017, the MPH program received reaccreditation for the maximum term of seven years from the Council on Education for Public Health.

The Medical College remains well-positioned to provide flexible and innovative learning opportunities that meet the needs of working professionals and looks forward to accepting students into its newer programs such as the MD/MPH and an online DrPH.

VISION

Healthy, thriving, and equitable communities

MISSION

To provide an exceptional educational experience emphasizing public health practice, leadership development, and community engagement.

PROGRAM GOALS

The overall goals to fulfill the mission fall into three categories that include education, research, and service.

Education

- Foster interdisciplinary learning in an inclusive environment for students and faculty of diverse backgrounds, interests, and experiences.
- Recruit and retain a diverse faculty and student population.

Service

- Partner with communities to address current and emerging public health issues.

Research

- Promote faculty and student scholarship and research that reflects the priorities of the communities, offers evidence-based public health knowledge and solutions, and advances the field of public health.

PROGRAM VALUES

The MPH program faculty, students, and staff are committed to the over-arching principle of respect for the dignity and worth of people regardless of gender, race, religious or ethnic affiliations, sexual orientation or social standing. Program values are reflected in:

- Justice
- Inclusion
- Equity
- Excellence
- Social Responsibility

PROGRAM OVERVIEW

Through education, research, and service, the MPH program at the Medical College of Wisconsin provides individuals with the knowledge, skills and leadership necessary to address public and community health issues. The program is designed to meet the needs of working professionals and can be completed on a full or part-time basis. Courses are offered through a convenient, web-based format using Brightspace and incorporate instructional principles appropriate for adult learners. The focus of the program is on public health practice, so students apply theoretical concepts to practical situations through case analyses and experiential activities.

Curriculum

42 credit hours are required to complete the MPH Degree.

The curriculum consists of four core courses, six additional required courses, two electives, a Field Placement, and the Capstone Project.

The core courses are:

- 18155 Public Health Theory and Practice
- 18165 Principles of Public Health Data and Epidemiology
- 18203 Public Health Administration
- 18204 Public Health Analytics

The additional required courses are:

- 18209 Community Health Assessment and Improvement
- 18230 Community Health Program Planning
- 18260 Community Health Program Evaluation
- 18160 Racial and Ethnic Inequalities in Health
- 18268 Leadership for the Public's Health
- 18223 Public Health Policy

Culminating Experiences:

- 18279 Field Placement Preparation
- 18280 Field Placement
- 18297 Capstone Project

Electives:

- 18115 Health Promotion & Disease Prevention
- 18215 Infectious Diseases
- 18221 Public Health Law and Ethics
- 18232 Introduction to Population Health Management
- 18241 Health Communication

MPH Program Course Offerings

Core Courses	Credits	Offered
18155 Public Health Theory and Practice	3	Fall
18165 Principles of Public Health Data and Epidemiology	3	Fall
18203 Public Health Administration	3	Spring
18204 Public Health Analytics	3	Spring
Total	12 credits	
Required Program Courses	Credits	Offered
18209 Community Health Assessment and Improvement	3	Fall
18230 Community Health Program Planning	3	Spring
18260 Community Health Program Evaluation	3	Fall
18160 Racial and Ethnic Inequalities in Health	3	Spring
18268 Leadership for the Public's Health	3	Summer
18223 Public Health Policy	3	Fall
18279 Field Placement Preparation	1	Fall, Spring, Summer
18280 Field Placement	2-5	Fall, Spring, Summer
18297 Capstone Project	3	Fall, Spring, Summer
Total	24 credits	
General Elective Courses	Credits	Offered
18115 Health Promotion & Disease Prevention	3	Spring
18215 Infectious Diseases	3	Spring
18221 Public Health Law and Ethics	3	Summer
18232 Introduction to Population Health Management	3	Summer
18241 Health Communication	3	Fall
Total	6 credits	

Plan of Study

During the first semester, each new student develops a plan of study with advice from the Program Director or MPH staff. The plan must be submitted for approval. Courses are offered on a semester basis. Feasibility of a given course load is an especially important consideration for students who have major demands on their time because of employment, family, or other reasons. For each course, students should plan to spend at least 6 to 10 hours on coursework each week. The classes are web-based and require more self-directed work than do traditional classes. Students should complete the core courses early in their plan of study to attain core competencies that will be further applied in the Field Placement and Capstone Project. All degree requirements for graduation must be completed within 5 calendar years.

Academic Advising

After acceptance into the program, the Program Director serves as the academic advisor for each student. The Program Director collaborates with the student to develop a customized plan of study based upon program requirements and the student's interests and career goals. Students are encouraged to consult with the Program Director and program staff as needed. The Program Director is also responsible for monitoring the student's academic progress.

If a student's evaluation is unsatisfactory in any regard, concerns from the Dean are discussed with the Program Director who then works with the student to establish goals for improving progress. Students with a GPA below 3.0 will be on probation and will receive notification from the Dean.

Project Advising

While students are enrolled in 18279 MPH Field Placement Preparation, they are assigned an advisor who serves as a mentor throughout their Field Placement and potentially their Capstone Project, as well. The MPH Program Director and staff will make every effort to match the student's interests to the faculty advisor's expertise; however, interests and expertise may not match exactly. While many students will work with the same faculty advisor for both the Field Placement and Capstone Project courses, different advisors may be assigned if topics switch drastically or either party requests a change.

PROGRAM COMPETENCIES & FOUNDATIONAL PUBLIC HEALTH KNOWLEDGE

Upon completion of the MPH program, students will demonstrate knowledge of the 22 foundational competencies as well as the 5 MPH concentration competencies. Students will achieve these competencies through coursework, practical experiences, and other activities.

Foundational Competencies

Evidence-based Approaches to Public

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

Public Health & Health Care Systems

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

Planning & Management to Promote Health

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

Policy in Public Health

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

Leadership

16. Apply leadership and/or management principles to address a relevant issue.
17. Apply negotiation and mediation skills to address organizational or community challenges.

Communication

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

Interprofessional and/or Intersectoral Practice

21. Integrate perspectives from other sectors and/or professions to promote and advance population health.

Systems Thinking

22. Apply a systems thinking tool to visually represent a public health issue in a format other than standard narrative.

MPH Concentration-Specific Competencies

1. Apply basic theories and models from behavioral science disciplines that are used in public health practice.
2. Demonstrate strategic planning and program planning in the contextual setting for when it is appropriate to use each process.
3. Design a logic model as a component of program planning that address short, medium, and long-term outcomes.
4. Conduct outcome and impact analyses using evaluation design and data.
5. Apply methods for evaluating efficiency, cost benefit, and cost effectiveness analyses.

Students are expected to familiarize themselves with these competencies. These competencies are emphasized in coursework throughout the MPH program. Students complete a competency self-assessment at the beginning of the program and following program completion. While enrolled in Field Placement Preparation, students will refer to the competency self-assessment to assist with determining which competencies they would like to target during their Field Placement. Students are responsible for

demonstrating achievement of specific competencies at the end of that course. Students will identify competencies to enhance as part of the Capstone Project as well. Additionally, students will complete a competency self-assessment at the end of their final semester following the Capstone Project course. In this assessment, students will rank their competency in each area and list the evidence that demonstrates the competency.

Foundational Public Health Knowledge

Students will be grounded in foundational public health knowledge. Grounding in foundational public health knowledge is measured by the student's achievement of the following learning objectives.

Profession & Science of Public Health

1. Explain public health history, philosophy and values
2. Identify the core functions of public health and the 10 Essential Services¹¹
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health
4. List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program
5. Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.
6. Explain the critical importance of evidence in advancing public health knowledge

Factors Related to Human Health

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

STUDENT COMMITMENT TO SERVICE

All students in the program are expected to provide service to the communities in which they live and/or work. Service opportunities may come from activities such as class projects, the Field Placement, or volunteer work.

STUDENT GOVERNANCE AND INVOLVEMENT OPPORTUNITIES

Students are encouraged to take an active role in the governance of the program. Following are avenues in which students can get involved in program activities. If interested in any of these opportunities, please contact the MPH program, mph@mcw.edu.

1. Graduate Student Association (GSA) – consists of all degree-seeking graduate students and provides a mechanism for voicing collective graduate student opinions to the faculty and administration while aiding in the dissemination of information to graduate students. Each department or program elects a student to be on the representative council. This group meets once a month.
2. Advisory Committee – consists of representatives from the public health workforce, faculty, students, administration, and alumni. The committee participates in strategic planning processes providing recommendations and guidance to the program administration. Input may also be

solicited on topics such as service activities, student diversity, curriculum development, research opportunities, workforce development, marketing, and accreditation.

CERTIFICATE PROGRAMS

In addition to the Master of Public Health degree program, three online graduate certificates are offered: Certificate in Public Health, Certificate in Population Health Management, and the Certificate in Community Health Assessment and Planning.

The Graduate Certificate in Public Health was developed for individuals who are starting a career in public health as well as for individuals who already work in the field of public health but would like to enhance their knowledge and skills in the core public health disciplines. It consists of four core courses and offers 12 graduate credits that may be applied toward an MPH degree. Certificate students participate in courses along with MPH students. All courses are delivered through a convenient, web-based format. The program can be completed in one or two years.

The Graduate Certificate in Population Health Management consists of 4 courses totaling 12 credits that may be transferred into the MPH degree. Experience working in health care systems, health plans, employee benefit plans, or public health departments is recommended.

The Graduate Certificate in Community Health Assessment and Planning consists of 4 courses totaling 12 credits that may be transferred into the MPH degree. One to two years of experience working in health care, worksite wellness, or public health is strongly recommended.

Applicants must have an undergraduate or advanced degree with an overall grade point average of 3.0 and should submit an online application along with official transcripts and three letters of recommendation.

Course Descriptions (*Core course in the MPH and Graduate Certificate Programs.)

18115 Health Promotion & Disease Prevention. *3 semester hours.* (Spring)

Prepares students to promote health and to prevent disease and injury using a variety of methods. It emphasizes an ecological approach addressing behavior, environment, and healthcare at levels from the individual to social policy. The content is designed for use in diverse settings, including health departments, policy making/advocacy, healthcare, workplaces, schools and other institutions, and non-governmental organizations.

18101 Foundations of Public Health. *3 semester hours.* (Summer)

This is a required course for all students enrolled in the 4+1 program and is offered as an elective to all other MPH students. The course provides an overview of various theories and practices in public health, as well as how public health theories and practices can be applied to the health of populations. Using the public health system as a framework, the course will address core foundational aspects of public health, public health history, 21st century public health practices, the interrelationship between law, government, and public health, and an introduction to public health emergency preparedness and response. The course will also address health determinants and health equity in the practice of public health.

***18155 Public Health Theory and Practice.** *3 semester hours.* (Fall)

This course provides an overview of various theories in public health, as well as, how public health theories can be applied in individual, interpersonal, and community settings. The course will highlight various factors that contribute to public health, including biological, family, ethnic and cultural, and community stressors that affect health and well-being. The course will provide an overview of translating research into public health practice

***18165 Principles of Public Health Data and Epidemiology.** *3 semester hours.* (Fall)

Examines the basic epidemiological concepts required by a health professional, including disease transmission and prevention, morbidity, vital statistics and mortality, screening tests, the natural history of disease, clinical trials, cohort study designs, case control and cross-sectional study designs, measures and risks in populations, disease causation, and epidemiology as it relates to program evaluation and public policy.

***18203 Public Health Administration.** *3 semester hours.* (Spring)

This is a survey course designed to introduce 1) **Local Public Health** - the structure, functions and financing of public health within the context of the U.S. healthcare system and its health policies; 2) **Targeting Resources and Implementing Programs** - the planning, implementation, and evaluation of programs to improve health; and 3) **Paying for Public Health** - principles of effective finance, budgeting, grant-writing, and management strategies. In addition to tutorials, readings and case studies, students will complete assignments that are aligned with their own communities, organizations, and professional roles.

***18204 Public Health Analytics.** *3 semester hours.* (Spring)

Describes the use of descriptive and analytical statistics in research studies, with an emphasis on understanding statistical reports and judging the appropriateness of statistical applications reported in the literature. Calculations of statistics are included to understand the appropriate use of statistics.

18209 Community Health Assessment & Improvement. *3 semester hours.* (Fall)

Covers the central concepts of community health assessment and improvement. Focuses on public health essential services 1 and 2. Students will obtain an understanding of the public health system, community health assessment and the health improvement process using selected frameworks. The course will focus in-depth on learning about the Mobilizing for Action through Planning and Partnerships (MAPP) framework and application of selected components to course projects.

Prerequisites: 18203 Public Health Administration.

18215 Infectious Diseases. *3 semester hours.* (Spring)

Emphasizes the practice of public health in infectious diseases: surveillance, outbreak investigation and control, and prevention and policy.

18160 Racial and Ethnic Inequalities in Health. *3 semester hours.* (Spring)

Provides an in-depth introduction to health disparities and health inequities as they pertain to specific populations in the U.S. that have been historically disadvantaged and systematically deprived of opportunities to achieve optimal health. The course material will also include an overview of social determinants of population health. We will: (i) consider historical and contemporary debates in conceptualizing race and ethnicity (ii) examine the burden of racial and ethnic disparities in the U.S. (iii) identify and examine some of the social determinants of health and drivers of health inequity and (iv) examine theoretical and practical challenges of developing innovative strategies to eliminate health disparities and achieve health equity. The ultimate goal of the course is to help students develop the skills needed to examine individual and systemic root causes of inequities and apply knowledge and theory of health disparities and health inequities in designing health services and program and policy interventions aimed at achieving health equity.

Recommended preliminary coursework: 18165 Principles of Public Health Data and Epidemiology and 18204 Public Health Analytics.

18221 Public Health Law and Ethics. *3 semester hours.* (Summer)

Examines law as a tool for public health as well as the ethics underlying the practice of public health and how they interact with the ethical principle of justice, which underlies all of law. The course explores law

and ethics through readings related to governmental authority with respect to population and the conflict that can be created with individual's rights. The course focuses, in particular, on inadequacies of and changes to the law as revealed by the COVID-19 pandemic and the need to realign public health and the law with the ethics of health justice and equity.

18223 Public Health Policy. *3 semester hours.* (Fall)

Prepares students to know and understand the fundamentals of public health policymaking from the perspective of diverse stakeholders. Throughout the course, students will engage in critical and creative thinking to judge the validity of information and to use defensible and persuasive information to reach new insights in the field of public health policy. Students will be challenged to analyze complex public health policies in areas such as health care reform, health equity, access to care, chronic disease and injury, and global health. This course will assist students in developing the skills necessary to understand and apply diverse sources of information in policy development and the advocacy to implement public health policy.

18230 Community Health Program Planning. *3 semester hours.* (Spring)

This course is designed to prepare learners to apply public health knowledge and skills in a community-based setting. Program planning skills are an essential competency of both public health practitioners and public health administrators and thus are a critical component of the MPH curriculum. Building on the foundation in health improvement program planning obtained in the Public Health Administration course, this course will increase the depth and breadth of learners' knowledge and skills through a theoretical and application-based curriculum. *Prerequisites: 18203 Public Health Administration; For students with limited public health experience, 18209 Community Health Assessment & Improvement recommended.*

18232 Introduction to Population Health Management. *3 semester hours.* (Summer)

Provides knowledge and builds competencies to improve population health outcomes as well as patient and provider experiences and to reduce per person costs. Themes include leadership in teams, care of populations, health service quality and value, data analysis and reporting, and financial management. Competencies include leadership and inter-professional communication, systems thinking, social and behavioral sciences, data management, process and outcome improvement, and policy advocacy. This introductory course is required in the 12-credit population health management certificate program.

18241 Health Communication. *3 semester hours.* (Fall)

Explores the ways that communication impacts people's health and wellbeing, as well as their understanding of health-related topics. The course will cover multiple levels of communication, different communication channels, and the use of diverse communication media and technologies.

18260 Community Health Program Evaluation. *3 semester hours.* (Fall)

Prepares students to apply public health knowledge and skills in a community-based setting. Evaluation skills are an essential competency of both public health practitioners and public health administrators and thus are a critical component of the MPH curriculum. Building on the foundation in research methods and data analysis obtained in the Epidemiology and Public Health Analytics courses and program planning and management obtained in the Public Health Administration course, this course will increase the depth and breadth of students' knowledge and skills through a theoretical and application-based curriculum.

Prerequisites: 18165 Principles of Public Health Data and Epidemiology, 18203 Public Health Administration, and 18204 Public Health Analytics.

18268 Leadership for the Public's Health. *3 semester hours.* (Summer)

Takes a broad look at leadership within public health practice. An introduction to theoretical and evidence-based research is applied to a wide range of public health challenges. Learners apply knowledge and personal experiences to newly focused leadership understanding through application to practice. Leadership theory and research will connect to core public health practices of assessment, policy development and assurance.

Prerequisites: 18203 Public Health Administration. For students with limited public health experience, 18209 Community Health Assessment and Improvement is recommended as a prerequisite.

18279 Field Placement Preparation. *1 semester hour.* (Fall, Spring, Summer)

Provides the foundation for the MPH Field Placement course and facilitates students' connection with public health organizations and arrangement of their specific Field Placement project. The course will highlight principles of human subject research as well as community-academic partnerships and will help students apply these principles in the development of their project.

Prerequisites: All coursework with the exception of the Field Placement and Capstone Project.

18280 Field Placement. *1-5 semester hours.* (Fall, Spring, Summer)

Consists of a planned, supervised and evaluated practical experience that is designed to enhance and complement the student's educational training by providing an applied practice experience in a public or private organization that addresses significant public health issues. Working with a site preceptor and faculty advisor, the student will complete a project that is of interest and develop at least two products of benefit to the organization.

Prerequisites: All coursework with the exception of the Capstone Project.

18295 Readings and Research. *Registration through approval of Program Director. Semester hours to be arranged.* (Fall, Spring, Summer)

An independent study course, under public health faculty guidance, to pursue readings and research in an area of specific student interest. Permission of Program Director required to register for this course.

18297 Capstone Project. *3 semester hours.* (Fall, Spring, Summer)

Provides an integrative learning experience that requires the student to synthesize and integrate knowledge acquired in coursework and other learning experiences. Students apply theory and public health principles in the development of a master's paper on a significant public or community health issue or topic.

Prerequisites: All other MPH coursework.

RESOURCES AND SERVICES

System Requirements for MPH Web-Based Learning

Students should have access to Brightspace, A PC running MS Windows OS or a Mac running OS X. Firefox, Safari Chrome, or Microsoft Edge are recommended. Internet Explorer is no longer supported. Microsoft Office 2007 or newer and Adobe Acrobat Reader may be required.

Brightspace is a web-based learning management system where all course materials can be found. With Brightspace, students can take surveys, quizzes and tests, send and receive course mail, post to threaded discussions and chat rooms, upload assignments using drop-boxes, and more. Students can check their progress and grades at any time during the course and can create groups and teams for project or committee work.

An office suite such as Microsoft Office and Adobe Reader or other compatible PDF readers are also required. If students have problems accessing courses in Brightspace, please contact lmshelp@mcw.edu.

Statistical Software Requirements

The use of a statistical software package may be required for some courses. Information will be found in the course syllabus.

Library

MCW Libraries consist of the central Todd Wehr Library located in the MCW Administrative Building and two branch libraries located at Froedtert Hospital and Children's Hospital of Wisconsin.

Library resources are available to all registered students. Library information can be accessed at <https://www.mcw.edu/departments/libraries>. Enrolled students are provided remote access to the libraries. This access includes the multitude of library resources, particularly the electronic journals and books.

Textbooks

A list of required textbooks will be emailed to all students. Students may acquire textbooks from any convenient source. Students are advised not to purchase books far in advance of enrollment as texts are frequently published in new editions or courses are revised to newer, more current texts.

Student Financial Services

The [Student Financial Services](#) office is available to assist students with securing financial aid and address questions related to tuition.

Career Advising and Employment Opportunities

Students are encouraged to utilize career advisement resources provided by the Graduate School such as the Graduate School [Career Services](#) office. Students may also seek guidance from the MPH Program Director and staff.

ONLINE LEARNING STRATEGIES

Whether you are experienced or new to the online learning world, there are some evidence-based strategies for success in the MPH online program. Also provided are references and links for additional resources.

Access

- Make sure that you have the right technology (e.g., hardware, software, internet connectivity) to complete assignments.

- Spend some time navigating your way through the class files and folders to make sure that you can access desired course menus and materials.⁵
- Download or print out pages for reference and review away from the computer.⁵

Time Management

- An online class requires an average of 6-10 hours per week and more during the summer.
- Determine what time is best for you to study and complete assignments and schedule times in which to read, complete assignments, and post dialogue to other classmates.
- Be sure to find a private place to study which is free from distractions.^{1, 4, 3}

Communication

- Interaction and discussion with classmates and instructors still occur in online learning through reading and responding to classmates' introductions, facilitated course discussions, or engaging in ongoing dialogue about issues. Just as in face-to-face learning, we expect that you will learn from and provide insights to your peers.
- Start by posting your own introduction—as the first step in building your online learning community.
- Participate. Whether you are working alone or in a group, contribute your ideas, perspectives, and comments.²
- Log on to your course each day to at least check discussions and course updates/ announcements.
- Be polite and respectful. Remember that you are dealing with real people online. Being polite and respectful is obligatory for a productive and supportive online environment.² Find a list of online [etiquette rules](#).

Trouble Shooting and Other Tips

- Ask for help early. Remember that your instructor wants you to succeed.
- Be patient. As much as your instructor will try to be prompt in answering questions, please do not expect instantaneous responses to your queries. Learn how to set break points in your study so that you can return exactly to that point when your question is answered. Be patient with yourself as well—give the material a chance to soak in.⁵

Additional Reading/ Resources on Strategies for Effective and Efficient Online Learning

- 1 Arkansas State University. *Study Skills Links*.
- 2 Illinois Online Network. *Tips for online success*.
- 3 Purdue University. *Tips to enhance your online learning experience*.
- 4 Roper, A. (2007). *How students develop online learning skills*. *EDUCASE Quarterly*. 30.
- 5 Texas A & M University. *Tips for taking online courses*.

GRADUATE SCHOOL FORMS

Many forms such as those required to graduate, request a leave of absence (withdrawal form), request transfer of credits, etc. are available through the Graduate School Office. Please refer to the Graduate School website, Current Students, for links to the forms and instructions for completion. Scroll down toward the bottom of the screen under the [General Student Information](#) section and you will find General Student Forms, Preparing for Graduation Forms, Transcripts, and Certificate Forms etc. Questions? Contact the Grad School at 414-955-8218.

Disclaimer

The MPH Handbook is updated as needed and is posted on the MPH website. The right to alter content at any time is reserved by MCW. MCW reserves the right to increase tuition without prior notice. It further

reserves the right to alter the schedule of courses, the requirements for degrees and other regulations affecting the student body. Such requirements and regulations are considered effective whenever determined by a department or by a general MCW directive. The student is expected to stay well informed with respect to regulations and requirements.

MPH Competencies										
Courses by which the Competencies are Met (Students select specific competencies to enhance during their Field Placement and Capstone Project)										
Core & Required Courses										
MPH Foundational Competencies	Public Health Theory and Practice 18155	Principles of Public Health Data and Epidemiology 18165	PH Administration 18203	Public Health Analytics 18204	Public Health Policy 18223	CH Assessment & Improvement 18209	CH Program Planning 18230	CH Program Evaluation 18260	Leadership for the Public's Health 18268	Racial and Ethnic Inequalities 18160
Evidence-based Approaches to Public Health										
1. Apply epidemiological methods to settings and situations in public health practice.	x	x	x					x		
2. Select quantitative and qualitative data collection methods appropriate for a given public health context.	x	x	x	x		x	x		x	
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.		x		x		x				
4. Interpret results of data analysis for public health research, policy or practice.		x	x	x		x		x	x	x
Public Health & Health Care Systems										
5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.			x		x	x				
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and systemic levels.	x		x		x	x			x	x

MPH Foundational Competencies	Public Health Theory and Practice 18155	Principles of Public Health Data and Epidemiology 18165	PH Administration 18203	Public Health Analytics 18204	Public Health Policy 18223	CH Assessment & Improvement 18209	CH Program Planning 18230	CH Program Evaluation 18260	Leadership for the Public' s Health 18268	Racial and Ethnic Inequalities 18160
Planning and Management to Promote Health										
7. Assess population needs, assets and capacities that affect communities' health.	x		x			x	x		x	
8. Apply awareness of cultural values and practices to the design, implementation, or critique of public health policies or programs.	x		x							x
9. Design a population-based policy, program, project or intervention.			x				x			
10. Explain basic principles and tools of budget and resource management.			x				x	x		
11. Select methods to evaluate public health programs.	x		x				x	x		
Policy in Public Health										
12. Discuss the policy-making process, including the roles of ethics and evidence.			x		x		x		x	
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.			x		x		x	x	x	x
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations.			x						x	x

MPH Foundational Competencies	Public Health Theory and Practice 18155	Principles of Public Health Data and Epidemiology 18165	PH Administration 18203	Public Health Analytics 18204	Public Health Policy 18223	CH Assessment & Improvement 18209	CH Program Planning 18230	CH Program Evaluation 18260	Leadership for the Public' s Health 18268	Racial and Ethnic Inequalities 18160
15. Evaluate policies for their impact on public health and health equity.					x			x	x	x
Leadership										
16. Apply leadership and/or management principles to address a relevant issue.	x		x				x		x	
17. Apply negotiation and mediation skills to address organizational or community challenges.	x								x	
Communication										
18. Select communication strategies for different audiences and sectors.	x		x			x		x	x	
19. Communicate audience-appropriate (i.e. non-academic, non-peer audience) public health content, both in writing and through oral presentation.			x			x			x	
20. Describe the importance of cultural competence in communicating public health content.	x				x					x
Interprofessional and/or Intersectoral Practice										
21. Integrate perspectives from other sectors and/or professions to promote and advance population health.	x	x	x				x	x	x	x
Systems Thinking										
22. Apply a systems thinking tool to visually represent a public health issue in a format other than standard narrative.	x		x		x				x	

MPH Foundational Competencies	Public Health Theory and Practice 18155	Principles of Public Health Data and Epidemiology 18165	PH Administration 18203	Public Health Analytics 18204	Public Health Policy 18223	CH Assessment & Improvement 18209	CH Program Planning 18230	CH Program Evaluation 18260	Leadership for the Public's Health 18268	Racial and Ethnic Inequalities 18160
MPH Concentration-specific Competencies										
1. Apply basic theories and models from behavioral science disciplines that are used in public health practice.	x	x			x		x		x	x
2. Demonstrate strategic planning and program planning in the contextual setting for when it is appropriate to use each process.			x				x			
3. Design a logic model as a component of program planning that address short, medium, and long-term outcomes.							x	x		
4. Conduct outcome and impact analyses using evaluation design and data.			x					x		
5. Apply methods for evaluating efficiency, cost benefit, and cost effectiveness analyses.					x			x		