Welcome to Cornell University!

We are incredibly pleased to have you join us in our Master of Public Health training program. This handbook is designed to make life a little easier for you by providing information about Cornell, the objectives and rules of our program, and contact information for our core faculty. This handbook also provides information on much that Cornell, Ithaca & the Finger Lakes region has to offer. We hope that you will take advantage of your time here to explore these opportunities to learn, to take care of yourself mentally and physically, and to have some fun.

We have one piece of advice to give you as you get started with our program: get to know our faculty and staff. We are here to help you get ready to change the world. We created this program specifically because the world desperately needs a new kind of public health leadership. You are those future leaders of the public health profession. We are here to help you achieve your career aspirations and realize your dreams and visions of how to change the world. Tap into the knowledge and networks that your faculty can provide, so you can hit the ground running.

My team and I look forward to working and learning with you.

Alexander J. Travis

Associate Dean for International Programs and Public Health, College of Veterinary Medicine
Professor of Reproductive Biology & Wildlife Conservation
College of Veterinary Medicine Department of Biomedical Sciences Baker Institute

Email: ajt32@cornell.edu
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Ithaca is home to spectacular waterfalls and lakes, organic farms and wineries, a thriving music and arts community, and an invigorating climate year-round. Located at the southern tip of Cayuga Lake, the longest of the 11 Finger Lakes, Ithaca is consistently rated among the most livable cities in the United States.

With more restaurants per capita than New York City, Ithaca has a bustling social scene with dozens of bars and restaurants, as well as music venues, theaters, and a farmers’ market that’s been named one of the best in the country by Zagat.

Downtown Ithaca’s newly renovated Commons is an open-air pedestrian mall that’s at the center of the town’s dining, shopping, and entertainment scene. Events like the Downtown Ithaca Apple Harvest Festival and the Great Downtown Ithaca Chili Cook-Off are held at the Commons throughout the year.

Ithaca has its own winery, Six Mile Creek Vineyard, which is one of 16 wineries, one cidery, one meadery, and four distilleries located along Cayuga Lake. The lake and the surrounding gorges offer great spots for outdoor activities like kayaking, hiking, jogging, swimming, or simply taking in the beautiful scenery.

Learn more at Visit Ithaca (www.visitithaca.com)

Sampling of recent accolades:

- Ithaca named Prettiest Town in New York, July 2018
- Ithaca ranked among the 20 Best College Towns for Food in America, April 2015
- 10 Cheapest Urban Cities for TwentySomethings, February, 2015
- The Finger Lakes ranked 8th must-visit spot on the "Wine Tours of the World" feature from ABC News, April 2014
- Tompkins County named 2nd Healthiest County in New York by CountyHealthRankings.org, April 2014
- Ithaca named 10th best New York art spots that aren’t in NYC by the Huffington Post, March 2014
- Ithaca named one of America’s Most Romantic Towns by Travel + Leisure, January 2014
## Official Cornell 2019-2020 Academic Calendar

### Fall 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Orientation</td>
<td>Monday-Wednesday</td>
</tr>
<tr>
<td>Instructions begins</td>
<td>Thursday, August 26</td>
</tr>
<tr>
<td>Labor Day holiday</td>
<td>Monday, September 2</td>
</tr>
<tr>
<td>Fall break begins</td>
<td>Saturday, October 12</td>
</tr>
<tr>
<td>Instruction resumes begins</td>
<td>Wednesday, October 16</td>
</tr>
<tr>
<td>Thanksgiving recess begins</td>
<td>Wednesday, November 27</td>
</tr>
<tr>
<td>Instruction resumes</td>
<td>Monday, December 2</td>
</tr>
<tr>
<td>Last day of class</td>
<td>Tuesday, December 10</td>
</tr>
<tr>
<td>Study period</td>
<td>Wednesday-Friday, Dec</td>
</tr>
<tr>
<td>Scheduled exams</td>
<td>Saturday-Friday, Dec</td>
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</tbody>
</table>

### Winter Break

#### Spring 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>MLK Day holiday</td>
<td>Monday, Jan 20</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Tuesday, Jan 21</td>
</tr>
<tr>
<td>February break begins</td>
<td>Saturday, Feb 22</td>
</tr>
<tr>
<td>Instruction resumes</td>
<td>Wednesday, Feb 26</td>
</tr>
<tr>
<td>Spring break</td>
<td>Saturday, March 28</td>
</tr>
<tr>
<td>Instruction resumes</td>
<td>Monday, April 6</td>
</tr>
<tr>
<td>Last day of class</td>
<td>Tuesday, May 5</td>
</tr>
<tr>
<td>Study period</td>
<td>Wednesday-Friday, May 6-8</td>
</tr>
<tr>
<td>Graduation Weekend</td>
<td>Saturday-Sunday, May 23-24</td>
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### Summer Break

#### Fall 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Orientation</td>
<td>Monday-Wednesday, Aug 24-26</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Thursday, Aug 27</td>
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Working Together to Change the World

The MPH Program has developed the following guiding statements. We view these as living statements, in that as we grow as a program, and as we collectively understand the challenges and opportunities in the world, we will continually adapt and improve upon our vision and mission, and add new values.

Our Vision: To advance health and well-being, equitably for all people and sustainably for our planet.

Our Mission: To utilize a systems-based approach to promote equitable and sustainable advancements in health and well-being of people in New York State and around the world.

To achieve our mission and vision, we commit to operating with these guiding values:

- Excellence and integrity in training, discovery, planning and action
- Supporting diversity, in all its forms
- Promoting practices of health and well-being that are equitable across different populations and sustainable for future populations
- Ensuring equitable access to our education, our training, and our services
- Partnership in learning, training, discovery and service with diverse individuals and communities

Sustainability

Equity

Engagement

... The future of public health
Public health is the profession that bridges many disciplines to prevent disease, promote health, and prolong life among populations. Given the nature of our interactive global community, and the effects of our activities on the global environment, public health is becoming ever-more complex: infections cross species; diseases cross boundaries; illnesses cross race and ethnicity; unhealthy environments drive disease and ill-health; and social and economic factors play important roles in the burden of disease.

Building on our research strengths, our commitments to equity, sustainability and community engagement for impact, and our strong educational programs, we aim to develop public health leaders of the future. To help you be prepared to address the ‘wicked’ public health challenges that currently and will exist, we have developed a training program grounded on:

- The “One Health” paradigm, which highlights the intersections between human, animal, and environmental health, will help you assess and address public health needs using a broader systems perspective.
- The “Planetary Health” framework, which challenges us to consider health through a sustainability lens, will help you understand the complex relationships between the health of people and the health of the environment.

We believe that by integrating these approaches, you will better understand how human health relies on the health of the environment, and how we can influence the health of both by understanding systems.
While you’re with the MPH Program, our goal is to help you build competence in performance areas that are critical for public health.

**Competence is the ability to do something successfully and efficiently in a given context.**

To build competence, courses are designed with at least four components in mind:

- Helping you acquire and understand how to continuously build knowledge that is core to public health practice, as a life-long learner.
- Helping you develop specific skills you are likely to draw on in your public health practice – from biostatistics and policy to communication and leadership.
- Creating scenarios where you can (and will be expected to!) integrate your knowledge and skills to complete a project or address a problem you might face in public health practice. This is where you demonstrate your growing competence, and your readiness to enter the public health workforce.
- Coaching you to practice ongoing self-assessment and continuous improvement of your competence in different scenarios and situations. This not only helps you grow as a person and a professional, but will also to help you advocate for, and demonstrate, the added value that you bring to a role or situation.

Different from large undergraduate programs, this professional master’s program is designed to create a community of practice where we all push each other to grow and improve, in both traditional public health knowledge areas, and in professional competence (e.g., “soft skills”, “leadership”, “emotional intelligence”, etc.). You will take the majority of courses with the same people, and work closely with a number of core faculty members. This is by design, and we expect you to take advantage of this network and community of practice.

In each class you take, you will earn a grade. This grade will typically be based on (a) your participation and engagement, and how you show your ability to (b) acquire knowledge, (c) acquire skills, and (d) integrate and apply knowledge and skills to an issue in a specific context, demonstrating your competence. Each professor outlines their grading rubrics, and assigns a course grade at the end of each semester. Professor (and peer) feedback may be critical. Use this as an opportunity for discussion, and to solicit constructive input for personal growth.

Input from your performance in each class, as well as input from you, your peers, and your mentors, will contribute to your overall competence profile. This profile is a tool that you should use to help you grow and improve. You will be expected to check your profile at least twice each semester, and to use it as a tool to seek peer or mentor input, or continued training, to show growth. Demonstrated competence in each area (41 areas in all) is needed for graduation. Know that you were admitted into this program because we believe that you will be able to show a high-degree of competence in each of these areas.

The MPH faculty and staff, your peers, and community mentors are here to help. Use your team!
# MPH Program Team

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<tr>
<td>Alex Travis</td>
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<tr>
<td>Gen Meredith</td>
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<tr>
<td>Elizabeth Goldberg</td>
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<tr>
<td>Audrey Baker</td>
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<td>Josh Balles</td>
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<th>Core Faculty</th>
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<tr>
<td>Alex Travis</td>
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<tr>
<td>Amelia Greiner Safi</td>
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<tr>
<td>Caroline Yancey</td>
</tr>
<tr>
<td>Gen Meredith</td>
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<tr>
<td>Isaac Weisfuse</td>
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<tr>
<td>Kevin Cummings</td>
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<tr>
<td>Yihong Li</td>
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<th>Infectious Disease Epidemiology Lead Faculty</th>
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<tr>
<td>Gary Whittaker</td>
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<td>Karyn Havas</td>
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<td>Lorraine Francis</td>
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<th>Food Systems for Health Lead Faculty</th>
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<tr>
<td>Katie Fiorella</td>
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<td>Karla Hanson</td>
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<tr>
<td>Elizabeth Fox</td>
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<td>Rebecca Nelson</td>
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Cornell University Statement on Diversity

Diversity and Inclusion – Core to Public Health Training and Practice

Open Doors

"I would found an institution where any person can find instruction in any study.”

This statement, made by Ezra Cornell in 1865, proclaims Cornell University’s enduring commitment to inclusion and opportunity, which is rooted in the shared democratic values envisioned by its founders. We honor this legacy of diversity and inclusion and welcome all individuals, including those from groups that historically have been marginalized and previously excluded from equal access to opportunity.

Open Hearts

Cornell’s mission is to foster personal discovery and growth, nurture scholarship and creativity across a broad range of common knowledge, and affirm the value to individuals and society of the cultivation of the human mind and spirit. Our legacy is reflected in the diverse composition of our community, the breadth of our curriculum, the strength of our public service, and the depth of our commitment to freedom, equity, and reason. Each member of the Cornell community has a responsibility to honor this legacy and to support a more diverse and inclusive campus in which to work, study, teach, research, and serve.

Open Minds

Free expression is essential to this mission, and provocative ideas lawfully presented are an expected result. An enlightened academic community, however, connects freedom with responsibility. Cornell stands for civil discourse, reasoned thought, sustained discussion, and constructive engagement without degrading, abusing, harassing, or silencing others. Cornell is committed to act responsibly and forthrightly to maintain an environment that opens doors, opens hearts, and opens minds.

More information at: [http://diversity.cornell.edu/diversity-at-cornell](http://diversity.cornell.edu/diversity-at-cornell)
Title IX Policy

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

In line with, and building from its commitment to Diversity and Inclusion, Cornell University does not tolerate any form of harassment.

Cornell University strongly encourages individuals who have experienced, have knowledge of, or have witnessed gender-based harassment, sexual harassment, sexual assault, domestic and dating violence, stalking, sexual exploitation, or other forms of sexual and related misconduct committed by or against students, staff, or faculty to report the incident immediately to the University.

For sexual and related misconduct—including gender-based harassment, sexual harassment, sexual assault, domestic and dating violence, stalking, sexual exploitation, or other forms of sexual misconduct—report the incident through the following options:

- Contact the University’s Title IX Coordinator or any Deputy Title IX Coordinator by telephone, email, or in person during regular office hours. See contact information for Title IX staff (http://titleix.cornell.edu/reporting)
  o phone: (607-255-2242)
  o email: titleix@cornell.edu
- Submit an incident report online (http://titleix.cornell.edu/reporting/cornell)
- Contact the Cornell University Police Department (CUPD) at (607) 255-1111
- Contact 911 for emergency assistance.

The University strongly supports a complainant’s desire for confidentiality. However, students should be aware that all disclosures of gender-based harassment, sexual harassment, sexual assault, domestic and dating violence, stalking, sexual exploitation, or other forms of sexual and related misconduct to a staff or faculty member will be reported, as required by Cornell Policy 6.4, to the Title IX Coordinator. All Cornell offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution. The Title IX Coordinators will maintain privacy to the greatest extent possible, but are not confidential resources.

For confidential help, please see the list of confidential resources at: www.titleix.cornell.edu/resources/confidential
Students with Disabilities

Students with disabilities have the right to reasonable accommodations to support their learning success.

To activate services, please connect with Student Disability Services: https://sds.cornell.edu.

SDS is responsible for the following:

- Establishing and disseminating criteria for disability services
- Meeting with you to discuss access needs
- Receiving and storing confidential disability documentation to support your eligibility for disability services and accommodations
- Collaborating with faculty and staff regarding essential course and/or program requirements and appropriate reasonable accommodations
- Being a leader of diversity efforts on campus that promote disability equity and inclusion

MPH Program Student Service Procedures

The MPH Program Student Services Manager can serve as the liaison between the you and faculty members. However, please note that you are not required to work through the Student Services Manager.

- At your request, at the beginning of each semester, the Student Services Manager can meet with you and the SDS counselor to discuss accommodations.
- At your request, the Student Services Manager can help to relay information about accommodations to the MPH Program faculty.

MPH Program faculty and staff are committed to your academic success. Throughout the semester, faculty members are encouraged to meet with you, and the Student Services Manager, to document and address issues or concerns with your performance. A Care Report will be completed, and will remain in a locked file in the Student Services Manager’s office.

Students have the right to confidentiality of their disability status

- Materials and information communicated from the SDS office is confidential.
- Instructors should refrain from making any disability-related comments in front of the class or in the presence of other students, faculty, or staff who are not directly involved in the accommodation process.
- Instructors may share accommodation information with academic support staff for the purpose of the provision of accommodations.
- Disability documentation is maintained in SDS and should only be reviewed by SDS staff.
Leave of Absence

A leave of absence may be granted for personal, medical, or parental reasons. The MPH Program uses the Cornell Graduate School policies as a guide, adapting them as necessary, for a non-funded professional student. Please be sure to discuss and understand the implications the leave may have on financial aid and/or insurance.

Graduate School policies are found here: https://gradschool.cornell.edu/policies/leaves-of-absence/

A leave of absence can run for up to 12 months and may be renewed up to three times, for a maximum of four years of leave. After four years, you must reapply for admission to the Graduate School.

- For **medical reasons** unrelated to childbirth or adoption, a health leave should be requested. This leave must be initiated in consultation with Cornell Health. Up to 12 months of leave can be granted, renewable. Any financial support offered at admission will be continued when you return, if you are in good academic standing.

- For **personal reasons** other than health, a personal leave should be requested. Up to 12 months can be granted, renewable. Financial support offered at admission will likely be continued when you return, if you are in good academic standing.

To request personal leave, please use this form: https://gradschool.cornell.edu/wp-content/uploads/2019/04/Leave-of-Absence-Form-041519.pdf

- For **parental leave**, you may request an adapted schedule (reduced course load, short-term leave, adapted classroom, etc.), working in partnership with the applicable teaching faculty, the MPH student services office, and the Graduate School student services office. The MPH Team will seek to make reasonable accommodations. As an alternative, you may request personal leave to take up to 12 months.

Life is very different after a baby’s arrival. It is important to determine how you will balance both your academic demands and parenting responsibilities. Ultimately, you will need to effectively communicate with key stakeholders on your transition to parenthood.

Before your leave, and after meeting with faculty and staff resources, you will develop and submit a formal written plan to the MPH student services office that provides a framework and structure for how you will proceed. You should list, at a minimum, academic expectations up to delivery, how long you plan to take leave, what is expected of you while you are out, and how you will transition back into your academic program.

At a minimum, you should plan to meet with your advisor, the Student Services Manager, the Associate Program Director and the Graduate School Student Life office.
Cornell University has a campus-wide Code of Academic Integrity. Every student enrolled in the MPH Program has already agreed to abide by this code. You have already been asked to review and sign this code; please be sure that you are well-apprised of it.

The Code of Academic Integrity

Absolute integrity is expected of every Cornell student in all academic undertakings. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others.

Academic integrity is expected not only in formal coursework situations, but in all University relationships and interactions connected to the educational process, including the use of University resources. While both students and faculty of Cornell assume the responsibility of maintaining and furthering these values, this document is concerned specifically with the conduct of students.

A Cornell student’s submission of work for academic credit indicates that the work is the student’s own. All outside assistance should be acknowledged, and the student’s academic position truthfully reported at all times. In addition, Cornell students have a right to expect academic integrity from each of their peers. The Essential Guide to Academic Integrity at Cornell is available for review (https://cornell-classic.univcomm.cornell.edu/provost/docs/0814-academic-integrity.pdf).

There are two sections to the Code (http://cuinfo.cornell.edu/aic.cfm) that describe:

- **Guidelines for Students**
  - General Responsibilities
  - Examples of Violations (beyond plagiarism and using similar work for more than one class)
  - Specific Guidelines for Courses
  - Principles for Computer Use and Network Systems
  - Variances
  - Jurisdiction and Penalties

- **Organization and Procedure**
  - Hearings and Boards

In summary, your responsibilities are as follows:

- You shall in no way misrepresent your work.
- You shall in no way fraudulently or unfairly advance your academic position.
- You shall refuse to be a party to another student’s failure to maintain academic integrity.
- You shall not in any other manner violate the principle of academic integrity.
The MPH Program at Cornell University will adhere to the university guidelines regarding academic integrity as listed here: http://gradschool.cornell.edu/policies/academic-integrity

**Academic integrity means being honest.** Not cheating. Not plagiarizing. Not using other's work.

- **Plagiarism** is when you use an idea – even a single unique word – from a specific source, but fail to indicate what content you have borrowed, fail to cite that content in the proper place in the sentence or paragraph, fail to quote language you took verbatim (or word for word), and/or fail to provide proper bibliographic information.

- **Citations** occur in or at the end of a sentence, when using an idea from a specific source. A bibliography at the end of your work provides a complete reference for the source.

- **Self-plagiarism** is when you use work from one assignment to complete another assignment. In general, the MPH Program is not opposed to a student using materials from one class or one assignment to build a stronger, more in-depth follow-on assignment. However, you need explicit written permission from the professor. You must clearly state what components of the first assignment they will use, why, and how they will build upon the source material in a more in-depth way. Failure to have written permission will count as an offense.

At the start of the MPH Program, every student completes an academic integrity training.

With each assignment, faculty members examine student work for academic integrity. Faculty follow Cornell-defined policies related to review and repercussions. Breaches in academic integrity may be additive, meaning, an offence in one class, plus an offense in another class may be considered a second offense. Records of violations are recorded in the Student File, managed by the Student Services Office.

**Repercussions of Academic Misconduct** may range from a warning, to a grade penalty, to failure of the assignment or course, to possible expulsion from the University.

- **Warning & Advising:** Faculty members faculty member may give a student a warning, require the student to engage in remedial training, and to re-submit work that meets integrity expectations.

- **Egregious Violations:** Where a faculty member identifies or suspects egregious violations, the faculty member follows guidance laid out in the Cornell Code of Academic Integrity, informing the student and pursuing a primary hearing for violation of the code. Where a student is found guilty of academic misconduct, the faculty member will determine the appropriate penalties, which may include recommending the case to the Academic Integrity Hearing Board. If the instructor authorizes resubmission, the student must resubmit the assignment for a maximum grade of no higher than a 70%. The academic integrity offence will remain in the student file.

- **Second Offense:** If a student is found guilty of a second act of academic misconduct, in the same class or in another class, as documented in the student file, the student will immediately be referred to the Graduate School to begin an academic integrity investigation as described here: http://gradschool.cornell.edu/policies/academic-integrity/. This may result in expulsion from the MPH Program and the university.
Grievance Policy

The MPH Program staff have an open door policy. You may come speak to the Student Services Manager, the Associate Program Director, or Program Director at any time about issues as they arise.

When a student in need of support is identified, faculty and staff discuss the types of support needed and work within the College and/or Cornell student support systems, such as Cornell Health, to provide students with relevant resources. Student services staff then follow up with students to see if they have utilized services offered and to discuss the efficacy of services with the student. If further assistance is needed, faculty, student services staff, and the student will discuss best options for assistance.

We hope that while you are a student at Cornell you will never need to deal with a grievance. However, should you need to, Cornell and the Graduate School have a well-defined policy in place. The type of complaint will determine which action you take:

- **Graduate education complaints** by individual students against faculty will follow the Graduate School’s [Grievance Procedure](#).

- **Prohibited discrimination, protected-status harassment, sexual harassment, and sexual assault and violence, and bias activity complaints** are covered under [Policy 6.4, Prohibited Discrimination, Protected-Status Harassment, Sexual Harassment, and Sexual Assault and Violence, and Bias Activity Procedure](#). To report bias incidents or related concerns, complete the form or send email to titleix@cornell.edu

- **Sexual misconduct** complaints should be reported to the University Title IX Coordinator at titleix@cornell.edu

A grievance is a formalized process through which an individual graduate student can file a complaint for which the student is seeking resolution regarding issues of graduate education or support involving the student and one or more faculty members. The procedure is intended to provide a mechanism through which grievances can be fully investigated and decisions rendered. It covers grievances that involve individual graduate students and faculty on issues relating to graduate education and support.

There are four basic steps within the grievance procedure. If the issue cannot be satisfactorily resolved at one step in the process, then it moves to a subsequent step:

- **Step 1:** Speak directly to the source of the grievance
- **Step 2a:** Contact the MPH Program Director via email (asap, and within four months) and, at the same time,
- **Step 2b:** Contact the Director of Graduate Studies via a letter (asap, and within four months)
- **Step 3:** Bring the Case to the Dean of The Graduate School
- **Step 4:** Refer the Case to the Graduate Grievance Review Board (GGRB)

The full process is described here: [http://gradschool.cornell.edu/grievances-and-complaints](http://gradschool.cornell.edu/grievances-and-complaints)
Consensual Relationships

Romantic or sexual relationships between faculty members or others in positions of authority over students and postgraduates (as defined by this policy) are prohibited whenever those relationships have the potential to interfere with an individual’s right or ability to pursue academic, training, research or professional interests.

Cornell’s University Policy 6.3 defines a **consensual relationship** as a “romantic and/or sexual relationship willingly undertaken by the parties”. Cornell’s University Policy 6.3 **prohibits romantic or sexual relationships between faculty members or others in positions of authority and students and post-graduates** under several provisions.

The policy also describes relationships that are not prohibited, but which require disclosure. The full policy is available here: [https://www.dfa.cornell.edu/policy/policies/consensual-relationships](https://www.dfa.cornell.edu/policy/policies/consensual-relationships)

Prohibited Bias, Discrimination, Harassment, and Sexual Misconduct

Cornell University and the MPH Program are committed to providing a safe, inclusive, and respectful learning, living, and working environment for students, faculty, and staff. To this end, Cornell University and the MPH Program prohibit faculty, administrative and academic staff, postdocs, and graduate students from engaging in any form of prohibited discrimination protected-status, harassment, sexual harassment, and sexual assault/violence, and expect these individuals to refrain from committing acts of discrimination, bias, or sexual assault/violence within the university's jurisdiction.

Cornell’s University 6.4 the University provides means to address bias, discrimination, harassment, and sexual and related misconduct. The full policy is available here: [https://www.dfa.cornell.edu/policy/policies/prohibited-bias-discrimination-harassment-sexual-misconduct](https://www.dfa.cornell.edu/policy/policies/prohibited-bias-discrimination-harassment-sexual-misconduct).

Reporting, understanding, and preventing unacceptable behaviors such as harassment is essential to maintaining our caring community. Anyone who directly witnesses or experiences bias activity should intervene in the moment as appropriate (e.g., contact Campus Police at 911, if a crime is in progress, or interrupt the behavior in as much as the observer feels skilled and safe). A report of the incident should be made as soon as possible.

Details are here: [https://hr.cornell.edu/our-culture-diversity/diversity-inclusion/harassment-discrimination-and-bias-reporting/report-bias](https://hr.cornell.edu/our-culture-diversity/diversity-inclusion/harassment-discrimination-and-bias-reporting/report-bias)
The Cornell Master of Public Health Program also adheres to the Association of Schools and Programs of Public Health Statement of Commitment to Zero Tolerance of Harassment and Discrimination.

“The Association of Schools and Programs in Public Health (ASPPH) and our member schools and programs are committed to eliminating harassment and discrimination in academic public health. It is essential to provide all our students, staff, faculty, and community partners with respectful and safe learning and working environments. We oppose acts of harassment and discrimination in all forms, while we simultaneously work towards developing schools and programs that are directed by cultural competence and humility, inclusivity, and diversity.

There should be zero tolerance for acts of harassment or discrimination in academic public health. As we aspire to apply this zero-tolerance mandate, we envision that the cultures of all of our schools and programs will be free of any forms of harassment and discrimination.”

The full statement from the Association of Schools and Programs of Public Health is available here:

The Cornell MPH Program faculty and staff are here to help you succeed in building competence in core domains of public health thinking, planning, implementation, and leadership. Over your 16-20 months with us, we are going to push you, challenge you, and assist you and your peers to grow and achieve, preparing you for success in the workforce. In sum:

A. Register for the program each semester, and pay your tuition

B. Complete and pass 50 credits of course work (42 if admitted on an accelerated track):
   - 30 credits of core public health topics, including three applied practice courses
   - 20 credits of concentration-specific topics, including two applied practice experiences

   This is demonstrated by achievement of at least a C (73%) in each required course, as noted in your portfolio. Note that failure to earn a C (73%) in each required course may mean re-taking the course, likely the following year.

C. Complete approximately 300+ hours of applied public health practice, under the supervision of a public health mentor. This is most often accomplished through a summer Applied Practice Experience, described in subsequent sections, and must include development of at least two products of value to public health partners. You will present this work at the annual Public Health Symposium. Your practice experience and products are evaluated by the MPH Program and your mentor for a “pass,” and included in your portfolio.

D. Demonstrate achievement of 12 knowledge areas and 27 competencies in these domains:
   1. Profession and Science of Public Health (6 knowledge areas)
   2. Factors Related to Human Health (6 knowledge areas)
   3. Evidence-based Approaches to Public Health (4 competencies)
   4. Public Health & Health Care Systems (2 competencies)
   5. Planning & Management to Promote Health (5 competencies)
   6. Policy in Public Health (4 competencies)
   7. Leadership (2 competencies)
   8. Communication (3 competencies)
   9. Interprofessional Practice (1 competency)
   10. Systems Thinking (1 competence)
   11. Concentration-specific domain (5 competencies)

   Achievement of competence is demonstrated by the successful completion of course-related assignments that are uploaded to your portfolio.

E. Complete all co-curricular milestones, including required training workshops, professional development workshops, and volunteer activities that included in your portfolio.

F. Present a final integrated learning experience to your advisors. This must be a substantive written document of value to the field of public health. Your integrated learning experience will be evaluated by faculty and peers for a “pass,” and included in your portfolio.

G. Present a complete portfolio to your advisor and the MPH Program team to demonstrate your personal and professional growth, and your competence in all domains. Your completed portfolio is then evaluated by faculty and staff to assess your readiness to graduate.
Registration is the first step in your study at Cornell. Once registered with the University, you will have established your status and be able to use Cornell’s many resources.

Registering does not enroll you in any courses. It simply establishes your student status.

You must be registered each semester until you finish your degree or withdraw from the program.

You do not have to register if you are granted a leave of absence.

The Office of the University Registrar determines student registration status. In order to be considered a registered student by the University, a student must:

- Enroll in at least one course, or enroll in a graduate thesis/dissertation research course
- Settle all financial accounts, including current semester tuition
- Clear any holds, whether these are from the Bursar’s Office, Cornell Health Center, the Judicial Administrator, or the Graduate School
- Satisfy New York health requirements

Checking Your Registration Status

- Students can check their registration status at the beginning of the semester using “Student Center” (studentcenter.cornell.edu).
- Look at the “HOLDS” box on the home page of the Student Center. If you have no holds, you are registered at the University.
- If you have a hold that says: “No registration, Trans, Diploma” or “No registration” then you are not registered. It is possible for there to be other HOLDS listed that do not affect registration. Click on “DETAILS”, then click on the “HOLD ITEM” link to find out what is affected and how to clear the HOLD.

After the third week of classes you will lose access to university services and will be charged a $350.00 late fee in addition to finance charges if you are not registered. If you register after the sixth week of classes, you will be charged a $500.00 late fee in addition to finance charges.

Non-registered status
Non-registered status means a student has withdrawn or allowed their registration status to lapse.

Concurrent registration
Cornell University does not allow concurrent registration with other universities except through the Exchange Scholars Program. If you attempt to register elsewhere concurrently, your Cornell registration will be terminated.
B. Course of Study

Cornell’s Master of Public Health Program is a two-year, 50-credit program. In order to graduate, you must pass all courses; be able to demonstrate competence in all areas; be able to demonstrate integration of knowledge, skills, and competence via applied activities; and achieve co-curricular milestones. To help you achieve this, we’ve developed a well-integrated curriculum that will span four academic semesters, as well as a summer.

- Students admitted to the Accelerated Program may be exempt from up to 8 credits, and should be able to complete the program in up to three academic semesters.
- Students admitted to the part-time program can complete their degree in 3-to-5 years.

This is a 50-credit MPH Program

Students with prior applicable experience may apply to the accelerated program, requesting a transfer of up to eight credits, and/or exemption from up to eight credits. Specific course exemptions will be determined by committee. Exemptions could include electives, or one core required course.

42 applicable credits required to graduate.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Required Courses</td>
<td>30</td>
</tr>
<tr>
<td>(6101) Public Health Foundations I</td>
<td>3</td>
</tr>
<tr>
<td>(6102) Public Health Foundations II</td>
<td>3</td>
</tr>
<tr>
<td>(6103) Public Health Leadership +</td>
<td>3</td>
</tr>
<tr>
<td>(6104) Epidemiology in Practice</td>
<td>3</td>
</tr>
<tr>
<td>(6105) Biostatistics for Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>(6181) Public Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>(6182) Public Health Planning</td>
<td>3</td>
</tr>
<tr>
<td>(6183) Public Health M&amp;E + CQI</td>
<td>3</td>
</tr>
<tr>
<td>(6191) Public Health Communication</td>
<td>2</td>
</tr>
<tr>
<td>(6194) Public Health Colloquium</td>
<td>1</td>
</tr>
<tr>
<td>Health Policy (selective)</td>
<td>3</td>
</tr>
</tbody>
</table>

All students select Option A or Option B

<table>
<thead>
<tr>
<th>Option A</th>
<th>Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Concentration Area Required + Elective Courses: Infectious Disease</strong></td>
<td><strong>Concentration Area Required + Elective Courses: Food Systems for</strong></td>
</tr>
<tr>
<td>(6112) Infectious Disease + Health</td>
<td>(6121) Food Systems + Health I</td>
</tr>
<tr>
<td>(6106) Advanced Epi Seminar</td>
<td>(5970) Food Systems Approaches to</td>
</tr>
<tr>
<td>(4520) Disease Vectors</td>
<td>(4500) Public Health Nutrition</td>
</tr>
<tr>
<td>Selective 1 (surveillance methods)</td>
<td>Selective 1 (food systems, nutrition)</td>
</tr>
<tr>
<td>Selective 2 (management, admin focus)</td>
<td>Selective 2 (management, admin focus)</td>
</tr>
<tr>
<td>Elective 3</td>
<td>Elective 3</td>
</tr>
<tr>
<td>Elective 4</td>
<td>Elective 4</td>
</tr>
<tr>
<td>(6184) Applied Practice Experience</td>
<td>(6184) Applied Practice Experience</td>
</tr>
<tr>
<td>(6192) Integrated Learning Experience</td>
<td>(6192) Integrated Learning Experience</td>
</tr>
</tbody>
</table>

Electives are selected from lists of existing courses aligned with concentration areas, approved by concentration curriculum teams.

APE and ILE are supervised and evaluated by faculty, staff, and community mentors.
Presented another way, this is what each semester might look like:

<table>
<thead>
<tr>
<th>Term 1: Fall 1</th>
<th>Term 2: Spring 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Foundations I</td>
<td>Public Health Foundations II</td>
</tr>
<tr>
<td>VTPMD 6101</td>
<td>VTPMD 6102</td>
</tr>
<tr>
<td>Public Health Foundations II</td>
<td>Public Health Leadership + Ethics – Part 2</td>
</tr>
<tr>
<td>VTPMD 6102</td>
<td>VTPMD 6103-2</td>
</tr>
<tr>
<td>Biostatistics for Health Sciences</td>
<td>Public Health Practice - Planning</td>
</tr>
<tr>
<td>VTPMD 6105</td>
<td>VTPMD 6182</td>
</tr>
<tr>
<td>Public Health Practice - Assessment</td>
<td>Public Health Colloquium</td>
</tr>
<tr>
<td>VTPMD 6181</td>
<td>VTPMD 6194</td>
</tr>
<tr>
<td>Public Health Leadership – Part 1</td>
<td>Concentration Req. Food Safety/Adv Epi</td>
</tr>
<tr>
<td>VTPMD 6103-1</td>
<td>FDSC 5970 or VTPMD 6106</td>
</tr>
<tr>
<td>Concentration Survey Course</td>
<td>Concentration S/Elective 1</td>
</tr>
<tr>
<td>VETMI 6111 or VTPMD 6121</td>
<td></td>
</tr>
<tr>
<td>Term credit total: 16</td>
<td>12+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 3: Fall 2</th>
<th>Term 4: Spring 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Practice - M&amp;E/</td>
<td>Integrated Learning Experience</td>
</tr>
<tr>
<td>CQI VTPMD 6183</td>
<td>VTPMD 6192</td>
</tr>
<tr>
<td>Public Health Communication</td>
<td>Applied Practice Experience – Part 2</td>
</tr>
<tr>
<td>VTPMD 6191</td>
<td>VTPMD 6184-2</td>
</tr>
<tr>
<td>Applied Practice Experience – Part 1</td>
<td>Concentration S/Elective 3</td>
</tr>
<tr>
<td>VTPMD 6184-1</td>
<td></td>
</tr>
<tr>
<td>Concentration Req. Intl Nutrition/Vectors</td>
<td>Concentration S/Elective 4</td>
</tr>
<tr>
<td>NS 6980 or ENTOM 4520</td>
<td></td>
</tr>
<tr>
<td>Concentration S/Elective 2</td>
<td>(other/optional – with advisor approval)</td>
</tr>
<tr>
<td>(other/optional – with advisor approval)</td>
<td></td>
</tr>
<tr>
<td>Term credit total: 12+</td>
<td>12+</td>
</tr>
</tbody>
</table>

Other/optional – with advisor approval
Course Enrollment

Course enrollment refers to the process of adding, dropping, or withdrawing from courses. Before you can enroll in courses, you must first be registered. Registering allows you to access important University resources, including course enrollment.

Course Requirements
The MPH Program has a defined course of study that denotes the classes that you should take each semester. Each semester, you are required to complete/update a course of study document (see appendix). You must meet with your academic advisor and concentration section chief to discuss your options, and to get their signatures. These signatures mean that you are authorized to register in specific courses.

The MPH program is a 50-credit professional degree program.

- 30 credits of **required courses** provide you with the core public health knowledge, skills, and abilities that will allow you to practice public health in a variety of settings
- 20 credits allow you to build expertise in your concentration area – infectious disease epidemiology or food systems and health.
  - 13 of these 20 credits are **required concentration courses**, leaving you with
  - 7-9 credits for appropriate and approved electives

Credit Limits
As a part of the MPH Program, students may enroll in up to 52 credits but no more. Students taking credits in addition to the allotted 52 may be responsible for tuition fees for the additional credits. Students enrolled in the 42-credit Accelerated Track may enroll in up to 44 credits but no more. Typically, this means fewer electives.

Electives and non-MPH Course Enrollment
Courses outside either the MPH program or approved course list are subject to program approval (by Associate Director and Concentration Lead). Courses that have a clear alignment to public health are more likely to receive approval. Approval is dependent upon a specific student’s experience and professional goals.

Examples of courses that would not be approved, include, but are not limited to dance, gym courses, wine tasting as these are not in alignment with a professional degree program.

Language courses, if directly related to a specific applied experience or public health career goal, may be approved with sufficient justification. Language courses for exploratory purposes only will not be approved.

Students are encouraged to discuss plans for non-MPH courses with their advisor, concentration lead and MPH program leadership as early as possible to make necessary arrangements. Students should get all approvals in writing.
Enrolling in Courses
The course Add-Drop period spans the start of each semester. You must complete enrollment within the first three weeks of each academic term using the Student Center (www.studentcenter.cornell.edu).

Additionally, if you plan to enroll in courses outside of the MPH Program, you must gain the approval from BOTH the Associate Program Director, Gen Meredith, AND your concentration area lead.

Dropping Classes
The last date to drop a class is seven weeks after the start of the term. All drops and changes must be made through your Student Center (www.studentcenter.cornell.edu). After seven weeks, changes to your courses will be made only in exceptional circumstances. If you drop a course, your transcript will show a "W" signifying that you withdrew from it.

If you want to drop a course after the drop period closes, you must get a General Petition form signed by the course instructor and your special committee chair. Forms are available from the Graduate School form's page (www.gradschool.cornell.edu/forms)

Auditing Classes
Auditing a class means you regularly attend the class, but do not participate in all aspects of the course. You won't receive any credit hours and the course will be marked with a "V" on your transcript. Some courses do not lend themselves to auditing, and in such cases instructors may not allow it.

Summer and Winter Session Courses
The MPH Program does currently cover participation in summer or winter session courses.

Alternative Course of Study
Should you want to change your concentration area after matriculation into the Cornell MPH Program, or petition to graduate in an accelerated fashion, written permission is needed.

- To gain approval, you must submit a cover letter with a justification, along with an updated course of study document (Appendix 3) to the MPH Student Services Manager.
- The MPH Student Services Manager will call a meeting with the Program Director, Associate Director, and Section Chiefs to come to a decision.
- Decisions will be made based on your academic standing, prospects (demonstrated aptitudes, competence, and interest), space in the concentration area, and/or feasibility to have all required competences assessed.
- The need for additional payment (one additional semester of learning) may be required if the switch is not submitted and approved before the student’s third semester.
C. Applied Practice Experiences

The goal of the applied practice experience is to help students begin to integrate public health knowledge and skills into competence, via engagement with a real-world public health project. Akin to a fellowship, internship or apprenticeship, the practice experience is designed to help students test and try public health theory and tools in an applied setting, and learn and improve through engagement and mentoring. Students should strive to complete approximately 300+ hours of engaged planning, learning and mentoring with partner(s). This can be via one major project, or a few smaller projects. Students may choose to engage in one summer experience, internships during the semester, or other structures for applied practice.

The practice experience should be an opportunity to contribute to the greater good, under the mentorship of someone with public health expertise. The practice placement must provide students with the opportunity to demonstrate at least five of the MPH Program competencies.

We strongly encourage students to approach the practice experience in least two phases:

- **Planning Phase.** The goal of this time is to become well-informed about the practice setting and project scope, and well prepared (ie. background literature review, situational assessment, additional training, etc.). This planning phase should focus on partner engagement, communication, field research, and comprehensive planning.

- **Project Phase.** The practice experience should focus on developing, implementing, or assessing a public health project, program or intervention (including training, communication, documentation, etc.) that responds to a public health need, and should be done with or for a public health-related program, or to influence the public’s health, working under the supervision and mentorship of a public health practitioner.

The Cornell-based Applied Practice Coordinator supports the student and site supervisor to define learning objectives and develop a plan of action together. The plan should allow the student to demonstrate ability in at least five competency areas and develop at least two products for the host partner. The Applied Practice Coordinator also sends reminders to submit a mid-term progress report and final evaluation. These steps ensure that the knowledge and skills that students acquire in the classroom are reinforced and demonstrated in the field.

**Please note that you must develop at least two products for a partner organization in order to graduate, and present them in your portfolio.**

The Cornell-based APE coordinator will work with you and your APE Supervisor (Preceptor) to define learning objectives, develop a plan of action and assessment that will allow you to demonstrate ability in at least five competency areas and develop at least two products for your host partner, and ensure that a mid-term summary report and a final assessment (vs. the objectives and plans) are submitted. This will ensure that the knowledge and skills that you acquire in the classroom will be reinforced and demonstrated as competence in the field.

**Refer to the Applied Practice Experience Guide for more details and required forms.**
D. MPH Competencies

The focus of this MPH training program is to help you: acquire the knowledge you’ll need in your career, learn skills and tools that will help you succeed and lead in the public health workforce, and refine and develop your attitudes and values such that you can understand and respond to existing and emerging public health needs. We will help you learn knowledge and skills in many different ways, and assess these through assignments and exams. We will then help you demonstrate your competence—your ability to integrate and apply what you know to succeed in real-life settings—through formal assignments that often simulate what you might do in the workforce. You will compile and present these assignments in your portfolio.

All students are assessed on 12 knowledge areas and 27 competencies through their course of study. The 12 knowledge areas and 22 foundational competencies are predetermined by the Council on Education for Public Health (CEPH). MPH concentration faculty determine an additional five (5) competencies for each concentration area. You track your progress in each competency as you complete relevant coursework, and will be asked to demonstrate competence in culminating projects such as the Integrated Learning Experience.

Building and Assessing Competence
Demonstrating Competence

To demonstrate what knowledge and skills you have acquired, and your ability to integrate and apply them in practice-like settings for public good, you are expected to complete and submit at least 25 products. Each product has been designed to mimic or build skills towards what you might do ‘on the job’ in a public health setting. Thus, these products should be developed with a future employer in mind and presented in your portfolio to demonstrate your abilities.

Most of these products are linked to a specific module or class; however, on some products we will expect you to continue to innovate and improve iteratively as you learn more. Please note that:
- All products are graded
- A passing grade on all products is required for graduation
- All products that have earned a passing grade are uploaded to your portfolio
- Some portfolio products require an additional narrative (no more than four pages)

During your course of study with us, you develop the following products (and more!):
- An outreach flyer aiming to reduce zoonotic transmission of a pathogen
- An oral presentation about a current infectious disease outbreak
- A critical analysis of an epidemiologic study design
- A position paper comparing two public health systems
- A socioecological model describing a population health issue
- A systems model that describes the factors influencing a public health issue
- An epidemiological profile that describes a disease in a population
- A situational analysis
- A grant proposal that addresses a public health need
- A monitoring, evaluation and quality improvement plan for an existing public health initiative
- Analysis of a policy that is impacting or supporting a public health issue
- Advocacy on behalf of the policy issue
- A strategic plan for a public health initiative
- In-depth reflection papers on issues related to public health, such as diversity, inclusion, communication, and leadership
- Materials to support your side in a debate
- Public health communication materials
- At least one professional conference poster
- At least one in-depth, well-researched and referenced terminal paper
- A series of one-page summaries that describe public health topics
- Case-study responses
Knowledge Areas and Competencies

Foundational Knowledge Areas

Showing applied knowledge of the Science and Practice of Public Health, including:

1.1 Public health history, philosophy and values
1.2 Core functions of public health and the 10 Essential Services
1.3 The role of quantitative methods and sciences in describing and assessing a population’s health
1.4 Major causes and trends of morbidity and mortality in the US
1.5 Primary, secondary, and tertiary prevention practices, including health promotion, screening
1.6 The critical importance of evidence in advancing public health knowledge

Showing applied knowledge of the Factors Related to Human Health, including:

2.1 Effects of environmental factors on human health
2.2 Biological and genetic factors in human health
2.3 Behavioral and psychological factors that affect a population’s health
2.4 The social, political, and economic determinants of health, and how they contribute to inequity
2.5 How globalization affects global burdens of disease
2.6 One Health, ecological perspective on links between human, animal and ecosystem health
Foundational Competencies

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

Showing ability in **Public Health & Health Care Systems**, including being able to:
5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

Showing ability in **Planning & Management to Promote Health**, including being able to:
7. Assess population needs, assets and capacities that affect communities' health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs

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

Showing ability in **Leadership**, including being able to:
16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
17. Apply negotiation and mediation skills to address organizational or community challenges

Showing ability in **Communication**, including being able to:
18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation
20. Describe the importance of cultural competence in communicating public health content

Showing ability in **Interprofessional Practice**, including being able to:
21. Perform effectively on interprofessional teams

Showing ability in **Systems Thinking**, including being able to:
22. Apply systems thinking tools to public health issues
Concentration Specific Competencies

Concentration competencies build upon and deepen foundational competencies. Students are expected to synthesize concentration competencies in culminating projects, including the Capstone, as well as to weave them into the full course of study. As with the Foundational Practice Competencies, one specific deliverable or series of deliverables will be used as the main point of assessment for each competency.

Infectious Disease Epidemiology

1. Integrate the general principles of infectious disease epidemiology and biology to explain infectious disease events and programs
2. Critically assess different epidemiological and statistical methodologies and assessment techniques used in infectious disease events, research, and programs
3. Interpret how different environmental and socioeconomic systems impact infectious disease epidemiology
4. Compare and contrast infectious disease prevention and control strategies and systems
5. Critique methods of infectious disease diagnostics and detection systems

Food Systems and Health

1. Analyze and depict food systems from production to consumption to understand their impact on health outcomes and inequities
2. Apply interdisciplinary approaches to integrate social, political, economic, and ecological dimensions to contextualize food systems and health problems and opportunities
3. Research and evaluate food system interventions to improve nutrition, food security and public health
4. Investigate and communicate food safety risks throughout food systems
5. Analyze current public health nutrition problems and policies and compare policy alternatives
E. Co-curricular Milestones

Students who are enrolled in the MPH Program at Cornell are required to actively seek out and engage in co-curricular activities that reinforce the core values of public health and our program. This is both a part of our program’s mission to engage and serve, and an important part of being a public health leader. We believe that as you engage in activities and learning experiences outside of the lecture hall, you will gain and reinforce both “soft” and “hard” skills, and you will see how your competence is growing. You are expected to show completion of milestones in three areas:

- **Six mandatory trainings** – evidence of completion is required in your portfolio.
  1. Academic Integrity - [http://plagiarism.arts.cornell.edu/tutorial/index.cfm](http://plagiarism.arts.cornell.edu/tutorial/index.cfm)
  2. Institutional Review Board (IRB) – [Basic Training](#)
  3. Responsible Conduct of Research (RCR) - [Foundational course for social and behavioral sciences](#)
  4. Occupational/Environmental/Biological Health and Safety (dates TBD)
  5. Culture Competency via the [Intergroup Dialogue Project](#) (dates TBD)
  6. Library (provided in class in Public Health Practice – Assessment)

- **At least four volunteer experiences with different local organizations, for approximately 30 hours spent volunteering to help advance public health and equity in the community** – evidence (ie. photos) and reflections are required in your portfolio.
  - A maximum of eight hours per volunteer experience will be counted
  - You must work with at least four different groups or activities
  - This is a resume booster, helping you to prepare for your future career
  - Be bold in planning these!

- **At least 20 hours of relevant continuing education workshops provided by Cornell, or other relevant training groups** – evidence of completion is required.

  We strongly encourage you to take (at a minimum) a GIS/mapping workshop, a data analysis workshop (SAS or SPSS or R), and a data visualization workshop (Tableau). You might also consider a professional writing workshop. These skills will be invaluable to you in your studies and your career.

Great workshops are available from many resources on campus:
- Cornell Stats Unit: [https://www.cscu.cornell.edu/workshops.php](https://www.cscu.cornell.edu/workshops.php)
- Cornell Library: [https://www.library.cornell.edu/services/instruction/workshops](https://www.library.cornell.edu/services/instruction/workshops)
- Writing Workshops: [http://knight.as.cornell.edu/walkin/resources.htm](http://knight.as.cornell.edu/walkin/resources.htm)

It is your responsibility to track your progress in these areas, and to keep required evidence on file and in your portfolio.
F. Integrated Learning Experience

In your final semester, you will take a capstone course that helps you integrate your learning and demonstrate competence across core and concentration-specific domains.

For this Integrated Learning Experience or ILE, you select a topic area, theme, or project, and work with faculty advisors to develop a high-quality written document that goes through multiple rounds of edits.

The final product should be something that is of value to external stakeholders – something like a report, a training manual, a policy statement, an evaluation framework, or a quality improvement plan. This can build on work and community partnerships from the previous semesters, or your Applied Practice Experience. Or, this can be a new topic area for you.

In developing the final product, you draw on, apply, demonstrate proficiency and synthesize at least four competency areas: two (or more) foundational competencies and two (or more) concentration competencies. We suggest that you choose competencies that will (a) help you with your career goals, and (b) help you build your comprehensive competence.

**Things to remember:**

- Your ILE will take at least 6 months to complete, including brainstorming and getting advisor input and approval. Start early!

- If you want to (a) collect data, and/or (b) publish your findings, you may need IRB approvals. This takes 1-3 extra months, so you’ll need to start planning even earlier!
Students build an ePortfolio using the online platform Digication throughout their time with the MPH Program, highlighting artifacts created in courses and community-engaged projects that demonstrate competence in different areas of public health understanding and practice, as well as co-curricular milestones. Students can then show examples of their work to potential employers, articulate knowledge and skills through these examples, and draw on this work for future applications.

You upload finalized deliverables from courses, co-curricular activities, Applied Practice Experiences, and the Integrated Learning Experience to the ePortfolio to serve as a lifelong platform for professional presentation of MPH coursework and demonstrate synthesis of knowledge, foundational skills, and concentration competency through final deliverables.

Prior to graduation, you will be asked to submit a final portfolio to your advisor and the MPH Program office that documents and demonstrates your growth and abilities, specifically addressing where you were as a public health learner when you started, where you are now going as a public health professional, and the process you used to build and develop your competence. The format is up to you, including but not limited to a printed document, a website, or a link to a complete Digication ePortfolio. Three are five parts to the final portfolio:

1. **Your Journey (executive summary) (4 pages)**
   - What brought you to this program? Why did you want to study public health? What did you do while in the program? How did this help you grow?
   - Where are you now? What are you setting off to do?
   - What have you learned about yourself as a learner and a leader? What will you do with this?

2. **Key Knowledge Acquired, and how this will help you (4 pages)**
   - Index or provide bullets of key/core knowledge that you acquired. Artifacts may be included.

3. **Key Skills Acquired/Tools or Processes Used, and how these will help you (2 pages)**
   - Index or provide bullets of key/core skills that you acquired. Artifacts may be included.

4. **Demonstration of Competence (8 pages – 4 x 2-page summary)**
   - Select four projects you worked on during the MPH Program (these must include your APE and your ILE). For each project:
     - Describe what the assignment was/what you set out to do (and why)
     - List which competencies the project allowed you to build/demonstrate
     - Describe what you did, with whom (process)
     - Describe how you synthesized knowledge and skills you needed to draw on
     - Describe what the outcomes/results were (artifacts, but also relationships built, key learnings, ah-ha moments), and why this is an important contribution to public health. Artifact should be included in the appendix.

5. **Competency Assessment Template**
   - Review and comment on assignment grades and comments from faculty and your own reflections over time— for each knowledge, foundational, and concentration competency.
Grading System
The official university grading system is composed of letter grades with pluses and minuses. While a passing grade ranges from A+ to D– (F is failing), **MPH students must achieve a C or above in each MPH course to be eligible to graduate.**

INC denotes a grade of incomplete, and R is the grade given at the end of the first semester of a yearlong course. The grades of INC and R do not have quality-point equivalents attached.

Grade point average is calculated by multiplying the credit hour and quality point equivalent for each course and then dividing by the total number of credits taken. A cumulative average is the sum of the products of all the grades at Cornell divided by the total number of credits taken.

Only the instructor of the course has the responsibility and authority to judge the quality of a student’s work and assess the appropriate grade. No one can overrule instructors and require them to go against their judgment of the work. To avoid the influencing of grades by improper consideration or student pressure, a grade, once given, may only be changed if an error in the original grade is claimed by the instructor. The instructor should be willing to review the basis of an assigned grade with an inquiring student and correct the grade if an error is found. The evaluation of the quality of the student’s work is solely up to the instructor, but the grade must not contain a punitive element for an offense against academic integrity if the student has been found innocent of this offense by a duly constituted board.

Changes in Grades
Each semester’s work is an entity and grades are to be assigned for work completed during the normal period of the semester. Subsequent changes in a grade may be made only in the event that the instructor made an error in assigning the original grade. As a matter of equity, grades must not be changed after the end of a semester because a student may have subsequently done additional work.

Incompletes (INC)
If you do not finish all the course work by the end of the course, the professor may assign you an Incomplete (INC) and give you time to finish. However, instructors are not required to do this and may instead deduct unfinished work from your final grade. The grade of incomplete is appropriate only when two basic conditions are met: (a) the student has completed a substantial body of work at a passing level in the course; and (b) the student has been prevented by circumstances beyond the student’s control, such as illness or family emergency, from completing all of the course requirements on time.
An incomplete may not be given merely because a student fails to complete all course requirements on time. Such a practice would be open to abuse; by deferring completion of some major course requirement, a student could gain advantage over his or her classmates by obtaining additional time to do a superior job. This is not an option that may be elected at the student’s own discretion.

While it is the student’s responsibility to initiate a request for a grade of incomplete, reasons for requesting one must be acceptable to the instructor, who establishes specific make-up requirements.

The consequences of failure to complete all course work within the time permitted will depend upon the policy of the student’s college. Some colleges convert the incomplete to a grade of F; others let the incomplete stand on the student’s transcript. In either case, the option to make up the work is lost. It is the responsibility of the student to see that all incompletes are made up within the deadline and that the grade change has been properly recorded with the student’s college registrar. As a matter of equity, grades must not be changed after the end of a semester because a student may have subsequently done additional work.

**Changing an 'Incomplete' or 'No Grade Reported'**

You have one year from the end of a course to satisfy its requirements. Once you have satisfied this requirement, your professor will change your grade from "Incomplete" (INC) or "No Grade Reported" (NGR) to a letter grade. That grade will appear with an asterisk on your transcript. If you do not satisfy course requirements, the INC or NGR becomes a permanent part of the transcript. You can retake the course, but both the INC or NGR and the most recent grade will be on your transcript.

**Transcripts**

At the end of each term, a student may view his or her grades in Student Center (https://registrar.cornell.edu/classes-enrollment/student-center). A student will also see a transcript of all courses taken at the University, regardless of academic program.

The Office of the University Registrar provides official grade transcripts bearing the Cornell University seal and the signature of the University Registrar for graduate and professional school applications, employers, and scholarships.

Official transcripts may be requested through Student Center (https://registrar.cornell.edu/classes-enrollment/student-center). Only the student may request their official transcript. An official transcript can be sent electronically as a secure, certified pdf or in a sealed envelope directly from the Office of the University Registrar. There is no fee for official transcripts except for express mail services. A transcript request will not be processed if the student has a hold that prevents the release of the transcript. To learn more about transcripts, visit registrar.cornell.edu/grades-transcripts/ordering-transcripts.
To be in good academic standing, a full time student in the MPH Program must successfully complete a minimum of nine (9) academic credits each semester and earn a minimum semester grade point average (GPA) of 2.5. A minimum cumulative GPA of 2.5, as well as demonstrated competence in each domain (equivalent to a 73% or greater on competency-based assignments), is required for graduation.

**Academic Probation and Program Dismissal**

**Academic Probation**

A student will be placed on academic probation if their cumulative GPA falls below a 2.5, C+ or 76% average), or if more than two grades lower than a C are recorded. The semester that the student is on probation s/he cannot enroll in more than nine credit hours. The student must earn a GPA of a 2.3 that semester to continue in the program.

**Dismissal from the Program**

A student will be dismissed from the MPH Program at Cornell University if they do not earn the required GPA at the end of the Academic Probation.

**Repeated Courses**

Repeated courses are courses taken a second (or subsequent) time, even if a passing grade was earned.

- Repeated course credits do count toward the minimum 12 credits per semester required for good academic standing and full-time status.
- Credits earned repeating a course do not count toward the minimum number of credits required for graduation.
- If a course is repeated, both courses and both grades are included on the transcript.
- If taken for a letter grade, both grades are included in the calculation of the GPA (i.e., if a course is repeated, the second course does not replace the first course on the official transcript).
In line with the mission of Cornell Career Services, the MPH Program Office works to empower students to identify their strengths, interests, and values; discover and explore possibilities; gain experience; and develop strategies for pursuing diverse career paths and making mindful career decisions.

We offer an array of career-development activities to help inspire you to gain confidence and establish a foundation upon which to build your careers over a lifetime.

Your assigned advisor and MPH staff members, as well as our Career Counselor, want to help you learn about your skills and interests, and articulate them confidently in resumes, cover letters, interviews, and personal statements; identify and explore career options that you might pursue; and implement an effective strategy to attain your desired career outcomes.

The MPH Program Office will:

- Schedule Career Panels
- Promote Job Fairs independently and collaboratively with similar fields of study.
- Provide 1:1 Career Counseling
- Provide opportunities for mock interviews with HR representatives.
- Work towards implementing a Workforce Development Program
- Provide students with a copy of the Cornell Career Guide Book
- Provide input on resume and cover letter writing
- Host LinkedIn profile development workshops

The on-campus recruiting program offers students the opportunity to interview on campus for summer internships and positions following graduation. We use a program called Cornell Handshake, Jobs and Internships, to manage recruiting activities: https://www.career.cornell.edu/students/jobs/recruiting/handshake.cfm

Employers from diverse industries visit Cornell every year. Organizations from nonprofit, government, education, financial/banking, consulting, consumer products, hospitality, engineering, human resources, retail, manufacturing, agriculture, scientific, and environmental typically come to campus. They are seeking students who can offer abilities beyond academic success—such as interpersonal and leadership skills, a strong work ethic, teamwork and initiative, flexibility, analytical skills, basic computer literacy, and strong communication skills.

**On-campus recruiting occurs in the fall, from approximately the first week of October until the first week of December, and in the spring, from the first week of February through April. Students must complete a required tutorial to gain eligibility to participate in on-campus recruiting. Be sure to take advantage of other services offered by the Cornell Handshake system, such as career research tool and the many resources offered through this site to identify leads in a wide range of fields. We also encourage you to meet with an advisor in your college office to discuss your career interests and strategies for conducting your job search.**
MPH faculty and staff are here to help you succeed.

Your success is our success, and we know that we will only get there if we work together. **Every MPH student has as assigned advisor.**

You are expected to meet with your advisor at least once each semester to review progress, and to plan for your next semester’s courses, your Applied Practice Experience, your Integrated Learning Experience, and even your future career goals.

Formal academic advising is arranged once each semester, with both 1:1 and group advising, and career mentor panels.

*We strongly encourage you to identify additional mentors; faculty are happy to speak with students regarding life/career issues and planning and public health challenges and opportunities, as well as courses.*

*Get to know the faculty!*

**Integrated Student Services**

You are welcome to meet with your advisor at any time, but please also know that the MPH Student Service Manager and other staff are available to you. Do not wait for something to go wrong to ask for help. Just like in public health, prevention is the best medicine. **We encourage you to consider this your first point of contact for program details and academic advising.**

**Academic Coaching**

We can help you find a peer mentor to assist with understanding course concepts, outside of class, if your professor’s assistance isn’t quite enough. Please connect with the MPH Student Services team to get this process started.
Giving Feedback

There are many opportunities for students to provide feedback to the MPH Program office and faculty. These include:

- **Course and instructor evaluations**, distributed at the end of each semester
  - Responses are reviewed by individual instructors and by the Curriculum Committee to inform curricular improvements.

- **MPH Program surveys**, distributed twice per year to students, faculty and staff
  - Topics include academic and career advising, physical and information technology resources, inclusion and cultural competence.
  - Responses are reviewed by MPH Program leadership and responsive actions are published in a bi-annual Program Survey Response Report.

- **Applied Practice Experience surveys**, distributed at the mid-point and end of the APE
  - Students and site supervisors complete mid-point progress reports and final evaluations to give the MPH Program feedback about the experience, and reflect upon and evaluate performance, professionalism, and applied competencies in the practice setting.

- **Exit surveys and exit interviews**, distributed and conducted upon graduation
  - Topics include general feedback on the program, post-graduation plans, perceptions of competence attainment and ability to apply competencies in the work place.
  - Responses are reviewed by the Curriculum Committee and MPH Program leadership to inform quality improvement.

In addition to these formal feedback opportunities, faculty and staff routinely reach out to students for reflection and feedback in the classroom, at social events, and at other ad-hoc meetings.

There are also opportunities for graduates, employers and community partners to provide feedback. Alumni are asked to respond to surveys at six months and one year after graduation, and the MPH office staff stay in touch with alumni in a variety of ways including email and LinkedIn.

Employers of MPH Program alumni are also surveyed. Community partners – including employers of MPH alumni, Applied Practice Experience host sites, and engaged Methods course project partners – provide feedback through surveys, meet and greets, and regular interaction with MPH faculty, staff and students.
Cornell Health and Counseling Services

Cornell Health is a fully accredited university health center, consisting of a multidisciplinary staff of medical providers, counselors and psychiatrists, nutritionists, physical therapists, and behavioral health consultants.

Some of the services provided by Cornell Health include:

- Medical Care
- Counseling and Psychiatry
- Alcohol and Other Drug Services
- Victim Advocacy
- On site pharmacy
- Monday-Saturday care, with evening hours Monday-Thursday nights (during the academic year)
- Students enrolled in Cornell’s Student Health Plan (SHP), or that pay the Student Health Fee can access most Cornell Health services for a $10 visit copay.

Cornell Health is located at 110 Ho Plaza, at the corner of Campus Road and College Avenue.

For hours and information visit, www.health.cornell.edu or call (607)255-5155.

Counseling and Psychiatry Services (CAPS)

A wide range of Counseling and Psychiatry Services are offered to all students across campus including, individual, group, drop-in and crisis intervention.

A complete list of services can be found at https://health.cornell.edu/services/counseling-psychiatry.

If you have an urgent mental health concern for yourself or someone else, please call:

During business hours: 607-255-5155, press 2 to reach a CAPS counselor.

After hours a counselor will call you back within 30 minutes. In the event of an emergency contact 911 or call the Cornell Police at 607-255-1111.
Welcome to Cornell University from the English Language Support Office!

The English Language Support Office (ELSO) provides programs to Cornell’s international graduate and professional students that teach them how to write and speak in English with more sophistication and mastery. Through support from the Provost’s Office and Graduate School, all of our programs are offered at no additional charge to you. Our programs include:

**ELSO Courses on Writing and Speaking:** These 7-week credit-bearing pass/fail courses target particular areas of writing and speaking, such as becoming a better editor of your work, writing with sources, giving presentations, preparing for the job search, taking part in discussions, and improving pronunciation. These courses are designed to provide you with opportunities to learn a range of strategies, practice skills in a supportive atmosphere, and form community with peers from across fields and professions.

**ELSO Tutoring on Writing, Presentations, and Pronunciation:** This tutoring program is designed to meet immediate needs of graduate and professional students, whether you are working on a thesis or paper for publication, preparing for a conference or an interview, or needing to focus on a specific aspect of pronunciation in order to communicate more clearly. To learn more, visit knight.as.cornell.edu/elso-tutoring.

**ELSO Friday Workshop Series:** Our 90-minute interactive workshops are designed to allow international graduate and professional students to learn key strategies relevant to speaking and writing in graduate school. Recent topics have included writing research papers, note-taking, networking in English, preparing for the job search, and using online resources to support pronunciation. For the current workshop schedule, visit knight.as.cornell.edu/elso-workshops.

**ELSO Speaking Groups Program:** This program offers ongoing practice with conversational English through small groups that meet weekly throughout the semester. Participants not only gain experience with social English, but make meaningful connections with members of the Cornell community. To learn more about the fall program, visit knight.as.cornell.edu/SGP.

To learn more: Visit our website (knight.as.cornell.edu/elso) or visit us in Caldwell Hall 260 during our Open Hours in late August to learn more about our services.

Michelle Cox  
ELSO Director  
mtc225@cornell.edu

Nathan Lindberg  
Coordinator, Tutoring Services  
nwl26@cornell.edu

Melissa Myers  
Lecturer  
mm177@cornell.edu
Cornell University has a vast network of 20 libraries across campus. You may find a variety of favorite study spots in different buildings across campus.

- Library locations and hours can be found here: https://www.library.cornell.edu/libraries

Books and materials that you may need related to the MPH Program can be primarily found in these libraries:

- CVM Library: https://www.library.cornell.edu/libraries/vet
- Mann Library: https://www.library.cornell.edu/libraries/mann
- Olin Library: https://www.library.cornell.edu/libraries/olin

As a student, you can access any of these libraries. You can also use the on-line library function to access thousands of peer-reviewed journals and e-books.

- Online Catalogue: https://www.library.cornell.edu/

All libraries provide quiet study space. Most also offer some or all of the following:

- Printers, including large-scale printing for academic posters
- Copiers/scanners
- Desktop computers, most with dual monitors
- Laptop computers available for check out
- Research consultation

Public Health in the Library

The CVM Library developed a Public Health Research Guide tailored to MPH students that can be found at:


The guide includes information about:

- Public health books in the library
- Top public health journals
- Health data and statistics
- Software in the library
- Searching scholarly literature
- Searching grey literature
- Evaluating evidence
- Writing styles & citations
- More!
The Cornell library system offers free resources and workshops that can help you succeed in your public health career, things like GIS, data visualization (Excel, Tableau), data analysis (SAS, SPSS, STATA, R), and data presentation (poster and PowerPoint). Check out some of these resources:

- Workshops: [https://www.library.cornell.edu/services/instruction/workshops](https://www.library.cornell.edu/services/instruction/workshops)
- Introduction to Research: [https://www.library.cornell.edu/research/introduction](https://www.library.cornell.edu/research/introduction)
- Citation and Citation Management: [https://www.library.cornell.edu/research/citation](https://www.library.cornell.edu/research/citation)

A wide range of software is available on the Library computers, including Adobe, Microsoft, GIS, statistical software packages, and more.

- Software at Mann Library: [https://mannlib.cornell.edu/use/technology/software](https://mannlib.cornell.edu/use/technology/software)
The Cornell Graduate School is organized into ninety-four major fields of study, or subject areas to ensure that students can define and pursue an individualized plan of study.

As a part of their mission, the Graduate School offers a number of services and resources. It is a great idea to be aware of them: http://gradschool.cornell.edu/

Some specific student life resources that we think you might like include the following. Please check out the full list of resources here: http://gradschool.cornell.edu/student-life.

- **The Big Red Barn Graduate and Professional Student Center** (BRB), an old carriage house turned student center, is located in the heart of campus and surrounded by lawns and gardens. A central place for eating and relaxing, the Big Red Barn hosts more than 200 events per year, including the ever popular T.G.I.F. (Tell Grads It’s Friday), Trivia Night, and Speed Dating. Connect with the Big Red Barn on Facebook and Twitter to stay up to date on BRB events and community-related news. https://gradschool.cornell.edu/student-life/big-red-barn

- **Office of Graduate Student Life** is committed to the importance of student health and well-being as a foundation for academic and life success. In recognition that health and academic performance are intimately linked, the Office of Student Life at the Graduate School is a source of support and advocacy for Cornell graduate and professional students. The Office of Student Life serves as a coordinating hub of services that facilitate the student life experience at Cornell. http://gradschool.cornell.edu/student-life/office-graduate-student-life

- **Student Communities**. Individuals are central to the Grad School’s notion of community, and it’s the collection of inspiring students, dedicated faculty, and caring administrators who make Cornell a community that is easy to call home. For more information regarding student communities, clubs, engagement and Community-Building Opportunities visit, gradschool.cornell.edu/communities.
Help and Support from the Office of Graduate Student Life

- Contact Janna Lamey in the Office of Graduate Student Life, at janna.lamey@cornell.edu or 607-255-5184 to receive support and referrals for anything ranging from academic, wellness, policies and procedure to personal concerns.

- From the website, grdschool.cornell.edu/student-experience/help-and-support/:

  **Academic:**
  - Explore navigating academic relationships and difficulty in making academic progress
  - Consider alternatives in your academic program (i.e. switching programs, changing career path, leaving Cornell)

  **Health and wellness:**
  - Explore options for when health concerns are impacting academic progress
  - Understand sources of support when not able to focus, concentrate or loss of motivation in research/scholarship

  **Policies and procedures:**
  - Explore options in handling difficult problems or situations
  - Understand University policies and procedures better as it relates to your concern

  **Personal concerns:**
  - Address personal or family emergencies, such as injury, accident, or death
  - Navigate challenging personal life situations (i.e. roommates, partner/children, visa concerns, financial, etc.)
  - Discuss options when you have been treated unfairly, insensitively, or irresponsibly

- For issues related to academic progress, conflict resolution and academic integrity contact Associate Dean Jan Allen at jan.allen@cornell.edu.

- Diversity and Inclusion questions and concerns can be addressed by contacting Associate Dean Sara Xayarath Hernandez at sh267@cornell.edu.

**The Graduate and Professional Student Assembly (GPSA)** brings together Cornell’s 7,000 graduate and professional (M.B.A., J.D., D.V.M.) students to address non-academic issues of common concern. Drawing upon the strengths of our diverse constituencies, the GPSA works with the university administration to improve the quality of life at the University. Additional information can be found at the Assemblies website, http://assembly.cornell.edu/GPSA/Home.
The MPH Program is classified as a Tier 2 Professional Degree program at Cornell. The cost of the program for each academic year along with other fees and expenses that graduate students might expect are on the Graduate School website, [http://gradschool.cornell.edu/costs-funding/tuition-and-costs/tuition-rates](http://gradschool.cornell.edu/costs-funding/tuition-and-costs/tuition-rates). The MPH Program recognizes that the cost of a graduate education can be a burden and is committed to helping students off-set the costs as much as possible using a combination of (1) advice and encouragement, (2) philanthropic support, and (3) program support.

1. **Advice and Encouragement**
   The MPH Program staff will provide up-to-date information to all students on financial aid and assistance options, including a compilation of external funding opportunities, guidance on how and when to apply, and support to students in developing their applications. Opportunities include:

   - **Federal student loans.** These loans are available via the FAFSA application process. The Cornell Graduate School currently participates in two federally funded graduate student loan programs: the William D. Ford Direct Loan (up to $20,500 per year for full-time students) and the Federal Graduate PLUS loan (funds to supplement the William D. Ford program). All relevant information is available at and managed by the Graduate School: [http://gradschool.cornell.edu/costs-and-funding/loans](http://gradschool.cornell.edu/costs-and-funding/loans)

   - **Independent scholarships.** There are hundreds of public health-focused scholarship opportunities available, offered by independent entities. The Cornell MPH Program commits to keeping a current list on the MPH website: [http://publichealth.cornell.edu/](http://publichealth.cornell.edu/)

   - **Part-time employment in Ithaca.** Ithaca is a vibrant community with many opportunities for part-time employment with community-based organizations, the service industry, or the technology and innovation incubators. The Tompkins County Human Services Coalition is a good place to look, as are on-line jobs search engines: [http://hsctc.org/](http://hsctc.org/)

   - **Student employment.** There are many part-time campus positions that are listed on Cornell’s Student Employment website. Positions can be found in campus libraries, administrative offices, student recruitment and student services programs, dining services, and residential housing: [studentemployment.cornell.edu](http://studentemployment.cornell.edu)

   - **Research and travel support.** Cornell University has several mechanisms which provide partial funding support to help offset student travel and research costs, and which depend upon the student’s project, mentor and college affiliation. Students should take the initiative to identify and apply for these opportunities; MPH Program staff will assist students in these efforts and will maintain an active list and keep students apprised of opportunities.
Although the MPH Program can provide advice and encouragement, funding through the above listed mechanisms has no direct link to the Cornell MPH Program, and it is the student’s responsibility to apply for these funds. Other resources to use include:

- Graduate School website: http://gradschool.cornell.edu/
- Free Application for Federal Student Aid (FAFSA) https://fafsa.ed.gov/
- Cornell’s Student Employment website http://studentemployment.cornell.edu/

2. **Philanthropic Support**

The MPH Program actively seeks to raise funds to help offset tuition via scholarships. Assistance under this category will change year-to-year, and may be offered through mechanisms including:

- **Diversity scholarships** (need- and merit-based), intended to help off-set student’s tuition cost. Students will be required to demonstrate need (essay and EFC score); merit will be assessed via their MPH Program application. This will be capped at $10,000/student/year, and awarded for one year at a time, pending success in the program and available funds.

- **Global Game-changer scholarships** (need- and merit-based), intended to help off-set student’s tuition cost. Students must demonstrate need (essay and EFC score); merit will be assessed via their supplemental application. This will be capped at $10,000/student/year, and awarded for one year at a time, pending success in the program and available funds.

MPH students will be invited to apply for these at the time if their offer of admission, pending available funding.

3. **Program Support**

The MPH Program will allocate a proportion of the annual budget each year to student-focused support. Funds in this category will change year-to-year, and may be offered in one or more categories including:

- **Graduate Work-Study.** We anticipate be between 4 and 8 graduate work-study opportunities specifically for MPH students each year. These opportunities will include working with or for an MPH faculty member or staff on public health-related projects. Students will be invited to apply to specific jobs and will be selected based on need (EFC score), expressed interest (cover letter), and alignment of past experience with project needs (CV and cover letter). Students can expect to work 10 hours per week for up to 30 weeks in the year. Pay will average $15/hr. ($150/week; $4,500/year).

- **Teaching Support.** We anticipate between 4 and 8 teaching support opportunities specifically for MPH students in their second year of study. These opportunities will include working with MPH faculty members to support a specific MPH course for one semester. Students will be invited to apply to specific jobs and will be selected by the faculty member based on their performance in the class (previous year) and skill set. Students can expect to work 10 hours per week for up to 20 weeks in the semester. Pay will average $20/hr. ($200/week; $4,000/semester).
• **Applied Practice Experience Stipends.** Each faculty member overseeing an MPH Program’s APE will receive $2,500 to support student-related project costs. The faculty member may award this to the student (for project materials, travel assistance, stipend, salary, etc.) at their discretion. Students not directly supervised by Cornell faculty may apply for up to $1,500 in APE-related support; funds will be awarded competitively as they are available.

• **Special Projects and Innovation Fund.** To support community engagement and the MPH Program’s contribution to public health projects and impact, the program manages a fund to support special projects and innovation. Students (and their community partners) may apply to this fund to help support events, activities, use of media, travel, and/or conference participation. Students (and their community partners) will need to complete an application; decisions will be made by the MPH Program leadership team.
Student Advisory Committee

The Student Advisory Committee (SAC) provides input and advice to the MPH Program Director, Leadership Committee, Curriculum Committee, and Admissions Committee, helping to ensure that students’ perspectives are represented, and that the Program is being responsive in meeting the Program’s mission and vision, student needs, and the standards for Public Health Programs set forth by accreditation agencies.

The Student Advisory Committee is comprised of up to five students from each cohort, for a maximum of ten students. At least two students will represent each concentration area for each cohort, for a minimum of eight students. The SAC members serve as representatives of full MPH student cohorts. Students are nominated by MPH concentration leads and the Leadership Committee based on integrity, excellence, and service; also ensuring diversity in representation. The MPH Student Advisory Committee members are asked to engage in the following activities:

- **Act as an ambassador for the Program**, with peers and collaborators at home, and across campus. This may also include participation in and contribution to the Program’s recruitment and admissions process—including review of application packages, and hosting events for prospective applicants—and new student orientation processes.

- **Review Program progress and growth**, including review of semi-annual program monitoring and evaluation reports, review of annual program reports, and review of/contribution to CEPH compliance reports. The SAC might also be asked to assist with data collection via generating interest and responses from within the student body.

- **Provide input and recommendations for growth and improvement**, including input and ideas related to program policies, program forms, curriculum design, course content, course flow, competency assessment, and workforce readiness.

- **Contribute to MPH Program Governance**.
  - SAC representatives are invited to attend Curriculum Committee meetings once per semester to provide input on specified curriculum elements. More frequent input may also be requested via email communication and individual meetings.
  - SAC representatives may be invited to attend Committee meetings to provide input on specific program policies or plans. More frequent input may also be requested via email communication and individual meetings.
  - SAC members provide input to the Curriculum Committee or Leadership Committee on an ad-hoc basis, via email communication and individual meetings.
Admissions Committee

Students on the Student Advisory Committee, as well as other students, may be invited to participate in the annual admissions process, including: serving as a reviewer of applications, hosting interviews or tours, speaking to prospective students, and/or participating in recruiting events.

If you are interested in being a part of this process, please speak to the Student Services Office.

Big Red Board of Health

The Big Red Board of Health is a Graduate Student Organization organized and run by MPH students that exists to work together with cross-campus organizations to implement and/or optimize strategies, plans, preventive measures, and interventions that create a healthier student and work environment at Cornell.

The Big Red Board of Health organizes and facilitates multiple public health events each year, such as flu vaccination clinics, food-bank packing events, cancer fund-raising walks, and the annual Public Health Symposium.

If you are interested in being a part of this process, please speak to the Student Services Office.

Alumni Network

Graduates stay in touch with the MPH Program in multiple ways, such as providing feedback on their employment experiences through periodic surveys and phone conversations, and getting involved with the MPH alumni network. Alumni are invited back for reunion activities and other events, such as the annual Public Health Symposium.

One way Cornell students and graduates stay in touch with the larger Cornell network is through CUeLINKS. Create a profile at https://cuelinks.cornell.edu/hub/cuelinks/home.

LinkedIn is another excellent resource for staying in touch with the MPH and Cornell alumni networks. Create a profile at https://www.linkedin.com.
# Two-Year Checklist – by MPH Program Requirement

## Year 1

<table>
<thead>
<tr>
<th>Estimated Date</th>
<th>Milestone to Complete</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 26, 2019</td>
<td>Graduate School Orientation</td>
<td></td>
</tr>
<tr>
<td>Aug 26, 2019</td>
<td>MPH Program Orientation – Day 1</td>
<td></td>
</tr>
<tr>
<td>Aug 27, 2019</td>
<td>MPH Program Orientation – Day 2</td>
<td></td>
</tr>
<tr>
<td>Aug 28, 2019</td>
<td>MPH Program Orientation – Day 3</td>
<td></td>
</tr>
<tr>
<td>October 2019</td>
<td>Fall Academic Advising - Spring Course Planning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Applied Practice Experience Planning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Professional Development Plan</td>
<td></td>
</tr>
<tr>
<td>November 2019</td>
<td>Applied Practice Experience Applications</td>
<td></td>
</tr>
<tr>
<td>December 2019</td>
<td>Courses Completed (appx 15 credits)</td>
<td></td>
</tr>
<tr>
<td>Winter Break</td>
<td>Applied Practice Experience Planning</td>
<td></td>
</tr>
<tr>
<td>March 2020</td>
<td>Spring Academic Advising - Fall Course Planning</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Applied Practice Experience Plan</td>
<td></td>
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<tr>
<td></td>
<td>- Professional Development Plan</td>
<td></td>
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<tr>
<td>Summer</td>
<td>Applied Practice Experience</td>
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## Year 2

<table>
<thead>
<tr>
<th>Estimated Date</th>
<th>Milestone to Complete</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2020</td>
<td>Fall Academic Advising - Graduation Readiness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Fall Course Planning</td>
<td></td>
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<tr>
<td></td>
<td>- Integrated Learning Experience Plan</td>
<td></td>
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<tr>
<td></td>
<td>- Professional Development Plan</td>
<td></td>
</tr>
<tr>
<td>November 2020</td>
<td>Oral Capstone (poster presentation)</td>
<td></td>
</tr>
<tr>
<td>November 2020</td>
<td>Integrated Learning Experience Plan Submitted</td>
<td></td>
</tr>
<tr>
<td>Winter Break</td>
<td>Integrated Learning Experience, Job Search</td>
<td></td>
</tr>
<tr>
<td>March 2021</td>
<td>Spring Academic Advising – Portfolio Readiness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>➔ Portfolio Part 1</td>
<td></td>
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<tr>
<td></td>
<td>➔ Portfolio Part 2</td>
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<tr>
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<td>➔ Portfolio Part 3</td>
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<tr>
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<td>➔ Portfolio Part 4</td>
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<tr>
<td></td>
<td>➔ Portfolio Part 5</td>
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<tr>
<td></td>
<td>➔ 50 credits (C or greater)(2.5 GPA)</td>
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<td>➔ Updated resume</td>
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<tr>
<td></td>
<td>➔ CITI Training</td>
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<td></td>
<td>➔ IRB Training</td>
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<tr>
<td></td>
<td>➔ Academic Integrity Training</td>
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<tr>
<td></td>
<td>➔ 20-hours Professional Development</td>
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<tr>
<td></td>
<td>➔ 30-hours Volunteer Work</td>
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<tr>
<td>April 2021</td>
<td>Submit Integrated Learning Experience Paper</td>
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<tr>
<td>April 2021</td>
<td>Submit Portfolio</td>
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</tr>
</tbody>
</table>
# Co-curricular Milestone Tracking Form

## Master of Public Health

Cornell University

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## Co-Curricular and Milestone Tracking Sheet for Graduation

To be logged in your portfolio

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Matriculation Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concentration Area:</td>
<td>Projected Graduation Date:</td>
</tr>
</tbody>
</table>

## Mandatory Training (attach a record of completion)

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Training Name</th>
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</thead>
<tbody>
<tr>
<td>1. Academic Integrity</td>
<td></td>
</tr>
<tr>
<td>2. Institutional Review Board (IRB) – Basic Training</td>
<td></td>
</tr>
<tr>
<td>3. Responsible Conduct of Research (RCR) - Foundational course for social and behavioral sciences</td>
<td></td>
</tr>
</tbody>
</table>

## Volunteer Log (minimum of 30 hours) (at least 4 different organizations/types of events)

(photograph of you in action, and blog post required)

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Name of Organization</th>
<th>What you contributed</th>
<th># of hours</th>
</tr>
</thead>
<tbody>
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<td></td>
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Total Hours

## Continuing Education and Training Log (minimum of 20 hours) (attach a record of completion)

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<th>Training Name</th>
<th># of hours</th>
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<tbody>
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</tbody>
</table>

Total Hours

---

Student Date: Student Services Manager Date:
### Course of Study Plan and Approval

**Cornell MPH Plan of Study**

Please complete this form before registration period begins each semester. Discuss with your faculty advisor, then attain signature from your concentration lead. Submit signed form by email to Josh Balles (ejb527@cornell.edu)

<table>
<thead>
<tr>
<th>Course Number - Course Name</th>
<th>Fall 1</th>
<th>Spring 1</th>
<th>Fall 2</th>
<th>Spring 2</th>
<th>Complete</th>
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<tbody>
<tr>
<td>VTPMD 6101 – Public Health Foundations I</td>
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<td>VTPMD 6104 – Epidemiology in Practice</td>
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<td>VTPMD 6105 – Biostatistics for Health Sciences</td>
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<td>VTPMD 6181 – Public Health Practice - Assessment</td>
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<tr>
<td>VTPMD 6111/6112 or VTPMD 6121 Concentration Survey Course</td>
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<td>VTPMD 6103-1 Public Health Leadership- Part 1</td>
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<td>VTPMD 6102– Public Health Foundations II</td>
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<td>VTPMD 6103-2 – Leadership + Ethics</td>
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<td>VTPMD 6182 – Public Health Practice - Planning</td>
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<tr>
<td>VTPMD 6194 – Public Health Colloquium</td>
<td></td>
<td></td>
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<tr>
<td>Concentration Req. Food Safety/ Adv Epis – FDSC 5970 or VTPMD 6106</td>
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<tr>
<td>Elective (See Appendix)</td>
<td>Course #</td>
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<tr>
<td>VTPMD 6183 – Public Health Practice - M&amp;E/CQI</td>
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<tr>
<td>VTPMD 6191 – Public Health Communication</td>
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<tr>
<td>VTPMD 6184-1 – Applied Practice Experience - Part 1</td>
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<tr>
<td>Concentration Req. Ntn Nutrition/ Vectors</td>
<td>Course #</td>
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<tr>
<td>Elective (See Appendix)</td>
<td>Course #</td>
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<tr>
<td>VTPMD 6192 – Public Health Integrated Learning Experience</td>
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<tr>
<td>VTPMD 6184 - 2 – Applied Practice Experience - Part 2</td>
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<td>Elective (See Appendix)</td>
<td>Course #</td>
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<tr>
<td>Elective (See Appendix)</td>
<td>Course #</td>
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</tbody>
</table>

**Term credit total:**

- Fall 1: 16
- Spring 1: 11
- Fall 2: 9
- Spring 2: 3

**Total Credits:** 39

* Maximum 15 credits per semester
** Minimum 12 credits per semester

---

**Student Signature**

**Concentration Lead Signature**

**Staff Signature**