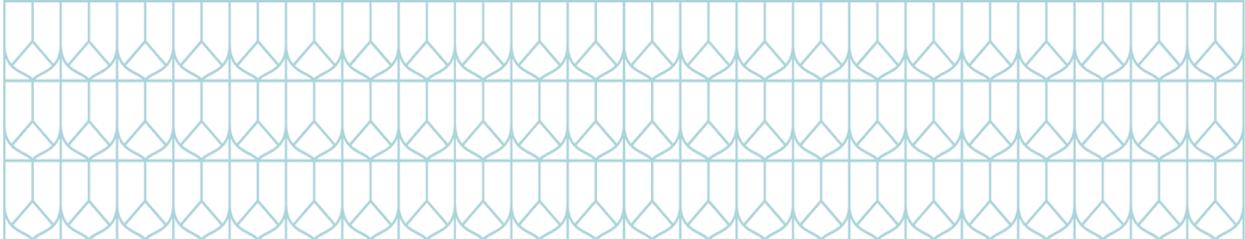


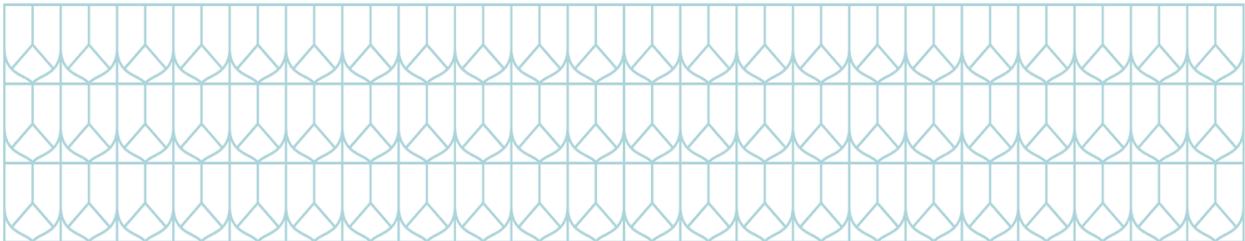


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**Public Health**  
**Student Manual**  
**2019 - 2020**



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## PUBLIC HEALTH FRAMEWORK

The broad mission of public health is to “enhance health in human populations, through organized community effort” (Council on Education for Public Health, 1978) and to fulfill “society’s interest in assuring conditions in which persons can be healthy” (*The Future of Public Health, 1988*).

Public health engages both private and public organizations and individuals in accomplishing this mission. Responsibilities encompass preventing epidemics and the spread of disease, protecting against environmental hazards, preventing injuries, encouraging healthy behavior, helping communities to recover from disasters, and ensuring the quality and accessibility of health services.

The core functions of public health include assessment, policy development, and assurance that public health services are provided to the community (*The Future of Public Health, 1988*).

Environmental health, occupational health and safety, mental health, and substance abuse are integral parts of public health. Service providers, such as managed care organizations, hospitals, nonprofit corporations, schools, faith organizations, and businesses, also are an integral part of the public health infrastructure in many communities (Healthy People 2010).

The Essential Services of Public Health (Public Health Functions Project, 1995) are:

- ❖ Monitor health status to identify community health problems
- ❖ Diagnose and investigate health problems and health hazards in the community
- ❖ Inform, educate, and empower people about health issues
- ❖ Mobilize community partnerships to identify and solve health problems
- ❖ Develop policies and plans that support individual and community health efforts
- ❖ Enforce laws and regulations that protect health and ensure safety
- ❖ Link people to needed personal health services and assure the provision of health care when otherwise unavailable
- ❖ Assure a competent public health and personal health care workforce
- ❖ Evaluate effectiveness, accessibility, and quality of personal and population-based health services
- ❖ Research for new insights and innovative solutions to health problems

## ABOUT THE PROGRAM

### VISION

**The Vision of the M.P.H. Program is to be the first choice for those interested in practicing real world – real time public health.** The faculty includes experienced practitioners who take a personal interest in each student and create a professional learning environment through teaching, research and service. Graduates of the program make significant contributions to the field of public health in a variety of settings.

## **MISSION**

The Mission of the **M.P.H.** Program at Benedictine University is to provide a high quality, competency-based, and accessible educational experience to prepare graduate students to enhance health in human populations through organized community effort within a global context. Our mission is accomplished by educating the future and current public health workforce; conducting research to address public health problems; and providing opportunities for community service.

The Program's mission is carried out within the context of the mission of Benedictine University. The University is dedicated to the education of undergraduate and graduate students from diverse ethnic, racial and religious backgrounds. As an academic community committed to liberal arts and professional education distinguished and guided by our Roman Catholic tradition and [Benedictine heritage](#), we prepare our students for a lifetime as active, informed and responsible citizens and leaders in the world community.

The M.P.H. Program is accredited by the [Council on Education for Public Health \(CEPH\)](#).

The Program has adopted a set of competencies based on those developed by CEPH as the primary measure against which student achievement is measured. The M.P.H. curriculum, course learning objectives, and internship/capstone experience reflect the importance of the M.P.H. Competencies as the essential outcome of the student's graduate education in public health at Benedictine University.

Benedictine University offers a generalist Master of Public Health degree based on the following established competencies.

## **M.P.H. COMPETENCIES: *What the Master of Public Health Graduate Knows and Can Do in the Public Health Field***

### **Evidence-based Approaches to Public Health**

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

### **Public Health & Health Care Systems**

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

### **Planning & Management to Promote Health**

7. Assess population needs, assets and capacities that affect communities' health
8. Apply awareness of cultural values and practices to the design 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

### **Policy in Public Health**

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

### **Leadership**

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

### **Communication**

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

### **Interprofessional Practice**

21. Perform effectively on interprofessional teams

### **Systems Thinking**

22. Apply systems thinking tools to a public health issue

## **PUBLIC HEALTH CURRICULUM OVERVIEW**

The program is designed to meet the needs of a variety of students by offering generalist M.P.H. degree certificates in specialized areas, and dual degrees with master's level programs in business administration, and organizational behavior.

The year-round program is offered in four quarter terms a year winter, spring, summer, and fall.

Classes are held evenings, Monday through Thursday, from 6:30PM to 9:30PM; on weekends; online; or in a blended online and on campus format. Students are admitted to either the on campus or the online program, or the program in Dalian, China.

## **M.P.H. DEGREE - CURRICULUM**

The generalist M.P.H. degree prepares students to be public health practitioners who draw on knowledge and skills from a variety of disciplines. The foundation (core) coursework in biostatistics, epidemiology, management, policy, behavioral and social aspects of public health, environmental health, and biology, provides a scientific and practical base for public health practice. Elective courses may be taken in a variety of areas such as health education, finance, law, and information technology or in other programs such as psychology, business, information systems, nutrition and wellness.

The M.P.H. degree can be applied in a variety of settings and positions. A few examples are administration of private health organizations, social service or public health agencies at the local, state, national, and international levels; managers, planners, evaluators or practitioners in community or workplace health promotion programs; and epidemiologists working on cancer surveillance or in the pharmaceutical industry. Current and future health professionals in medicine, nursing, dentistry, or pharmacy find the M.P.H degree provides them with a broader perspective and additional skills to complement their primary disciplines.

The M.P.H. degree requires 58 quarter hours, which includes 40 quarter credit hours of foundation (core) courses; 12 quarter credit hours of elective courses; and an internship/capstone experience of 6 quarter credit hours (240 contact hours).

### **CULMINATING EXPERIENCE**

The culminating experience gives students the opportunity to integrate knowledge and competencies acquired through the curriculum and apply this approach to real public health problems and practice.

MPH 6098 Community Health Analysis and MPH 6099 MPH Internship/Capstone are the two courses required to complete the culminating experience.

- 1) **MPH 6098** Community Health Analysis is taken after successful completion of all MPH core courses. In MPH 6098, students will conduct an in-depth analysis of health-related factors for a defined population(s) or community of interest, synthesizing and integrating knowledge acquired in previous coursework to resolve a significant public health problem. The final work product is a 25-30 page paper.
- 2) **MPH 6099** MPH Internship/Capstone is taken after successful completion of all courses in the program, both core and electives. Students should begin planning for the internship/capstone upon admission to the program and submit application forms to the internship coordinator in the term prior to starting the internship. The internship gives students the opportunity to demonstrate knowledge and competencies acquired through coursework in a real work setting. Internships are frequently unpaid. Many students are able to work at regular jobs and complete the 240 contact hours (6 quarter credits) required for the internship on a part-time basis. This

often requires some flexibility in one's regular job. Internships may be completed over one or two terms. A group internship orientation session is offered once each term. Internship coordinators work with students on an individual basis. Students must complete a minimum of 240 hours in an approved site, write a 10 page reflection paper describing specific competencies and coursework demonstrated in the practice setting, and submit an oral presentation.

A student must complete a minimum of 32 quarter credit hours of coursework at Benedictine University at the 500 level or above. This requirement is known as the academic residency requirement. For students in dual degree programs, the residency requirement is 58 quarter credit hours.

Students may complete the required 58 quarter credit hours in two years or more part-time, or in one year full-time (approximately 20 quarter hours per term plus internship/capstone). Dual degree programs require additional time to complete. Students must complete the M.P.H. degree within six years. At large students may count a maximum of 16 quarter hours toward a degree and then must apply for admission to the degree program. On campus students may request an online course when there is a scheduling conflict, but should note on campus and online sessions may overlap.

Courses designated as foundation (core) courses, as identified in the course catalog, require a grade of a 'B' or higher to apply toward graduation/certificate requirements. All core/foundation coursework with a grade below 'C' must be repeated for the course to apply toward graduation and/or certificate requirements. All electives must be taken for a grade of 'C' or higher.

## **CERTIFICATES AND DUAL DEGREE PROGRAMS**

### **PUBLIC HEALTH CERTIFICATE PROGRAMS**

Certificates are offered to persons who are interested in acquiring a specialized set of skills and may or may not choose to continue in a degree program. Certificates offered in Health Management and Policy, Health Education and Promotion, and Disaster Management appeal to mid-career professionals and to students new to the field of public health. Hours earned in certificate programs are transferrable to the M.P.H. degree program if the student meets degree admission requirements. Certificates are not concentrations, nor are the certifications, and should not be treated as such. Certificates are a set of skills for non-degree seeking students, or for degree-seeking students to focus on a small subset of skills.

The **Certificate in Health Management and Policy** is designed for those who are currently working in management positions or the policy level, or for those who would like to move into administrative/higher administrative positions.

The **Certificate in Health Education and Promotion** provides or strengthens the skill sets of persons interested in improving the health of communities through a population-based approach.

The **Certificate in Epidemiology** combines the fundamental skills and competencies acquired in bio-statistics, epidemiology, and methods of research and provides an interactive, hands-on experience in actual study design, development of survey instruments, and the collection, analysis, and reporting of real data.

## **M.P.H. DUAL DEGREE PROGRAMS**

Dual degree options prepare students to take leadership roles and pursue a myriad of career opportunities. Dual degree programs generally require 96 quarter credit hours. The Master of Public Health (M.P.H.) program at Benedictine University offers dual degree options with an Master of Business Administration (M.B.A.) and Master of Science in Management and Organizational Behavior.

The **M.P.H. / M.B.A.** dual degree adds to the M.P.H. program the comprehensive business core of the Master of Business Administration program. This dual degree program results in both the M.P.H. and the M.B.A. degrees. (Available on Lisle Campus and online.) *Please discuss requirements with faculty.*

The **M.P.H. / M.S. in Management and Organizational Behavior** dual degree program enhances the M.P.H. curriculum with coursework focusing on organizational management and human resource skills. This dual degree program results in both the M.P.H. and the M.S. in Management and Organizational Behavior degrees. (Available on Lisle Campus and online.) *Please discuss requirements with faculty.*

## **ADMISSION REQUIREMENTS TO THE M.P.H. DEGREE PROGRAM**

Application to the M.P.H. program can be completed online at [www.ben.edu](http://www.ben.edu) ([Applications for Admission](#)) through [The School of Graduate, Adult and Professional Education](#).

Applicants for the M.P.H. program must submit, as a minimum, the following:

- ❖ An official transcript demonstrating successful completion of a bachelor's degree or higher, conferred by a regionally-accredited institution of higher education or recognized formal institution.
- ❖ Two letters of recommendation from individuals familiar with the applicant's professional or academic work, excluding family or personal friends.
- ❖ For international applicants: a minimum TOEFL test score of 600 on paper-based test or a score of 250 on the computer-based test or degree confirmation from an institution of higher learning whose language of instruction is English.
- ❖ Essay describing the candidate's career path.
- ❖ GRE, MAT, GMAT, LSAT, DAT or other graduate professional exams. Professional licensure exams may not be used.
- ❖ Applicants with an undergraduate GPA 3.5+ or a graduate degree are exempt from the exam requirement.
- ❖ Applicants with an undergraduate GPA between 2.75 and 3.5 may be admitted conditionally without consideration of graduate professional exam scores. For conditional admission to convert to regular admission, the student must complete each of the following courses with a B or better:
  - MPH 5511 Biostatistics
  - MPH 6001 Behavioral and Social Aspects of Public Health
  - MPH 6002 Public Health Systems

- ❖ Applicants with an undergraduate GPA below 2.75 must submit graduate professional exam scores and if admitted will be conditional admissions and must complete each of the following courses with a B or better:
  - MPH 5511 Biostatistics
  - MPH 6001 Behavioral and Social Aspects of Public Health
  - MPH 6002 Public Health Systems
  
- ❖ Additional conditions of admission may apply. Applicants may be required to take a language / writing skills assessment. Students will be required to complete successfully one or more Adult Discourse Graduate courses during the first term of enrollment based on the assessment.

### **ADMISSION TO PUBLIC HEALTH CERTIFICATE PROGRAMS**

Applicants must demonstrate proof of a baccalaureate degree from a regionally accredited college or university and must meet with a M.P.H. Program Advisor prior to registering and upon completion of the certificate courses. M.P.H. degree students must submit a separate application for a certificate. A minimum grade point average of 3.0 in certificate applicable coursework is required to receive a certificate.

### **ADMISSION TO DUAL DEGREE PROGRAMS**

Applicants must meet all of the requirements for the M.P.H. Degree Program and also the requirements for the second degree program.

## **COURSE WAIVERS**

### **REQUEST FOR COURSE WAIVERS**

Students requesting waivers for courses must demonstrate sufficient knowledge and competency in the subjects with a grade of B or better; the course must have been completed within the previous seven years at the graduate level. Students must provide the syllabus for previous work and the student may be required to pass a qualifying exam.

## **ACADEMIC ADVISING**

### **ACADEMIC ADVISING & FACULTY ADVISORS**

Students admitted to the M.P.H. program receive a letter of notification and assignment to a faculty advisor. The student is responsible for meeting with the assigned advisor for a program orientation prior to the first quarter of classes upon enrollment in the program. The faculty advisor helps students plan course schedules, review graduation requirements, and incorporate public health degrees into career plans. Students should communicate with their advisors periodically to plan their course schedules and to stay on track for graduation. Advisors are not responsible for ensuring students meet university requirements; students have the ultimate responsibility for meeting all program requirements for graduation. Online students are assigned a Student Services Coordinator *in addition* to a Faculty Advisor. Faculty Advisors for online students are assigned based on the student's last name.

**FACULTY ADVISORS** for MPH Students are as follows:

- **All Lisle Campus Students:** Dr. Krishna Bhagat ([kbhagat@ben.edu](mailto:kbhagat@ben.edu))
- **Dalian, China Students:** Dr. Alan Gorr ([agorr@ben.edu](mailto:agorr@ben.edu))
- **Online Students, Last Names beginning with:**
  - A-C: Dr. Jennifer Makelarski ([jmakelarski@ben.edu](mailto:jmakelarski@ben.edu))
  - D-G: Dr. Markisha Woodson ([mwoodson@ben.edu](mailto:mwoodson@ben.edu))
  - H-J: Dr. Susan Cheng ([scheng@ben.edu](mailto:scheng@ben.edu))
  - K-M: Dr. Jeffrey Trask ([jtrask@ben.edu](mailto:jtrask@ben.edu))
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## M.P.H. DEGREE CURRICULUM, 2019 - 2020

Required M.P.H. Program Core Foundation Courses (40 Quarter Credit Hours)	Credit	Grade/Term/ Year Completed	Date/Signature of Advisor Granting Waiver (if applicable)
MPH 5511 Biostatistics	4		
MPH 6001 Behavioral and Social Aspects of Public Health	4		
MPH 6002 Public Health System	4		
MPH 6004 Epidemiology	4		
MPH 6005 Environment Health	4		
MPH 6006 Methods of Research in Public Health	4		
MPH 6010 Health Policy	4		
MPH 6011 Biological Aspects of Public Health	4		
MPH 6062 Management of Health Services Organizations	4		
<b>Total M.P.H. Program Core Foundation Course credits</b>	<b>36</b>		
MPH 6098 Community Health Analysis	4		
MPH 6099 Internship	6		
<b>Total M.P.H. Capstone Courses</b>	<b>10</b>		
MPH 6003 Ethical and Political Issues	4		
MPH 6009 Cultural Context of Health	4		
MPH 6032 Public Health Education Methods	4		
MPH 6034 Public Health Programs and Skills	4		
MPH 6050 Emergency Preparedness and Planning	4		
MPH 6054 Psychology and Sociology of Disasters	4		
MPH 6056 Emergency Response and Recovery	4		
MPH 6064 Marketing in Public Health	4		
MPH 6080 The Business of Healthcare	4		
MPH 6094 Grant Writing for Public Health	4		
MPH 6093 Global Health	4		
MPH 6096 Applied Epidemiology	4		
*Other Graduate Courses as approved by M.P.H. Advisors			
<b>Total M.P.H. Electives (three 4 credit courses)</b>	<b>12</b>		
<b>Total M.P.H. Degree Quarter Credit Hours</b>	<b>58</b>		

## **CERTIFICATE COURSES**

**BOLD** = CORE Courses

All Certificates require 16 credit hours (4 specified courses), with a grade of 'A' or 'B' in each course required for that certificate.

### **HEALTH MANAGEMENT & POLICY CERTIFICATE**

<b>Courses (16 credit hours)</b>	<b>Credit Hours</b>
<b>MPH 6002 Public Health Systems</b>	4
<b>MPH 6010 Health Policy</b>	4
<b>MPH 6062 Management of Health Services Organizations</b>	4
<b>Select <u>one</u> of the following courses:</b> MPH 6064 Marketing in Public Health <b>OR</b> MPH 6080 The Business of Healthcare <b>OR</b> MPH 6094 Grant Writing for Public Health (applies to <u>one</u> certificate only)	4

### **HEALTH EDUCATION & PROMOTION CERTIFICATE**

<b>Courses (16 credit hours)</b>	<b>Credit Hours</b>
<b>MPH 6001 Behavioral and Social Aspects of Public Health</b>	4
MPH 6009 Cultural Context of Health	4
MPH 6032 Public Health Education Methods	4
<b>Select one of the following courses:</b> MPH 6034 Public Health Programs and Skills <b>OR</b> MPH 6094 Grant Writing for Public Health (applies to <u>one</u> certificate only)	4

### **EPIDEMIOLOGY CERTIFICATE**

<b>Courses (16 credit hours)</b>	<b>Credit Hours</b>
<b>MPH 5511 Biostatistics</b>	<b>4</b>
<b>MPH 6004 Epidemiology</b>	<b>4</b>
<b>MPH 6006 Research Methods in Public Health</b>	<b>4</b>
<b>Select one of the following courses:</b> MPH 6096 Applied Epidemiology <b>OR</b> MPH 6097 Advanced Research Methods ( <i>when available</i> )	<b>4</b>

## **M.P.H. COURSE DESCRIPTIONS (2019 – 2020)**

### **MPH 5511      Biostatistics**

Applies statistical reasoning and methods in addressing, analyzing and solving problems in public health, healthcare, and biomedical, clinical, and population-based research. **Pre-requisite:** Algebra or equivalent. 4 quarter credit hours.

### **MPH 6001      Behavioral and Social Aspects of Public Health**

Addresses behavior and social factors and theories related to individual and population health. 4 quarter credit hours.

### **MPH 6002      Public Health Systems**

Explores the history, basic structures and operations of public health and health care delivery systems based on Essential Public Health Services. 4 quarter credit hours.

### **MPH 6003      Ethical and Political Issues**

Applies basic principles of ethical analysis (e.g. Public Health Code of Ethics, human rights framework, other moral theories) to issues of public health practice and policy. 4 quarter credit hours.

### **MPH 6004      Epidemiology**

Studies the patterns of disease and injury in human populations and applies findings to the control of health problems using Excel and IBM SPSS statistical software.

### **MPH 6005      Environmental Health**

Studies environmental factors including biological, physical, and chemical factors that affect the health of the community. 4 quarter credit hours.

### **MPH 6006      Methods of Research in Public Health**

Explores research design, collection and reporting of data, interpretation of findings, inferential procedures and current public health research. **Pre-requisites:** An A or B in MPH 5511 and MPH 6004. *Department Consent Required.* 4 quarter credit hours.

### **MPH 6009      Cultural Context of Health**

Addresses cultural factors related to individual and population health and health disparities over the life course. 4 quarter credit hours.

### **MPH 6010      Health Policy**

Addresses the development and advocacy processes for public health policies, provides tools for policy analysis, and application to important public health issues. 4 quarter credit hours.

**MPH 6011      Biological Aspects of Public Health**

Explores the biological and molecular context of public health and its incorporation into public health practice and articulates how biological, chemical and physical agents affect human health. 4 quarter credit hours.

**MPH 6032      Public Health Education Methods**

Presents evidence-based methods of health education and promotion addressing major risk factors for death, injury and disability. 4 quarter credit hours.

**MPH 6034      Public Health Programs and Skills**

Focuses on health education programs and the skills required for the Certified Health Educator Specialist (CHES) examinations. *Pre-requisites:* MPH 6001 and MPH 6032. 4 quarter credit hours. Department Consent Required.

**MPH 6050      Emergency Preparedness and Planning**

Introduces the core principles and practices of emergency preparedness and planning for all types of hazards, threats and disasters. 4 quarter credit hours.

**MPH 6054      Psychology and Sociology of Disasters**

Examines the immediate and long-term effects that natural and man-made disasters have on survivors, their communities and first responders, and methods to assist survivors in their recovery. 4 quarter credit hours.

**MPH 6056      Emergency Response and Recovery**

Focuses on the role of the public health system in responding to all types of hazards, threats, and disasters. This course builds upon the concepts learned in MPH 6050 and MPH 6054. Typically offered: Annually. 4 quarter credit hours.

**MPH 6062      Management of Health Services Organizations**

Explores basic management principles and practical tools for health management professionals in a variety of public health and health care organizations. 4 quarter credit hours.

**MPH 6064      Marketing of Public Health**

Explores concepts of marketing theory, planning, strategy, research and implementation of marketing plans including social media plans. Typically offered: Winter Term. 4 quarter credit hours.

**MPH 6080      The Business of Healthcare**

Explores current topics in the business of delivering health services including insurance, privacy of information, accountable care organizations, and financing structures and implications of the U.S. Affordable Care Act of 2010. Cross-listed with NRHL {681}. Typically offered: Annually. 4 quarter credit hours.

**MPH 6093      Global Health**

Explores issues in global health including the burden and distribution of disease, mortality, and social and cultural risk factors. Emphasizes the challenges of population health in developing countries. 4 quarter credit hours.

**MPH 6094      Grant Writing for Public Health**

Provides an overview of the grant writing process and funding sources for research, practice, and administration/planning grants; and requires development of a full grant proposal. 4 quarter credit hours.

**MPH 6096      Applied Epidemiology**

Focuses on the processes involved in epidemiologic investigations with application to sample cases. **Prerequisites:** MPH 5511, 6004, and 6006. Typically offered: Online only. 4 quarter credit hours.

**MPH 6097      Advanced Research Methods**

Focuses on the process and fundamentals of conducting original research study including the acquisition of original data. **Prerequisites:** An A in MPH 5511, 6004, and 6006. *Not available every year.* 4 quarter credit hours.

**MPH 6098      Community Health Analysis**

Demonstrates the collection of data on and setting priorities for improving the health of a defined population. It involves field work and utilization of research skills. This culminating experience requires the synthesis and integration of knowledge from previous coursework. *Department Consent Required.* 4 quarter credit hours.

**MPH 6099      MPH Internship/Capstone**

The internship is a capstone experience that allows students to integrate knowledge and skills developed in the classroom and apply them in a professional setting. *Department Consent Required.* 6 quarter credit hours. *This is a pass/fail class.* Students will receive a P or F (no letter grade is given).

**MPH 6600      Independent Study**

Arranged on a specific topic by teaching/learning contract with instructor. Pre-requisite: *Department Consent Required.* 1-4 credit hours. *Course Repeatable. Maximum number of units allowed: 16.*

## **GENERAL INFORMATION AND CAMPUS SERVICES**

### **PICTURE IDENTIFICATION ON FILE**

Each M.P.H. student is required to have a Benedictine University electronic photo identification on file in the University's management information system. Students may be asked to show proof of identity in classes. *Online students are not required to have a picture identification on file.* For main Lisle campus students only.

### **STUDENT CONTACT INFORMATION**

Each student is assigned a Benedictine email account ("b" immediately followed by student ID# followed by @ben.edu). If you will not be checking your ben.edu email address regularly, you must submit your preferred email address to the M.P.H. Program Office and update any changes or forward your messages as directed below. *For Lisle on-campus AND online students.*

### **EMAIL & FORWARDING YOUR BEN.EDU EMAIL TO A PERSONAL EMAIL ADDRESS**

All official communication will come via your Benedictine University (ben.edu) email. You should use it and check it regularly. If you choose not to check your Benedictine email, you are expected to forward it to an email account you do check. We can then communicate with everyone through his / her ben.edu address. This is also a convenient way to communicate with students without giving out your personal email address. Call IT (Help Desk) at ext. 6684 for help. For main Lisle campus and online students.

### **AVAILABILITY OF COMPUTERS AND PRINTERS ON CAMPUS**

Computers and printers are available for student use in the Library and in other areas. For main Lisle campus students only.

### **WIRELESS INTERNET ACCESS POINTS**

Several locations on campus, including Kindlon Hall, have wireless connection. For main Lisle campus students only.

### **BENEDICTINE UNIVERSITY LIBRARY BORROWING PRIVILEGES**

All students (full-time and part-time) are eligible to check out materials from the Benedictine Library collection. Bring your student ID card to the Circulation Desk to be registered in the library's patron database. Once entered in the database, your ID card will enable you to check out materials from more than 40 academic libraries in the state that are ILCSO members via the interlibrary loan service. For main Lisle campus and online students.

### **ACADEMIC CALENDARS**

Please check the Master Academic Calendars (hyperlink below) for dates when classes and/or university offices are closed as well as for pertinent deadlines (e.g. last day to withdraw from courses). Access the Academic Calendar from the following hyperlink: [Academic Programs \(select "Academic Calendar" in blue ribbon\)](#). For main Lisle campus and online students.

***NOTE: M.P.H. ONLINE COURSES ARE OFFERED IN 8 WEEK SESSIONS. M.P.H. ON-CAMPUS COURSES ARE OFFERED IN 10 WEEK SESSIONS. STUDENTS ENROLLED IN AND INSTRUCTORS TEACHING BOTH***

**ONLINE AND ON-CAMPUS COURSES MAY EXPERIENCE SOME OVERLAP AND SHOULD MANAGE THEIR TIME ACCORDINGLY. M.P.H. is based on a quarter system.**

### **REGISTERING FOR CLASSES**

Graduate students are encouraged to register online through [MyBenU](#) (on-campus) or [BenUConnect](#) (off-campus) but may continue register in person at Benedictine Central in Lownik Hall. Please follow the hyperlink for information on [Enrollment Services / Ben Central](#) for more information. How to videos are available at this link referencing: accessing MyBenU from Off Campus, How to Register, and Account Holds. Consult the Registrar's Office, Room 103, (630) 829-6535 or the University catalog for information on course withdrawals. For main Lisle campus and online students.

### **INCOMPLETE POLICY**

Students must complete at least 67% of the coursework with a grade of 80% or higher (a letter grade of "B") to be eligible to request an incomplete for a class. Incomplete requests must be submitted at least 72 hours prior to the end of term. Incomplete requests are by instructor approval only, for extraordinary circumstances outside of the student's control.

### **ACADEMIC HONESTY POLICY ENFORCEMENT**

All courses in the MPH program adhere to the University's Academic Honesty Policy. Violations of the policy, as described in the University policy, will result in a grade of zero (0) points for the assignment for the first violation, and will result in a "F" for the course for the second violation.

### **COURSE REPEAT POLICY**

Students may only repeat courses twice in the program, after failing a course the first time.

### **COURSE SCHEDULES AND CLASS LOCATIONS**

Students can view course schedules online using "[BenULive](#)" to look at classes offered. Undergraduate, Graduate and Adult schedules are posted by term. BenULive is available at <http://www.ben.edu/BenULive>. For main Lisle campus students only.

### **COURSE MANAGEMENT SYSTEMS**

**[Desire2Learn \(D2L\)](#) used on main Lisle campus and [Engage System](#) used for online classes.**

Faculty use the electronic course management system to deliver course materials, conduct threaded discussions, present and grade online quizzes, distribute and collect homework assignments, check for plagiarism, direct students to course related web sites, and maintain grade books.

User Names and Passwords are the same as Network IDs and Passwords. If a user's first access to campus network resource is from off-campus, a prior password reset is required. The [Student password reset page](#) is <http://www.ben.edu/setpswd/student.cfm>.

*(Please note that you may access "Account Settings" while you are logged in on the D2L system and forward D2L e-mails that would get sent to you from your instructor to another e-mail address that you access more frequently (than your BenU student e-mail address).*

## REQUIRED APA STYLE FOR ALL RESEARCH PAPERS

The M.P.H. Program prepares students to submit professional journal articles and so requires research papers be submitted in the style of the American Psychological Association (APA). Instructors and students should familiarize themselves with APA style for citing references at [www.apastyle.org](http://www.apastyle.org). The [Benedictine University Library](#) offers additional online tools to assist in [formatting references](#). For main Lisle campus and online students.

## SCHOOL CLOSINGS

Due to weather conditions or other extenuating circumstances, it may be necessary to cancel classes. For evening and weekend classes, all decisions to cancel classes will be announced by 6 a.m. and by 3 p.m. for the cancellation of evening classes. All such announcements will be given to local radio stations for public announcements and the university switchboard. The “[Emergency Information](#)” web page is at this link: <https://www.ben.edu/emergency/>. For main Lisle campus students only.

**\*Instructors will make alternate arrangements for students to continue class work if the school closes.**

## COURSE CANCELLATION

Unfortunately, due to low course enrollment, courses may be cancelled. Please feel free to talk to your Program Coordinator about expected course enrollments, especially for summer and weekend classes. For Lisle campus and online students.

## ASSISTANCE WITH LANGUAGE, LEARNING OR WRITING ASSIGNMENTS

The [Academic and Career Enrichment Center \(ACE\)](#), Goodwin Hall, Room 214, (630-829-6512), <https://www.ben.edu/academic-career-enrichment-center/index.cfm>, provides assistance to transition to Benedictine University, to offer the resources and support necessary for academic success and to promote the student's role in preparing for the workforce or further education. The Center provides academic tutors, writing assistants, one-on-one peer sessions by individual appointment and/or group sessions for selected courses. Writing courses are available to international students. For main Lisle campus students only.

## FOOD SERVICE LISLE CAMPUS (Dining Services)

[Krasa Main Dining Room](#) (2<sup>nd</sup> floor) – Cafeteria style

[Coal Ben](#) – Bistro style

[Kindlon Café](#) - (Kindlon Hall, 1<sup>st</sup> Floor)

[Starbucks](#) – (Goodwin Hall, 2<sup>nd</sup> Floor)

Vending Machines – (Kindlon Hall, 2<sup>nd</sup> Floor by walkway to Birck Hall)

## LISLE CAMPUS CONTACTS

[Benedictine University Police](#) (24 hours)

Emergency: (630) 829-6666

Non-emergency: (630) 829-6122

[UNIVERSITY LIBRARY](#) (CIRCULATION DESK, MAIN CAMPUS)

*Click on link to Chat with a Librarian* (during published hours)

Phone: (630) 829-6050

## **INFORMATION TECHNOLOGY (IT)**

[BenULive](#), [BenUConnect](#), and [MyBenU](#)  
(630) 829-6684, [helpdesk@ben.edu](mailto:helpdesk@ben.edu)

[Engage Help Desk](#) (online assistance)  
(866) 291-1166

If no answer on the weekends, call [Benedictine University Police](#) at (630) 829-6122 and ask them to page the on-duty staff member (Lisle campus).

## **UNIVERSITY POLICIES**

Consult the [Graduate Catalog](#) (linked at: <https://www.ben.edu/registrar/index.cfm>) on the [www.ben.edu](http://www.ben.edu) website for all official policies.

## **ADDITIONAL QUESTIONS**

Students should consult their advisor with questions regarding the information contained in this manual, as well as with other questions that arise during the time of their education at Benedictine University.