

School of Public Health

Syllabus and Course Information



UNIVERSITY OF MINNESOTA
Driven to DiscoverSM

PubH 6320-Online Section 001 Fundamentals of Epidemiology Summer 2015

Credits:	3	
Meeting Day:	online at https://ay14.moodle.umn.edu/course/view.php?id=14261	
Instructor:	Dr. Kristin E. Anderson, PhD, MPH	
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I. Course Description

Welcome to Fundamentals of Epidemiology Online! “Fundamentals” is an introductory course designed to provide graduate students who are not majoring in epidemiology with an understanding of the basic methods and tools used by epidemiologists to study the health of populations. We will cover all the same topics as the course taken by epidemiology majors (PubH 6330), but in somewhat less depth. PubH 6320 is a required course for obtaining an MPH in the School of Public Health. Although you may not want to become an epidemiologist, we hope that by the end of this course, you will have developed an excitement for the subject and an appreciation for the relevance of epidemiology to your own discipline and to everyday life.

Epidemiology Is Not a Black-and-White Discipline. In epidemiology there is not always a right answer or only one approach to a research question. Sometimes, we must choose among various alternatives the one that would seem to be most appropriate for the problem posed. Sometimes we choose the best answer, given the alternatives, although it is not necessarily the only answer. This makes epidemiology a difficult subject to teach and to learn. Because epidemiology is immersed in the gray areas of human health, it is

possible that you may pose a question, which we are unable to answer immediately, or if we answer it, we may change our mind upon further reflection. We also expect that some of you will come up with answers that had not occurred to us. We welcome such an exchange of ideas and look forward to learning from you.

II. Course Prerequisites

Academic Health Center (AHC) student, dual or joint degree student or instructor consent.

If you are new to online learning, you may find it useful to view the student resources and tips at digitalcampus.umn.edu/why-online.

In this class, you need to use basic math skills to perform simple calculations of disease rates and risks. If you want to refresh your math skills, please visit: <http://sph.umn.edu/ce/tools/math/>.

If you need support with writing, the Student Writing Support (SWS) offers free writing instruction for all University of Minnesota students—graduate and undergraduate—at all stages of the writing process. In face-to-face and online collaborative consultations, SWS consultants help students develop productive writing habits and revision strategies. SWS consultants are teachers of writing: graduate and undergraduate teaching assistants and professional staff. Some consultants specialize in working with multilingual writers, and others have experience with writing in specific disciplines. Consulting is available by appointment online and in Nicholson Hall, and on a walk-in basis in Appleby Hall. For more information, go to writing.umn.edu/sws or call 612.625.1893.

In addition, SWS offers a number of [web-based resources](#) on topics such as avoiding plagiarism, documenting sources, and planning and completing a writing project. Additional information on how to avoid plagiarism is available from Indiana University <https://www.indiana.edu/~istd/overview.html>

For more refresher options, see: <http://sph.umn.edu/students/incoming/refreshers/>.

III. Course Goals and Objectives

Learning objectives are listed at the beginning of each lesson. Use these as a guide as you work through the lessons.

There is a minimum amount of knowledge required for passing this course, but there is no maximum. We would be happy to suggest additional materials for any students. Also see the course website for supplemental reading materials.

IV. Methods of Instruction and Work Expectations

The course consists of 14 online lessons, lab exercises, a textbook, practice problems, and a number of online resources, including readings, resource links, and motion-graphic modules (animations).

- **This course is NOT offered as an independent study course in which you can go-at-your-own pace. The course requires working with other students. Please see the calendar (below) for the class schedule and a listing of due dates.**
- **Please do not work too far ahead without checking with us because we will be modifying and updating lessons or labs occurring later in the course.**

Feedback Welcomed: We've done our best to make the online course as complete and accurate as possible, but it is constantly under development as we add function or content. If you notice inconsistencies or misspellings, if you have trouble accessing anything, or if you'd simply like to propose improvements, please let us know by posting a note in the Content-related Issues forum or contacting the Distance Education Coordinator, Jim Harpole by phone: 612-626-5069 or email: harpo002@umn.edu

Communication: We will use the Forum (a discussion tool), and University of MN X500 email to communicate important information to you. Please check for our messages throughout the semester.

Course Expectations

- **We will follow a class calendar with scheduled lessons, labs, other assignments, and quizzes.** Our expectations and requirements for this course are no different from those for a graduate level epidemiology course that is taught in-person, so you will need to properly pace yourself as you work through the class content and assignments.
- **We expect you to take quizzes and exams independently,** without help from any other person, unless otherwise specified. You may be required to take the final exam in the presence of an online proctor. Details will follow.
- **We expect that students will have a computer (or access to a computer) and access to the internet.** High speed internet access is recommended. For computer hardware and software specifications, please see <http://www.oit.umn.edu/moodle/technical-support>. We also expect students in the class to be able to use their computers and software, and their knowledge of the World Wide Web, to fully participate in class discussion and submit labs, assignments and quizzes via Moodle. **It is the responsibility of students to determine if they will have adequate internet access, particularly if they are in remote areas. Poor internet access will not be accepted as an excuse for late assignments.** Computer labs are also available throughout campus (for locations and hours see: <http://it.umn.edu/computer-labs-locations-and-hours>). It is also recommended that you back up your files frequently in case of computer disasters, and that you save your work frequently when completing assignments online (e.g. Quizzes and Exams).
- **We expect you to join and participate in a small study group,** and actively collaborate in required group or class projects. We encourage group discussion and problem solving, and we expect you to post your questions and answers within the forum whenever possible. The TAs and instructor will monitor the discussions and will join in where necessary. If you do not use the forum provided, but use other methods to communicate, we will require that you **provide documentation** of meetings conducted – minutes, items discussed, etc. **Note: To protect your privacy, we prefer that you email your TA and/or instructor directly with questions about your grade(s) or about an assignment that has already been graded, rather than post these questions in the forum.**
- **We expect you to be polite, succinct and professional** in your e-mail communications and discussion postings, please remember to use the same etiquette that you would use in face-to-face conversations with both fellow students and instructional staff.

Workload and Due Dates

- **It is estimated, based on the credit load and student experience that this class requires about 13 hours a week during the 15- or 16-week semesters. The amount of time required per week in the summer is longer (approximately 19-20 hours a week) since the course content is the same, but the session is only 10 weeks.**
- All due dates are posted on the syllabus. **If you anticipate having difficulty meeting any deadline(s), you must make prior arrangements with your TA to be eligible for receiving full credit on your work** (i.e., labs, assignments, quizzes, final exam).
- **Students with disabilities are also encouraged to contact Disability Services** to have a confidential discussion of their individual needs for accommodations (see below). Please share your accommodation letter with me as soon as possible during the semester in order to secure accommodations in a timely manner. In fairness to all students, I can only make accommodations for students with a letter from Disability Services.
- **Flexibility with due dates.** We want students to be successful in learning the course material; therefore, **just as we would in any class, we try to accommodate individuals with documented disabilities, illnesses, and family emergencies.** However, this is not an independent study class and it is not always possible to consider every student's individual personal schedule and to honor every request – particularly in the summer course which moves at an accelerated pace. We try to be flexible about quiz and lab due dates, but we will only consider requests prior to the due dates.
- Anyone working full-time is discouraged from taking more than one online course and everyone is discouraged from taking too many online classes at one time.

Strategies for Taking an Online Course in Epidemiology

- **Read the required textbook and other assignments. You will be tested on the readings.** The online recorded lessons are not sufficient to provide a thorough understanding of the course material. You may need several passes through the material to learn online. The lesson modules online will be most helpful to you if you have read the assigned materials first. In that way, the lecture material will have an air of familiarity about it.
- **You are required to form study groups and are strongly encouraged to communicate with your study partners** during the course to exchange ideas and get help with lab assignments, practice problems and homework assignments. There are also several group assignments in the class. Students are also free to share helpful comments with the class as a whole using the class forum. A portion of your grade is based on your consistent participation in your study group and discussion forums. This means responding to instructors and fellow students questions, asking questions yourselves, bringing outside information to the group that may help others grasp the course content, participating in a discussion online, by phone, by email, by Webex, etc.
- **Also feel free to email to ask questions of the TA or instructors.** We try to respond to your emails and posted questions in the forum/discussions within 24 hours of the time we receive/read your message. If you're in the Twin Cities, we also encourage you to avail yourself of in-person office hours. Simply call or email for an appointment.

Do Not Panic: Human Beings Teach This Course and Moodle Offers Technical Support

- Please remember there are people behind this course. We understand that there can be technical problems or computer “glitches”. If you experience a technical problem, DO NOT PANIC. These types of problems can be solved and we can make allowances for such problems.

So if you are in the middle of a quiz at 11:55 pm on a Saturday night and the website shuts down and you try to get back in and can't and the deadline for the quiz is at 12:01 am Monday. DO NOT PANIC. There is no need to call every employee that you can reach on Sunday in the Epidemiology Division in hope of finding someone to solve your problem. We will help you on Monday morning. We will understand that you had a problem, and we can give you a break.

Our past experience with this class shows that variety of technical problems can occur during any given semester. Often the teaching team can provide only limited technical support for many of these problems and you may need to contact others for assistance. Listed below are some helpful tips on whom to contact about various technical problems you might encounter during the semester:

For content-related problems such as broken links, content or tables not available: post a note in the “Content, Typos, Errors, and Broken Links” discussion forum and/or contact the class TAs or instructor.

For Moodle-related technical problems, call the Help Desk (612) 301-4357 (1-HELP on Campus). They respond to questions and concerns Monday-Friday, 8a-5p. Or, fill out the help request form at: <http://it.umn.edu/course-management-system-moodle-related/students>. Regularly scheduled maintenance of Moodle would be noted on this website (<https://umnprd.service-now.com/sysstatus/>), although updates and maintenance for Moodle is infrequent and usually occurs between semesters, so we don't anticipate that this will pose a problem. For technical issues, you may also contact the Distance Education Coordinator, Jim Harpole at 612-626-5069 or harpo002@umn.edu.

For all other computer- and software-related problems contact the Help Line at 612-301-4357, <http://www.oit.umn.edu/help-support/>

V. Course Text and Readings

Required Texts

The required text book is: ***Essentials of Epidemiology in Public Health, 3rd Edition***, by Ann Aschengrau and George R. Seage II, published by Jones and Bartlett, Copyright 2014 (ISBN 978-1-284-02891-1).

The textbook is available at the University of Minnesota Bookstore, located in Coffman Memorial Union on the Minneapolis campus or via online services <https://www.bookstores.umn.edu/shopping/textbooks.html>. It is also available at online services such as Barnes and Noble (<http://www.bn.com>) and Amazon (<http://www.amazon.com>). Be sure to check for the best prices, as sometimes these services and others will offer the book used.

Supplemental Texts & Articles

There is no one perfect text for teaching epidemiology so we strongly urge you to read other material as well. Don't reread something five times in one book if it is not clear. Find another source to read. It may explain a topic in another way that is just what you need to hear. Additionally, no one text satisfies everyone. If you find other materials that cover the required topics for this course that you like better than the suggested materials, go ahead and use them. On the website we have listed supplemental texts (available from the library) and articles (available as links on the class website) that you might find useful.

The University of Minnesota Bio-Medical Library provides information on how to evaluate web-resources: <http://hsl.lib.umn.edu/biomed/help/evaluating-web-resources>.

VI. Course Outline/Weekly Schedule: June 15 – August 22, 2015

Week	Lesson	Due Dates/Times (Central Standard time)	Readings are from Aschengrau unless otherwise indicated
1 6/15/14 – 6/21/14	Math Review – access on home page (optional)	6/15	
	Lesson 1: Orientation and Scope of Epidemiology	6/15 at 11:55 p.m.	Chapter 1
	Lab 1: Finding Answers on the Web Post: Describe a Source of Epi Data Post: Bio on Discussion Board	6/15 at 11:55 p.m.	
	Lesson 2: Causality	6/16	Chapter 15
	Lab 2: Causality	6/17 at 11:55 p.m.	
	Syllabus Assessment: Available 6/15-6/17	6/17 at 11:55 pm	Covers the material in the Syllabus.
	Submit Study Group names	6/18 at 11:55 pm	
	Lesson 3: Measures of Disease Occurrence: Counts and Proportions	6/19	Chapter 2 Supplemental: Hennekens pp. 54-66.
2 6/22/14 – 6/28/14	Lesson 4: Measures of Disease Occurrence: Rates	6/22	Chapter 2 Supplemental: Hennekens pp. 54-66.
	Lab 3/4: Measures of Disease Occurrence	6/24 at 11:55 p.m.	
	Begin Quiz 1 with your Study Group: Available 6/25-7/3	7/3 at 11:55 p.m.	Watch board for instructions; complete with your study group
	Lesson 5: Descriptive Epidemiology	6/25	Chapter 5 Supplemental: Hennekens: Chapter 5
	Lab 5: Descriptive Epidemiology	6/27 at 11:55 p.m.	
3	Review for Quiz 2	6/28	
	Quiz 2: available 7/1-7/4	7/4 at 11:55 p.m.	Covers: Lesson 1-5

6/29/14 – 7/5/14	Quiz 1 (group project) due	7/3 at 11:55 p.m.	Complete with your study group
4 7/6/14 – 7/12/14	Lesson 6: Rate Standardization	7/6	Chapter 3: pp 71-73
	Lab 6: Rate Standardization	7/9 at 11:55 p.m.	
5 7/13/14 – 7/19/14	Lesson 7: Excess Risk	7/13	Chapter 3 Supplemental: Hennekens pp. 73-82. 87-96, 243-246. 252-258
	Lab 7: Excess Risk	7/16 at 11:55 p.m.	
	Review for Quiz 3	7/17	
	Quiz 3: Available 7/17-7/19	7/19 at 11:55 p.m.	Covers: Lessons 6-7
6 7/20/14 – 7/26/14	Lesson 8: Study Design Overview/Descriptive & Ecologic Studies	7/20	Chapter 6, Chapter 17
	Lab 8: Group project: Descriptive & Ecologic Studies 7/20 – 7/24	7/24 at 11:55 p.m.	
	Lesson 9: Intervention Studies	7/24	Chapter 7 Supplemental: Hennekens, Chapter 8
7 7/27/14 – 8/2/14	Lab 9: Intervention Studies	7/27 at 11:55 p.m.	
	Lesson 10: Cohort Studies	7/28	Chapter 8 Supplemental: Hennekens, Chapter 7
	Lab 10: Cohort Studies	7/30 at 11:55 p.m.	
	Lesson 11: Case-Control Studies	7/31	Chapter 9 Supplemental: Hennekens, Chapter 6
8 8/3/14 – 8/9/14	Lab 11: Case-Control Studies	8/3 at 11:55 p.m.	
	Review for Quiz 4		
	Quiz 4: Available 8/6-8/8	8/8 at 11:55 p.m.	Covers: Lessons 8-11
	Lesson 12: Infectious Diseases	8/5	Friis and Sellers, Chapter 12, pp. 437-482
	Lab 12: Infectious Disease	8/10 at 11:55 p.m.	
9 8/10/14 – 8/16/14	Lesson 13: Screening	8/11	Chapter 16
	Database Exercise: "How Epi Applies to Your Field"	8/12 at 11:55 p.m.	
	Lab 13	8/13 at 11:55 p.m.	
	Lesson 14: Error/Bias/Confounding	8/14	Chapters 10, 11
10 8/17/14 – 8/22/14	Lab 14: Interpretation of Epi Literature	8/17 at 11:55 p.m.	
	Submit Manuscript Critique	8/19 at 11:55 p.m.	Complete with study group.
	Final Exam: Available 8/20– 8/22 Extra credit (optional)	8/22 at 11:55 p.m.	Part A: Lessons 12-14 (2 hrs) Part B: Comprehensive (3 hrs)

VII. Evaluation and Grading

The teaching team will use a variety of Moodle tools to monitor and assess your progress through the course materials, including reports on the frequency and duration of your access to the lessons; your use of the assignment tool, discussion board, and other course components; and the start times and duration you need to complete online assessments or quizzes. We may employ *ProctorU* for the final exam.

Grades will be based on participation in class (with 3 separate components), completion of lab exercises, a manuscript critique exercise, and quizzes and final exam scores. We plan to give four (4) open-book quizzes and a 2-part open-book final exam. Quiz 1 is a collaborative group exercise that is to be completed in your study group. All other quizzes and the final exam must be completed individually without collaboration in groups or assistance from classmates.

NOTE: Self-tests available at the end of the lessons do **NOT** contribute to your grade. They are offered only to help you assess your understanding of the material. They do not provide extra credit.

- **Participation:** Your grade for participating in class will be based on three things: completing the syllabus assessment, instructor evaluation of your participation in your study group discussions, and your contribution to the database of student examples. Watch for postings for more information on required participation activities.
 - Syllabus Assessment. In the first week, you must complete the syllabus assessment, which will evaluate whether you have read and digested the information contained in this syllabus.
 - Study Group. In the first week, you will select a study group, comprised of 4 or 5 students (enter through “Select a Study Group” area in the Study Group Discussion Forums section). At the end of the first week, you will be required to sign-up for a study group by the deadline (as noted in the course schedule). If your name is not entered by the due date, then you will be automatically assigned to a study group immediately after the due date. Purpose: As discussed above on page 3, we expect you to join and participate in a small study group for the course of the semester to actively collaborate in required group or class projects. For example, Quiz 1, Lab 8, and the Manuscript Critique **must** be completed with your study group. We encourage group discussion and problem solving to help you complete your Lab assignments and to understand the material in the course more broadly, and we expect you to post your questions and answers within the online study group forum whenever possible. At the end of the semester, the instructors will evaluate your participation in your study group discussions.
 - Participation in Class Discussion Forums. We expect students to frequently visit the Class Discussion Forums, specifically the [Lesson/Lab/Readings Q&A](#) to answer posted questions by the teaching team, to help other students, and to comment on postings by others. Students’ activity in this forum is important for their success in the class.
 - Contribute to the database of student examples. The database exercise is an opportunity for you to provide an example of how epidemiology relates to your job or area of interest. Possibilities include providing an example of how you have applied concepts from this course in your work, or finding a news story or example from an article, scholarly or otherwise. If you find a published example, be sure to explain the example and describe how it relates to your field or interests in your own words.
- **Lab exercises:** Each individual lab contributes approximately 1.54 percentage points (i.e., 20 percentage points/13 labs = 1.54) toward your final score for the class. The labs provide students with practice problems and often offer applications beyond what’s seen in the lessons. They are meant to be a learning experience, so thoughtful but incorrect answers are acceptable. Working together on labs is acceptable and even encouraged but you need to use your own words when submitting your answers for your lab assignment. It is not acceptable to copy another student’s work and submit it as your own.

Labs will be graded based on completeness and whether the work was submitted by the due date deadline:

- **Completeness:** Full credit will be given if at least 90% of the answers were thoughtfully completed. If the lab is deemed incomplete or if it is clear that a student has put no thought into their answers, the lab will be penalized by 20%.
- **Late work/No work:** Late work will be penalized 20%, unless prior arrangements were made to submit your work at a later date. Any work that is not submitted by the last day of class at 11:55 pm will receive a 0% score.

The table below summarizes the grading rubric for the labs. The percentage in the last column, labeled 'Multiplier#', when multiplied by 1.54 (the total number of percentage points for each lab) computes the number of percentage points earned on a particular lab. **Example:** If you submitted your work late without making prior arrangements, and your work was deemed complete, you would receive 80% * 1.54 = 1.23 percentage points for that lab.

Submitted Lab (Y/N)	Met Deadline* (Y/N)	Completed** (Y/N)	Multiplier#
Yes	Yes	Yes	100%
Yes	Yes	No	80%
Yes	No	Yes	80%
Yes	No	No	40%
No	NA	NA	0%

* Deadline from weekly calendar or established by special arrangement.

** 90% of the lab answers must be thoughtfully completed.

Multiply this value by 1.54 to compute the number of percentage points earned for a particular lab.

Note: See the 'Grading Criteria' section below for how the total number of percentage points earned during the semester maps into a final letter grade.

Logistics of Submitting the Lab Exercises: Download the Word file from Moodle for each Lab, which will list each Question you must answer for the lab. Save the document to your computer, and include your last name and first initial in the document title (for example, if your name is Jane Doe, save the Lab 2 file as: Lab_2_Word_DOE J.docx). It is important that you include your name in the document title so that we can identify whose lab it is when we grade it. After you enter your answers into the Word document, upload the word document back into the Moodle website by the lab assignment deadline. More specific instructions are available through Moodle Help.

- **Manuscript critique:** Detailed instructions and grading for the manuscript critique will be available on the class website. Please watch the Home Page for more information. Note that late projects and critiques will be penalized by 20% unless prior arrangements have been made with the TAs and the instructor.
- **Quizzes and final exam:** The 4 quizzes and the 2-part final exam will be available to you in the Moodle site for a limited period of time. As mentioned, Quiz 1 is a collaborative exercise that is to be completed in your study group, while all other quizzes and the final exam should be completed individually. Quiz 1 must be completed as a group effort; unless prior arrangements are made with the instructor, no credit will be given for work completed individually on Quiz 1.

All exams are offered as open-book exams. Check the times and dates under "Availability", which indicates the several-date time period where the quiz/exam is open for you to take it. We recommend that you have paper, pencil, and a calculator handy before you sign on. Quizzes are timed: you will have about 1 hour to finish the questions in each quiz, but you can choose the hour within a multi-day period that the quiz remains available to the class. **NOTE: You will NOT be able to re-enter a quiz after you have submitted your answers or otherwise closed out of the Assessment Tool.**

Please also note these important points regarding quizzes and the final:

- **We will provide make-up quizzes and incompletes for documented family emergencies, illness, and other extraordinary circumstances, or by prior arrangement for work conflicts, etc. If prior arrangements were not made for schedule conflicts AND the student is allowed to make up the quiz, we may apply a late penalty equal to 25% of the total possible points for the quiz.**

- **Students are solely responsible for correctly entering their answers into the assessment (exam) tool. Allowances for students' entry errors are not automatic and will be made at the discretion of the teaching team.**
- **While taking your quiz/exam, please save your answers frequently as you go along, to prevent you from losing your work if there is a computer or internet connectivity problem.**
- **ALL EXAMS ARE TO BE TAKEN INDEPENDENTLY. No collaboration or sharing with classmates is allowed; you should conduct yourself as you would for a proctored, in-class exam. As mentioned previously, the teaching team may monitor your performance on quizzes to ensure independent work.**
- **Extra credit:** Extra credit problem sets and/or quizzes, **if offered**, will contribute no more than 3% to the final grade for those who complete them. These 'extras' will be graded for accuracy by the instructor, unless otherwise indicated. Please also note that these 'extras' will be due on a specified date and no late work will be accepted under any circumstances.
- Assignments and quizzes will contribute to your total grade points, which will determine your letter grade for the class (see Grading Criteria below). To compute grade points for each activity, we multiply the percentage points earned for an activity by the points multiplier for that activity, as seen in the table below. Example: If you earned 86% on quiz 3, you would earn $86 \times 0.1 = 8.6$ grade points for quiz 3. The total grade points are computed as the sum of the grade points for all of the class activities. Note: These calculations do not include any extra credit points; if offered they will add to individual quizzes or the grade point total as indicated by the instructor.

Activity	% Contribution to Total Grade Points	Points Multiplier
Participation in class: -Syllabus assessment (1%) -Study group participation (2%) -Participation in class forums (3%) -Contribution to student database of examples (1%)	7%	0.07
Labs	20%	0.20
Quiz 1	5%	0.05
Quiz 2	6%	0.06
Quiz 3	10%	0.10
Quiz 4	10%	0.10
Manuscript Critique	10%	0.10
Final Exam – Part A	10%	0.10
Final Exam – Part B	22%	0.22

- **A/F letter grade** will be determined by total effort as follows:

A = 92.5 – 100%	(4.000) Represents achievement that is outstanding relative to the level necessary to meet course requirements.
A- = 90.0 – 92.4%	(3.667)
B+ = 87.5 – 89.9%	(3.333)

B = 82.5 – 87.4%	(3.000) Represents achievement that is significantly above the level necessary to meet course requirements.
B- = 80.0 – 82.4%	(2.667) Minimum passing grade for the University of Minnesota, School of Public Health (SPH) Master's of Public Health (MPH) program,
C+ = 77.5 – 79.9%	(2.333)
C = 72.5-77.4%	(2.000) Represents achievement that meets the minimum course requirements.
C- = 70.0 – 72.4%	(1.667)
D+ = 67.5 – 69.9%	(1.333)
D = 62.5 – 67.4%	(1.000)
D- = 60.0 – 62.4%	(0.667)
F = <60%	Represents failure (or no credit) and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between instructor and student that the student would be given an I.

For additional information, please refer to:

<http://policy.umn.edu/Policies/Education/Education/GRADINGTRANSCRIPTS.html> .

Course Evaluation

The SPH will collect student course evaluations electronically using a software system called CoursEval: www.sph.umn.edu/courseval. The system will send email notifications to students when they can access and complete their course evaluations. Students who complete their course evaluations promptly will be able to access their final grades just as soon as the faculty member renders the grade in SPHGrades: www.sph.umn.edu/grades. All students will have access to their final grades through OneStop two weeks after the last day of the semester regardless of whether they completed their course evaluation or not. Student feedback on course content and faculty teaching skills are an important means for improving our work. Please take the time to complete a course evaluation for each of the courses for which you are registered.

Incomplete Contracts

A grade of incomplete “I” shall be assigned at the discretion of the instructor when, due to extraordinary circumstances (e.g., documented illness or hospitalization, death in family, etc.), the student was prevented from completing the work of the course on time. The assignment of an “I” requires that a contract be initiated and completed by the student before the last official day of class, and signed by both the student and instructor. If an incomplete is deemed appropriate by the instructor, the student, in consultation with the instructor, will specify the time and manner in which the student will complete course requirements. Extension for completion of the work will not exceed one year (or earlier if designated by the student’s college). For more information and to initiate an incomplete contract, students should go to SPHGrades at: www.sph.umn.edu/grades.

University of Minnesota Uniform Grading and Transcript Policy - A link to the policy can be found at onestop.umn.edu.

VIII. Other Course Information and Policies

Course Withdrawal

Students should refer to the Refund and Drop/Add Deadlines for the particular term at onestop.umn.edu for information and deadlines for withdrawing from a course. As a courtesy, students should notify their instructor and, if applicable, advisor of their intent to withdraw.

Students wishing to withdraw from a course after the noted final deadline for a particular term must contact the School of Public Health Office of Admissions and Student Resources at sph-ssc@umn.edu for further information.

Student Conduct Code

The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University. Similarly, the University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities,

and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.

As a student at the University you are expected adhere to Board of Regents Policy: *Student Conduct Code*. To review the Student Conduct Code, please see:
http://regents.umn.edu/sites/default/files/policies/Student_Conduct_Code.pdf.

Note that the conduct code specifically addresses disruptive classroom conduct, which means "engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities."

Scholastic Dishonesty

You are expected to do your own academic work and cite sources as necessary. Failing to do so is scholastic dishonesty. Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis. (Student Conduct Code: http://regents.umn.edu/sites/default/files/policies/Student_Conduct_Code.pdf) If it is determined that a student has cheated, he or she may be given an "F" or an "N" for the course, and may face additional sanctions from the University. For additional information, please see:
<http://policy.umn.edu/Policies/Education/Education/INSTRUCTORRESP.html>.

The Office for Student Conduct and Academic Integrity has compiled a useful list of Frequently Asked Questions pertaining to scholastic dishonesty: <http://www1.umn.edu/oscai/integrity/student/index.html>. If you have additional questions, please clarify with your instructor for the course. Your instructor can respond to your specific questions regarding what would constitute scholastic dishonesty in the context of a particular class-e.g., whether collaboration on assignments is permitted, requirements and methods for citing sources, if electronic aids are permitted or prohibited during an exam.

Makeup Work for Legitimate Absences

Students will not be penalized for absence during the semester due to unavoidable or legitimate circumstances. Such circumstances include verified illness, participation in intercollegiate athletic events, subpoenas, jury duty, military service, bereavement, and religious observances. Such circumstances do not include voting in local, state, or national elections. For complete information, please see:
<http://policy.umn.edu/Policies/Education/Education/MAKEUPWORK.html>.

Appropriate Student Use of Class Notes and Course Materials

Taking notes is a means of recording information, but more importantly, of personally absorbing and integrating the educational experience. However, broadly disseminating class notes beyond the classroom community or accepting compensation for taking and distributing classroom notes undermines instructor interests in their intellectual work product while not substantially furthering instructor and student interests in effective learning. Such actions violate shared norms and standards of the academic community. For additional information, please see: <http://policy.umn.edu/Policies/Education/Education/STUDENTRESP.html>.

Sexual Harassment

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program. Such behavior is not acceptable in the University setting. For additional information, please consult Board of Regents Policy:
<http://regents.umn.edu/sites/default/files/policies/SexHarassment.pdf> .

Equity, Diversity, Equal Opportunity, and Affirmative Action

The University will provide equal access to and opportunity in its programs and facilities, without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. For more information, please

consult Board of Regents Policy:

http://regents.umn.edu/sites/default/files/policies/Equity_Diversity_EO_AA.pdf .

Disability Accommodations

The University of Minnesota is committed to providing equitable access to learning opportunities for all students. Disability Services (DS) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations.

If you have, or think you may have, a disability (e.g., mental health, attentional, learning, chronic health, sensory, or physical), please contact DS at 612-626-1333 to arrange a confidential discussion regarding equitable access and reasonable accommodations.

If you are registered with DS and have a current letter requesting reasonable accommodations, please contact your instructor as early in the semester as possible to discuss how the accommodations will be applied in the course. For more information, please see the DS website, <https://diversity.umn.edu/disability/>.

Mental Health and Stress Management

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. University of Minnesota services are available to assist you. You can learn more about the broad range of confidential mental health services available on campus via the Student Mental Health Website: <http://www.mentalhealth.umn.edu>.

The Office of Student Affairs at the University of Minnesota

The Office for Student Affairs provides services, programs, and facilities that advance student success, inspire students to make life-long positive contributions to society, promote an inclusive environment, and enrich the University of Minnesota community.

Units within the Office for Student Affairs include, the Aurora Center for Advocacy & Education, Boynton Health Service, Central Career Initiatives (CCE, CDes, CFANS), Leadership Education and Development –Undergraduate Programs (LEAD-UP), the Office for Fraternity and Sorority Life, the Office for Student Conduct and Academic Integrity, the Office for Student Engagement, the Parent Program, Recreational Sports, Student and Community Relations, the Student Conflict Resolution Center, the Student Parent HELP Center, Student Unions & Activities, University Counseling & Consulting Services, and University Student Legal Service. For more information, please see the Office of Student Affairs at <http://www.osa.umn.edu/index.html> .

Academic Freedom and Responsibility: for courses that do not involve students in research

Academic freedom is a cornerstone of the University. Within the scope and content of the course as defined by the instructor, it includes the freedom to discuss relevant matters in the classroom. Along with this freedom comes responsibility. Students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students are free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.*

Reports of concerns about academic freedom are taken seriously, and there are individuals and offices available for help. Contact the instructor, the Department Chair, your adviser, the associate dean of the college, or the Vice Provost for Faculty and Academic Affairs in the Office of the Provost.

* Language adapted from the American Association of University Professors "Joint Statement on Rights and Freedoms of Students".

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