

University of Waterloo  
Faculty of Applied Health Sciences  
School of Public Health and Health Systems  
*Master of Public Health*

**Graduate Student Handbook**

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Updated October 2011

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Important Websites

**Master of Public Health Home Page**  
<http://www.ahs.uwaterloo.ca/hsg/mph>

**School of Public Health and Health Systems Home Page:**  
<http://www.ahs.uwaterloo.ca/hsg/>

**UW Graduate Calendar:**  
<http://gradcalendar.uwaterloo.ca/>

**Graduate Student Association (GSA):**  
<http://gsa.uwaterloo.ca/>

**Centre for Extended Learning (CEL):**  
<http://de.uwaterloo.ca/>

**UW-ACE**  
<https://uwangel.uwaterloo.ca/uwangel/default.asp>

**QUEST**  
<http://quest.uwaterloo.ca/graduate/index.html>

**Sharepoint Site**  
<https://sharepoint.uwaterloo.ca/sites/mphboard/default.aspx>

**Library**  
<http://subjectguides.uwaterloo.ca/mph>

**Bookstore**  
<http://www.bookstore.uwaterloo.ca/home.html>

**UW Scholarship Information:**  
<http://www.grad.uwaterloo.ca/scholarships/aid.asp>

**Centre for Teaching Excellence (CTE):**  
[http://cte.uwaterloo.ca/graduate\\_programs/index.html](http://cte.uwaterloo.ca/graduate_programs/index.html)

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## A. Welcome from the Director

On behalf of the faculty, staff and students of the School of Public Health and Health Systems I am delighted to welcome you to the University of Waterloo and to the Master of Public Health program. We hope your time and efforts will be enjoyable, productive, and rewarding. We promote our program using the words, *aspire*, *inspire*, and *transform*. To that end, we hope that you will join us in *aspiring* to solve important public health challenges, and *inspire* others to join us in *transforming* people, policies, programs and systems that will improve health.

You are joining a community of scholars which began in 1976 as the Department of Health Studies. It was created in response to Federal Health Minister Marc Lalonde's landmark report entitled, *A New Perspective on the Health of Canadians*. We were the first trans-disciplinary program in Canada with an emphasis on disease/injury prevention and health enhancement. The BSc and MSc degree programs in Health Studies were launched first, followed by the PhD program in 1989. In 1993, Health Studies merged with the program in Gerontology to create the new Department of Health Studies and Gerontology. We welcomed our first class of MPH students in 2006 and were the first to offer the degree through distance learning.

This is an exciting time to be part of our community. In June the Board of Governors of the University of Waterloo unanimously approved transforming the Department of Health Studies and Gerontology into a new and highly innovative School of Public Health and Health Systems. This transition will occur on September 1 with a public launch likely to occur later this fall. Congratulations on being a member of the first student cohort in the history of the School! We've developed a plan to distinguish ourselves and establish new standards for teaching, training and research. Our school is dedicating itself to system thinking, problem based and experiential learning, developing closer connections with policy makers, program providers and other social change agents, and enhancing our international reach. We are exploring an array of new degrees and products designed to be even more accessible and relevant. Stay tuned for announcements and opportunities to provide shape our future.

The MPH on-line handbook includes important information on our school, faculty and university services, as well as current degree requirements. The on-line version of the handbook is revised each year. Please read it as soon as possible because it will likely answer many of your questions. Instructors and staff expect you to be familiar with the handbook and refer to it repeatedly as you proceed through the program. Please note that the handbook is an informational supplement for our students, not a replacement for the University of Waterloo Graduate Calendar which dictates the formal policies concerning registration, fees, grading, degree requirements, etc. The official calendar can be found on the web under the Graduate Studies Office (GSO) homepage.

We will do our best to make your transition to graduate school and the University of Waterloo as smooth as possible. Our aim is to create a supportive, stimulating and rewarding learning environment.

We are very proud of our current and former students. They ply their talents and skills in a wide array of fields, and places throughout the world. Congratulations on becoming part of a proud tradition of academic and public health excellence.

Best wishes and enjoy the journey!  
Paul McDonald, PhD, FRSPH  
Professor and Director

## B. Faculty and School Organization

The School of Public Health and Health Systems is one of three academic units within the Faculty of Applied Health Sciences, which is one of six faculties at the University of Waterloo. Presently, the Dean of the Faculty is Dr. Susan Elliott and the Associate Dean for Graduate Studies in the Faculty of Applied Health Sciences is Dr. Suzanne Tyas. The Director of the School of Public Health and Health Systems is Dr. Paul McDonald and the Associate Director, Graduate Studies (MSc and PhD) in the School of Public Health and Health Systems is Dr. Stephen McColl. The Program Leader for the MPH program is Dr. John Garcia and the Assoc. Program Leader is Dr. Kelly Anthony. Our MPH Program Coordinator is Michelle Fluit and the Student Coordinator for the MPH program is Monika Soczewinski. SPHHS faculty offices are located on the first, second and third floors of Burt Matthews Hall (BMH) and the Lyle Hallman Institute for Health Promotion (LHN). Appointments can be made through e-mail or in person.

The MPH Program Committee is responsible for the operation of graduate affairs related to the Master of Public Health program, including: admission and scholarship final decisions, curriculum and degree requirements, and monitoring student progress. The committee has the mandate to provide leadership for the graduate programs and to ensure that faculty responsibilities in regard to graduate students are properly discharged. For this year, this committee is comprised of Dr. John Garcia (Chair), Dr. Kelly Anthony, Dr. Joel Dubin, Dr. Martin Cooke, Dr. Jane Law, Dr. Phil Bigelow and Michelle Fluit.

There is a Faculty of AHS Graduate Studies Committee comprised of the Associate Dean for Graduate Studies, the Graduate Officers for each department and SPHHS, faculty members and a graduate student representative for each of the two departments and SPHHS. This committee establishes faculty level graduate policies.

The Graduate Student Association is a campus-wide association for all graduate students who are automatically members of the Health Studies and Gerontology Graduate Students' Association. At the beginning of the Fall term, the graduate students in each Department and SPHHS elect representatives to a variety of committees and councils.

There are also department and school representatives for the following faculty level activities. In the past there has generally been one representative from all SPHHS graduate programs (MPH, MSc & PhD). If you are interested in being elected to these committees please contact Tracy Taves (Faculty Grad Coordinator) at [ltaves@uwaterloo.ca](mailto:ltaves@uwaterloo.ca):

- AHS Faculty Graduate Studies Committee
- AHS Faculty Executive and Faculty Council Meetings

The Associate Dean's office will appoint a graduate representative from the Faculty of AHS to the University Senate Graduate Council.

All graduate students are automatically members of the newly formed Master of Public Health Graduate Students' Association and a new executive is elected each Fall to serve you. The degree of formality of the association within the school varies depending on the current students' preferences. In the School of Public Health and Health Systems, MPH program, graduate student representatives are chosen to serve on the following committees:

- MPH Program Committee
- School meetings

## SPHHS Staff Support

The School of Public Health and Health Systems is located on the second floor of Burt Matthews Hall (BMH) and is open from 8:30 a.m. to 12:00 and 1:00 to 4:30 p.m., Monday to Friday.

**Carol West-Seebeck**, Administrative Assistant for SPHHS  
(ext. 36352, BMH 2312, [cwestsee@uwaterloo.ca](mailto:cwestsee@uwaterloo.ca))

**Nancy Poole**, Undergraduate Assistant for SPHHS  
(ext. 36341, BMH 1056 [poole@uwaterloo.ca](mailto:poole@uwaterloo.ca))

**Michelle Fluit**, MPH Program Coordinator  
(ext. 37734, BMH 2309; [m2fluit@uwaterloo.ca](mailto:m2fluit@uwaterloo.ca))

**Monika Soczewinski**, MPH Graduate Student Coordinator  
(ext. 38200, BMH 2305, [m2soczew@uwaterloo.ca](mailto:m2soczew@uwaterloo.ca))

**Brent Clerk**, SPHHS IT Specialist  
(ext: 36354, 1st floor LHN, [bkclerk@uwaterloo.ca](mailto:bkclerk@uwaterloo.ca))

**Tracie Wilkinson**, Academic Assistant – Undergraduate  
(ext: 31391, BMH 1052, [tracie.wilkinson@uwaterloo.ca](mailto:tracie.wilkinson@uwaterloo.ca))

## SPHHS Faculty Members *(alphabetical listing, position, contact information, research areas):*

**Anthony, Kelly, PhD, Lecturer, MPH Associate Program Leader**  
(519) 888-4567 ext. 32802, email: [kanthony@uwaterloo.ca](mailto:kanthony@uwaterloo.ca) BMH 1042  
*Research Areas:* Attitudes regarding public policies (both US and Canadian) designed to protect disadvantaged groups; prejudice; attitudes towards, and responses to, dying and the death process; individualism and collectivism and culture. ***MPH advisor and instructor***

**Arocha, Jose F., PhD, Associate Professor**  
**Associate Chair, Graduate Studies**  
(519) 888-4567 ext. 32729, email: [jfarocha@uwaterloo.ca](mailto:jfarocha@uwaterloo.ca) BMH 2304  
*Research Areas:* Applied cognitive science methods for the study of health information; Cognitive factors in health & medical decision making; medical expertise; Health and technological literacy and comprehension of health information; scientific foundations of health informatics.

**Bigelow, Philip, PhD, Associate Professor**  
(519) 888-4567 ext. 38491, email: [pbigelow@uwaterloo.ca](mailto:pbigelow@uwaterloo.ca) BMH 2318  
*Research Areas*  
Epidemiology of injury and musculoskeletal disorders; occupational and environmental exposure and risk assessment, intervention research and evaluation of safety and health programs.  
***MPH advisor and instructor***

**Campbell, Sharon, PhD, Research Associate Professor**  
**Associate Director, CBRPE**  
(519) 888-4567 ext. 84583, e-mail: [sharoncm@uwaterloo.ca](mailto:sharoncm@uwaterloo.ca) LHN 1726

*Research Areas:* cancer prevention and early detection, special interest in rural populations; tobacco control, particularly policy development and impact and role of health professionals in cessation; dissemination research. **MPH instructor**

**Cameron, Roy, PhD, Professor**  
**Executive Director, CBRPE**

(519) 888-4567, ext 84503, e-mail: [cameron@uwaterloo.ca](mailto:cameron@uwaterloo.ca) LHN 1727

*Research Areas:* smoking prevention, control in schools and communities; community-based health interventions; behavioural change for cardiovascular risk reduction, smoking, obesity.

**Cooke, Martin, PhD, Assistant Professor**

(519) 888-4567, ext. 36585, email: [cooke@uwaterloo.ca](mailto:cooke@uwaterloo.ca) PAS 2040

Joint Appointment with the Department of Sociology

*Research Areas:* The social demography and health of Aboriginal peoples; social inequality, the welfare state, and the life course; population aging and retirement. **MPH advisor and instructor**

**Dubin, Joel, PhD, Associate Professor**

(519) 888-4567, ext. 37318, email: [jdubin@uwaterloo.ca](mailto:jdubin@uwaterloo.ca) MC 6104C

Joint Appointment with Statistics & Actuarial Science

*Research Areas:* Longitudinal data methodology and analysis, survival methodology and analysis, graphical methods. Application areas include nephrology, cancer, smoking cessation, aging, and the environment. **MPH advisor and instructor**

**Garcia, John, PhD, Associate Professor**

**Associate Director, Professional Graduate Programs**

(519) 888-4567, ext. 35516, email: [jmgarcia@uwaterloo.ca](mailto:jmgarcia@uwaterloo.ca) BMH2310

*Research Areas:* disease prevention, population health, tobacco control.  
**MPH advisor and instructor**

**Hammond, David, PhD, Assistant Professor**

(519) 888-4567, ext. 36462, e-mail: [dhammond@uwaterloo.ca](mailto:dhammond@uwaterloo.ca) LHN 1723

*Research Areas:* population health, tobacco control, risk communication, health policy evaluation, tobacco product regulation, health behaviour. **MPH instructor**

**Hanning, Rhona, PhD, Associate Professor**

(519) 888-4567, ext. 35685, e-mail: [rhanning@uwaterloo.ca](mailto:rhanning@uwaterloo.ca) BMH 2308

*Research Areas:* human nutrition and chronic disease, evidence-based practice; community (especially school-based) interventions; nutritional and dietary assessment methodologies; nutritional assessment of youth, including aboriginal youth.

**Hirdes, John P., PhD, Professor**

(519) 888-4567, ext 32007, e-mail: [hirdes@uwaterloo.ca](mailto:hirdes@uwaterloo.ca) LHN 3731

*Research Areas:* health care information, international comparisons, health promotion, particularly the elderly; institutionalization, quality of life, social networks; social risk factors for poor health, mortality; drug utilization, smoking.

**Hoffman-Goetz, Laurie, PhD, MPH, Professor**

(519) 888-4567, ext 33098, e-mail: [lhgoetz@uwaterloo.ca](mailto:lhgoetz@uwaterloo.ca) BMH 2321

*Research Areas:* modifiable biobehavioural risk factors, notably physical activity, for preventing common cancers: lung, breast, prostate, colon; exercise, immunity and cancer risk, health

communication using mass media internet channels; health promotion education, particularly measuring women's knowledge of cancer prevention, detection and treatment. *MPH instructor*

**Horton, Sue, BA, MA, PhD**

**Professor, CIGI Chair in Global Health Economics**

**Dean Graduate Studies**

(519) 888-4567, ext 35129 e-mail: [sehorton@uwaterloo.ca](mailto:sehorton@uwaterloo.ca) NH

*Research Areas:* Economics of public health, economics of nutrition, development economics, poverty. *MPH instructor*

**Husted, Janice, PhD, Associate Professor**

(519) 888-4567, ext 35129, e-mail: [jhusted@uwaterloo.ca](mailto:jhusted@uwaterloo.ca) BMH 2306

*Research Areas:* epidemiologic methods; psychiatric and musculoskeletal epidemiology; conceptualization and measurement of quality of life; identification of factors that influence onset and course of psoriatic arthritis; gene-environment interactions leading to schizophrenia.

**Jessup, Linda, PhD, Lecturer**

**Associate Chair, Undergraduate Studies**

(519) 888-4567, ext 35642, e-mail: [ljessup@uwaterloo.ca](mailto:ljessup@uwaterloo.ca) BMH 1054

*Research Areas:* developmental transitions and adolescent risk-taking behaviour; gender differences in adolescent risk-taking behaviour; healthy infant and child development; Vygotskian models of behaviour acquisition and behaviour change. *MPH instructor*

**Law, Jane, PhD, Assistant Professor**

(519) 888-4567, ext 38369, e-mail: [j9law@uwaterloo.ca](mailto:j9law@uwaterloo.ca) ES1 315

Joint Appointment with the School of Planning

*Research Areas:* Health geomatics; healthy communities; disease mapping; measurement error, data uncertainty, and missing data adjustment in public health research; Bayesian spatial modelling and analysis in health research; determinants of health outcomes; health and crime; diet and health outcomes. *MPH advisor and instructor*

**Letherdale, Scott, PhD, Associate Professor, CCO Research Chair**

(519) 888-4567, ext 37812, e-mail: [sleather@uwaterloo.ca](mailto:sleather@uwaterloo.ca) BMH 1038

*Research Areas:* Examining the impact of the environment (social, physical/built, policy/program) on health behaviour and health outcomes; social and cancer epidemiology; health promotion strategies; data collection, evaluation and knowledge exchange systems; population surveillance; tobacco use; alcohol and drug use; physical activity and sedentary behaviour; overweight and obesity; *MPH instructor*

**Manske, Steve, EdD, Research Assistant Professor**

(519) 888 4518, e-mail: [manske@uwaterloo.ca](mailto:manske@uwaterloo.ca) LHN 1722

*Research Areas:* knowledge synthesis (best practices); knowledge transfer; knowledge utilization (application) in population health promotion, especially as applied in tobacco control and cancer control.

**McColl, Stephen, PhD, Associate Professor**

**Associate Director, Graduate Studies**

(519) 888-4567, ext 32720, e-mail: [mccoll@uwaterloo.ca](mailto:mccoll@uwaterloo.ca) BMH 2313

*Research Areas:* environmental health; occupational health; health effects of chemical and microbial contaminants; environmental risk assessment; risk management of toxic chemicals; cancer prevention; health policy decision-making. *MPH instructor*

**McDonald, Paul, PhD, Professor****Director of the SPHHS, Co-Director PHR**

(519) 888-4567, ext. 35839, e-mail: [pwmcdona@uwaterloo.ca](mailto:pwmcdona@uwaterloo.ca) BMH 2311

*Research Areas:* population behaviour change; tobacco cessation; youth tobacco use; transfer of research into practice; health policy; evidence based-decision making; cancer control; health promotion. *MPH instructor*

**McKillop, Ian, PhD, Associate Professor**

(519) 888-4567, ext. 37127, e-mail: [imckillop@uwaterloo.ca](mailto:imckillop@uwaterloo.ca) LHN 3736

*Research Areas:* design and use of health information systems; costing and performance measurement of health services; data standards; security and privacy of health information. *MPH instructor*

**Mielke, John, PhD, Assistant Professor**

(519) 888-4567, ext.38606, email: [jmielke@uwaterloo.ca](mailto:jmielke@uwaterloo.ca) BMH 2308

*Research Areas:* Nutritional neurobiology, neuroendocrinology, learning and memory.

**Mills, Christina, MD**

e-mail: [c3mills@uwaterloo.ca](mailto:c3mills@uwaterloo.ca)

*Research Areas:* Knowledge translation, best practices, integrated public health and disease control strategies. *MPH advisor and instructor*

**Mock, Steven, BA, MA, PhD Assistant Professor**

(519) 888-4567, ext 38796, email: [smock@uwaterloo.ca](mailto:smock@uwaterloo.ca) BMH2209

*Research Areas:* Lifespan Development, Sexual Minority Development, Social Nature of Coping and Decision-Making, Retirement Planning

**Myers, Anita, PhD, Professor**

(519) 888-4567, ext 33664, e-mail: [amyers@uwaterloo.ca](mailto:amyers@uwaterloo.ca) BMH 2320

*Research Areas:* health program evaluation, exercise and rehabilitation; patient expectations, outcome measures, gerontology.

**Riley, Barb, PhD, Research Assistant Professor**

(519) 888-4567, ext 37562, e-mail: [briley@uwaterloo.ca](mailto:briley@uwaterloo.ca) LHN 1721

*Research Areas:* politics of prevention, dissemination, public health system, chronic disease and prevention, knowledge translation, research-policy interface, population interventions.

**Stolee, Paul, PhD, Associate Professor**

(519) 888-4567, ext 35879, e-mail: [stolee@uwaterloo.ca](mailto:stolee@uwaterloo.ca) LHN 3729

*Research Areas:* Geriatric health services, rehabilitation, long-term care, home care, health information systems and databases, health outcome measurement, optometric practice, and the integration and use of knowledge and information in practice. Current major research focus on better use of information systems in the rehabilitation of older persons.

**Tyas, Suzanne, PhD, Associate Professor, Associate Dean of Graduate Studies, AHS**

Joint Appointment with the department of psychology

(519) 888-4567, ext 32890, e-mail: [styas@uwaterloo.ca](mailto:styas@uwaterloo.ca) LHN 3728, BMH 3117

*Research Areas:* epidemiologic methods, epidemiology of aging. Research program applies epidemiologic methods to the spectrum of cognition in aging, encompassing healthy aging, cognitive reserve and Alzheimer's disease. *MPH instructor*

**Ward, Glenn, PhD, Lecturer**

(519) 888-4567, ext 36234, email: [grward@uwaterloo.ca](mailto:grward@uwaterloo.ca) BMH 1044

*Research Areas:* development of the adrenal response to stressor; prenatal and neonatal nutrition; neurobehavioural toxicology and teratology; neurobehavioural genetics.

*NOTE: For adjunct/cross-appointed faculty to the School, refer to the Graduate Calendar.*

## **Description of Applied Health Science Research Centres**

**The Propel Centre for Population Health Impact** is a partnership that was formalized in 2009 between the [Canadian Cancer Society](#) (CCS) and the [University of Waterloo](#) (UW). Propel is a new entity that builds on the Canadian Cancer Society founded Centre for Behavioural Research and Program Evaluation (CBRPE) by bringing together staff from CBRPE and the Population Health Research Group (PHR). The executive director is Dr. Roy Cameron.

<http://www.propel.uwaterloo.ca>

### **Consumer Health Informatics Research Partners (CHIRP)**

CHIRP is a research group devoted to the investigation of Internet health information for the lay public and patients. Our research focuses on issues relevant to literacy on the Internet, including readability, quality, and comprehensibility of health information, plain language health educational materials, culturally sensitive health information, evaluation of Internet health information, and new information technologies to deliver health information. The group is headed by Dr. Laurie Hoffman-Goetz and Dr. Jose F. Arocha, (519) 888-4567 (ext. 3945).

<http://www.ahs.uwaterloo.ca/chirp/>

### **Population Health Research Group (PHR)**

PHR employs 25 full-time staff plus several students to conduct interventional research related to smoking cessation, smoking prevention, healthy eating, heart health: in schools, worksites, health care settings, and the community at large. Co-directed by Drs. Stephen Brown and Paul McDonald.

<http://www.phr.uwaterloo.ca/index.cfm>

### **Murray Alzheimer Research and Education Project (MAREP)**

The mission of MAREP is to bridge the gap between research and practice for the care of persons with Alzheimer's disease and related dementia. MAREP staff work closely with the Ontario Ministry of Health, voluntary organizations and six chronic care facilities (innovation centres) to develop educational materials, identify and evaluate innovative programs and models of care, and disseminate research finding.

<http://marep.uwaterloo.ca/>

### **ideas for Health**

ideas FOR HEALTH is a research and education cluster based at the University of Waterloo with a focus on promoting ideas – innovations in data, evidence and application systems for the health sector. Our research cluster leverages Waterloo's existing strengths in the health sciences by engaging in leading-edge research and education activities designed to enhance Canada's capacity and international reputation in the area of health informatics and health information systems. In doing so, ideas FOR HEALTH provides, a unifying brand for a wide range of health-related projects at Waterloo that touch the lives of Canadians every day.

<http://ideas.uwaterloo.ca/>

## C. Important Information for New Students

### MPH and SPHHS Graduate Student Space

All graduate students in the School of Public Health and Health Systems now share open study space. This space is located in BMH 1100A. To gain access students must see Faculty Administrative Assistant, [Carol West-Seebeck](#) BMH 2312, for a key permit once your key application has been approved. .

### E-mail accounts, Computer facilities and Services

All graduate students must obtain a “mailservices” account as soon as possible. This account is used for electronic mail messages as well as data analysis and other uses. This is your info-line of communication from the faculty, fellow students and the GSO. *New e-mail accounts will be assigned before or during the Foundations course and a general information session on computing provided.*

### Online computer requirements

	PC	MAC
<b>Platform</b>	Microsoft Windows	Apple Mac OS X
<b>Processor</b>	Recommended: i5 or faster Minimum: Dual Core	Intel Core Duo or faster
<b>Memory (RAM)</b>	Recommended: 2 GB Minimum: 1 GB	Recommended: 2 GB Minimum: 1 GB
<b>Operating System</b>	Windows XP SP2 or higher	Mac OS X 10.5 or higher
<b>Web Browser</b>	Minimum Internet <a href="#">Explorer 8</a> or <a href="#">Firefox 4</a>	Minimum: <a href="#">Firefox 4</a>
<b>Web Browser Settings</b>	JavaScript and cookies must be enabled	
<b>Flash Player</b>	Adobe Flash Player 10.0 or higher	
<b>PDF Reader</b>	Supported: <a href="#">Adobe Reader</a> version 9 or higher	

<b>Monitor Resolution</b>	Recommended: 1024×768 pixels or higher Minimum: 800×600 pixels
<b>Internet Access</b>	Recommended: Broadband (high-speed) Internet connection
<b>Sound</b>	Sound card with speakers or headphones
<b>Other</b>	Some courses have additional requirements, such as a CD-ROM drive, DVD player, microphone, Java, etc. Check the CEL <a href="#">Find an Online Course</a> page for your course and read the Special Notes section to find out if your course has additional requirements.

Please see [http://de.uwaterloo.ca/comp\\_req.html](http://de.uwaterloo.ca/comp_req.html) for the latest DE computer requirements.

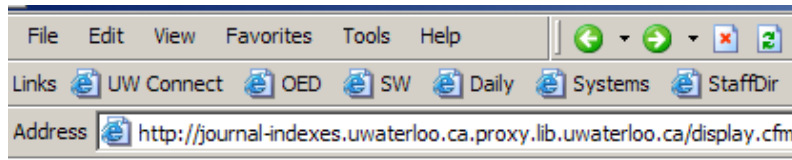
## Library Access Off-Campus

*Note:* The full information is available online at <http://www.lib.uwaterloo.ca/proxy/>.

"Connect from Home" is a means of making your home (off-campus) computer appear to be on-campus. Use it to prove that you are affiliated with UW; you will then be able to use online library resources (research databases, electronic journals, etc.) from off-campus. You can only use "Connect from Home" service if you are a current student, faculty, or staff member at UW and have registered your WatCard with the Library. Distance education students will register while on campus for the Foundations of Public Health course when they get their WatCard.

Click on the Connect From Home link on either the Library Homepage or the MPH Passport to the Library website. Login using your WATCARD barcode (2118700...) and last name.

You will know you are connected when you see ".proxy.lib.uwaterloo.ca" in your URL, as shown below.



If you use bookmarks or manually enter a URL, you will be disconnected. If you do not see ".proxy.lib.uwaterloo.ca", you are no longer connected.

**Warning:** If you sign onto the proxy from a shared or public computer, it is important that you close the Web browser after you finish. This will prevent non-legitimate use of these resources or services in your name.

## D. Registration and Tuition Payment Procedures

Tuition for regular graduate programs at the University of Waterloo is charged based on enrollment status. There are no 'per-course' fees applied in the MPH program.

Full-time students will generally take two or three courses per term but may take as few as one course in a term. Full-time students are expected to complete the program on a full-time schedule (generally within two years). The credit weight of the Foundations course is not counted in the Fall semester of the first year; it is added to that of the Capstone course (combined weight of 0.5 credits or 1 course) and counted in the final Spring semester of the MPH program.

Part-time students pay part-time tuition and generally complete the MPH program within four years. Part-time students are permitted to take a maximum of one course per term. Those students who wish to take more than one course in a term must make a request to change their enrollment status to full-time, and are required to pay full-time tuition.

A student may request to change their status from full-time to part-time. Furthermore, if a student drops courses from a FT load to PT load after the start of classes more than once, they will be assigned permanently to PT enrollment.

Full time students will maintain their full-time status through the Practicum term as this is a 1.5 credit weight course. Full-time students who are **only** taking the Capstone course in their final semester of MPH, and are not receiving funding based on their full-time status, can change their status to part-time in the final term of study.

If you are receiving funding you must complete a Promissory Note online. The online Promissory Note form and instructions are available at <http://www.adm.uwaterloo.ca/infofin/students/Forms.html>  
You must do this each term you are receiving funding.

**1. Tuition Fee Information** - Hard copy fee bills are not mailed to you from Finance. Your up-to-date account information is available on QUEST (<http://www.quest.uwaterloo.ca>). The enrolment and fee arrangement information is available by viewing the Graduate Studies Newsletter on the GSO website at the following address: [www.grad.uwaterloo.ca/](http://www.grad.uwaterloo.ca/).

This Newsletter contains information on:

- Fee Payment and Enrolment
- Enrolment (Change of Status/School Review and Approval and Approval Procedures/Change of Immigration Status)
- Program Extensions
- QUEST Information and Instructions

In addition, the Graduate Studies Newsletter contains contact links to information for the following:

- Calendar of Events and Academic Deadlines:  
<http://gradcalendar.uwaterloo.ca/page/GSO-Academic-Deadlines-and-Events>
- Finance Office – Student Accounts:  
<http://www.adm.uwaterloo.ca/infofin/students/stdfees.htm>

- Graduate Studies Office: <http://www.grad.uwaterloo.ca>
- Graduate Studies Calendar: <http://gradcalendar.uwaterloo.ca/>
- Human Resources – Payroll: <http://www.hr.uwaterloo.ca/student/students.html>
- Human Resources – Supplementary Health Insurance and UHIP: [http://www.hr.uwaterloo.ca/student/student\\_health.html](http://www.hr.uwaterloo.ca/student/student_health.html)
- WatCard Office: <http://www.adm.uwaterloo.ca/infocard/>
- International Student Office: <http://www.iso.uwaterloo.ca/>
- Graduate Student Association: <http://www.gsa.uwaterloo.ca/>

**2. Selecting Courses - Remember, you will not receive credit for the courses if you are not officially registered in them by the course-add deadline. This includes the practicum.** New students must register for any make-up courses outlined in your welcome e-mail received in August. Each student is expected to follow the MPH course sequence or consult with his/her academic advisor regarding course selection each term.

**3. Enrollment Regulations** - Familiarize yourself with the regulations in the current on-line graduate calendar and check anything you are unsure of with the MPH Coordinator. *By registering and paying fees, students assume responsibility for knowing the regulations and pertinent procedures as set forth in this handbook and the University of Waterloo Graduate Calendar.* Ultimately, it is your responsibility to ensure that you have met coursework and other requirements to complete your degree. Your academic advisor, the MPH Program Leader (through review of your annual progress reports) and the MPH Coordinator are all there to assist you in this process. Some of these regulations are listed below.

*Notes:* Students are normally expected to maintain continuous registration (in each of the three terms/year), must register for at least one course per term, and at the same capacity (either full- or part-time) as initially registered. Failure to register and pay fees each term will mean you will have to apply for readmission. Special permission is required from the Faculty Associate Dean and the University's Dean of Graduate Studies to change your registration status from full-time to part-time (or vice versa) or to go inactive, etc. If you do request inactive status, you must seek approval from the MPH Program Leader, and the Associate Dean. A rationale explaining the reasons for the request must be submitted. Requests for inactive status will not always be approved.

## **E. University Policies Regarding Courses**

### **Course Drop/Add Dates**

Students may drop or add courses until the dates specified in Graduate Studies Academic Calendar (<http://gradcalendar.uwaterloo.ca/?pageID=95186>) by means of the on-line system Quest. Beginning in week seven of the term, the approval of the Associate Dean of Graduate Studies is required and a Graduate Student Drop/Add form, available from the MPH Coordinator, must be submitted. Courses cannot be dropped or added nor status changed after the examination period has begun.

## **Change of Enrollment Status/Voluntary Withdrawal**

Forms can be found on the MPH website under Current Students → Forms (<http://www.grad.uwaterloo.ca/students/current/forms.asp>). The form can be forwarded to the Graduate Program Coordinator if you are unable to get to campus to obtain approval signatures yourself. All completed enrolment status change forms must be submitted to the Graduate Studies Office by the end of the enrolment period for the term requested (Spring term – May 31, Fall term – September 30, Winter term – January 31).

Students are required to make fee arrangements based on their expected enrolment status as of the fee payment due date for each academic term.

A change in enrolment status to part-time or inactive will require repayment of certain scholarships. Repayment amounts are calculated based on the University of Waterloo tuition refund policy.

## **Incomplete Courses**

A grade of incomplete ("INC" on your transcript) indicates that a student has not completed the requirements of a particular course. University policy stipulates that an incomplete (INC) may remain on a student's transcript for at most two terms of registration, following the term in which the course was taken. Thereafter, INC's may only be extended on a term-by-term basis through a request from the School and the course instructor. If a grade has not been submitted by the end of the second term, the INC will automatically convert to FTC (Failure to Complete). This FTC grade may not be removed from the transcript except on appeal to the Dean of Graduate Studies. Such appeals would be granted only in exceptional circumstances such as where failure to complete was the fault of the instructor and not the student. If a student is required to withdraw due to incomplete program requirements "May Not Proceed" will be noted on their grade report. A failing grade in any course will necessitate a review of the candidate's status by the School, and may result in the requirement to withdraw from the program. Please refer to the Graduate Studies Calendar.

When an "NMR" (no mark reported) appears on your transcript, it means that no mark was submitted for you and it is your responsibility to check with the professor in order to have it changed to a grade through submission of a grade revision form. Interim grades are not assigned for two reasons. First, different assignments (extra credit for extra coursework) for some students in the class may be perceived as unfair. Secondly, INC's are used to denote inability to complete the course assignments by the end of the term.

## **Auditing Courses**

At present, you are not able to add an AUDIT course to your Quest record. You must obtain permission from the course instructor and approval from the Graduate Officer via a drop/add form. In addition to regular attendance in the course, the instructor has the discretion to require class participation, preparation, and sometimes completion, of assignments and/or examinations. If you find yourself in difficulty while auditing a course, you should arrange to drop the course from your schedule before the exam period. An NMR or DNW (did not write exam) cannot be given for an Audit course. Should you fail to receive an "AUD", the course will automatically be deleted from your transcript.

## **Taking Courses at Other Ontario Universities**

The Ontario Visiting Graduate Student Plan (OVGS) allows you to take a limited number of graduate courses at another Ontario University (Host University) while remaining registered at Waterloo. The plan allows you to bypass the usual application for admission procedures and resultant transfer of credit difficulties. You pay fees to Waterloo and are classed as a "visiting graduate student" at the Host University, where you pay no fees. Application forms are available from the MPH Coordinator or on-line at

<http://www.grad.uwaterloo.ca/forms/Convocation/OVGS/OVGSApplc2002.pdf>

These forms are authorized by the university Associate Provost, Graduate Studies.

Once you have completed the printed form it is your responsibility to bring it to the MPH Program Leader, and the Dean of Graduate Studies for signatures. Attach to your OVGS application the description (e.g. calendar description, syllabus) of the course you intend to register in.

The course selected must be at the graduate level and part of the student's degree requirements. You are allowed to take a course from a Host University only if Waterloo is not offering the course and you cannot audit such a course. The OVGS is not to be used for the purposes of convenience or taking courses which do not pertain to your specific graduate program.

Once approval has been granted, the Home University will credit work done at the Host University toward the student's degree program, assuming that the student obtains a suitable standing/grade. Time spent as an Ontario Visiting Graduate Student is credited to the residency requirement at Waterloo, subject to University regulations. If you wish to withdraw from a course in which you are registered as an Ontario Visiting Graduate Student, you must obtain an official withdrawal form from the OVGS program. It is your responsibility to notify the GSO at the University of Waterloo as soon as possible should you wish to withdraw; otherwise you may be assigned a failing grade for the course.

## **Transfer Credits**

The maximum number of transferable credits shall be one-half of the course credits required for the degree. In most cases a maximum of two 0.5 credit weight courses, are considered for transfer, considered for elective credit only.

Proposed courses for transfer credit will be assessed on a case-by-case basis. Students are responsible for supplying all required documentation for assessment. Transfer credits must be "unused" credits, i.e., they must not have been credited towards an earlier acquired degree. Transfer credits may be requested for senior undergraduate courses that are cross-listed as graduate level courses. Transfer credits must be specified in writing at the time of the School's recommendation for admission. A minimum of 75% (UW converted grade) is required for transfer credit.

## **Verification of Illness**

If you are ill or have personal problems that prevent you from submitting assignments or completing an exam you must notify your instructor and provide documentation from a physician. If you do not obtain the proper documentation you may not be permitted to write a makeup exam

or hand an assignment in late. If you are ill, make sure you use the Verification of Illness form found at: [http://www.healthservices.uwaterloo.ca/Health\\_Services/verification.html](http://www.healthservices.uwaterloo.ca/Health_Services/verification.html)

This form needs to be printed off the UW Health Services website and filled out by your physician. If you visit any clinic other than UW Health Services, you must bring this form to your physician; regular doctor's notes may not be accepted! Even if you miss an exam due to illness and have the proper supporting documentation, make sure you let the instructor know within 48 hours of missing the exam. There are very few circumstances that would exempt a student from this.

## F. Other Important Policies and Regulations

### Degree Time Limits and Extensions

All requirements for the MPH degree in Health Studies and Gerontology must normally be completed within the following time periods (beginning with the term of initial registration), as stipulated by the University Senate:

**Masters** - Full-time: 6 terms (2 years); Part-time: 12 terms (4 years).

**Transitional students** – time limits depend on their particular program requirements.

You will receive notification if you are nearing your time limit and must complete a "Request for Extension of Time Limit" form indicating your plan of completion. This form must be signed by you, the MPH Program Leader, and in some cases the Associate Dean of Graduate Studies, AHS. You have until the registration deadline to complete this form. Students who register, but fail to have their extensions approved may be asked to withdraw. **Students who have been granted an extension of time limit are considered to be on probation, and can be asked to withdraw from the program if progress is not deemed to be satisfactory.**

*Note:* Count each active term of registration as one (both full-time and part-time students). Do not be confused by 0.5 on the registration record for part-time students.

### Student Advising and Monitoring of Progress

At the beginning of the program, you will be assigned to an academic advisor who will be your principal personal contact on specific learning and career questions (e.g. assistance with choosing electives based on career aspirations).

*Note:* questions related to logistics and University and program policies should be addressed to the MPH Program Coordinator, Michelle Fluit at [m2fluit@uwaterloo.ca](mailto:m2fluit@uwaterloo.ca).

In most cases, you will meet with your advisor in person during the Foundations course to begin getting to know one another. Thereafter, communication may be by phone, e-mail or, if feasible, in person, depending on your mutual preferences. It may happen that an advisor is unable to be on campus during the two weeks you are here for PHS 601, in which case s/he will contact you directly on return to campus.

There are a number of points in your progress through the program when the advisor will need to review and sign off on specific documents. The documents must be sent to your advisor and once you obtain their signature you need to send it to the MPH Program Coordinator. The major ones apply to the Practicum and to the Annual Progress Report required by the Faculty of Applied Health Sciences.

Your advisor should be regularly kept apprised of your progress and any problems arising (due to financial, health or other personal circumstances). The student and academic advisor should also feel free to consult with the MPH Program Leader on any of these matters.

According to AHS Graduate Faculty Policy, the progress of graduate students is to be monitored and evaluated annually during the Spring term. The mechanism for this is an annual progress report in which you will summarize your progress to date and state your plans for your remaining milestones. The annual progress report presents an opportunity for you to meet (virtually or otherwise) with your academic advisor to review your progress and develop a plan with projected timelines for the realistic completion of all degree requirements, including discussion of practicum queries. Feedback from your advisor and the program leader is intended to assist you in completing your degree as efficiently and realistically as possible.

Early in the Spring term, you will receive an e-mail from the MPH program coordinator with the form and the due date to submit your report. You should then draft your report and send it to your advisor for his/her review and comments. Once you and your advisor have signed the report, send it to the MPH Coordinator for submission to the Standings and Promotion Committee.

The Committee will review all the reports and, if there are any concerns about your progress, you will receive a note from the program indicating what they are and suggesting you contact your advisor to discuss your options and develop a plan for successfully completing the program.

Your advisor is an important support for you over your time in the MPH program. Please don't be shy about asking for help, even if you're not sure it's the advisor's role – if it's not, s/he should be able to help you find out whose role it is.

### **Integrity in Research and Scholarship**

The school is committed to the highest standards of integrity in research and scholarship by faculty, students, and staff. Please refer to the University Policy on Intellectual Property, Policy #73 for more information on ownership of scholarly work.

### **Maternity, Adoption and Parental Leave**

Graduate Students who wish to take maternity, adoption, or parental leave may register for an inactive (full leave) or part-time (partial leave). Inactive status must be approved by the Program Leader and Associate Dean for Graduate Studies. The choice of registration status depends primarily on the amount of time you expect to be able to devote to your academic program during the leave, and must be made in consultation with your Program Leader. Where external agencies are involved (as with visa students or those holding external scholarships) you should consult these agencies before applying for part-time or inactive registration. If you are approved to register "inactive", you pay no tuition fees; if you register part-time, you pay part-time tuition fees. In either case the degree time limit is extended appropriately.

Full-time graduate students are eligible to receive a Bursary during a full or partial maternity or adoption leave provided that they have been registered as full-time graduate students at UW for at least two academic terms prior to the start of the leave. Part-time graduate students are eligible to receive a Bursary during a full four-month maternity or adoption leave provided that they have been registered as full- or part-time graduate students at UW for at least two academic terms prior to the leave, and are receiving financial support (TA, preceptorship, scholarship, or bursary) during the academic term preceding the leave.

Students are advised to consult the Parental Leave Advisor in the Graduate Studies Office at an early stage in planning for a maternity/adoption/parental leave. Please refer to the University policies found on the website: <http://gradcalendar.uwaterloo.ca/page/GSO-Maternity-Adoption-Parental-Leave>

### **Policies on Student Grievance and Academic Disciplines**

A student who has a question or complaint is advised to follow normal administrative channels: 1<sup>st</sup> : MPH Coordinator and 2<sup>nd</sup> : MPH Leader. Do *not* go directly to the School Director, the Associate Dean of Graduate Studies and/or Dean of Graduate Studies. The Program Leader will consult these individuals as required, using the school graduate affairs committee for advice as needed. Student appeal procedures are set out in the Student Grievance Policy # 70.

If you have a grievance or question about an academic decision, you are strongly encouraged to first speak informally with the course instructor and/or program leader within the school. Policy #71, Student Academic Discipline Policy, should also be referred to. Policy Guidelines of Graduate Student Support and other policy excerpts are listed in the document regarding UW Policies, Procedures and Committees which is included in the offer of admission package sent to you. Please refer to the Graduate Studies Office website for UW Policies, Procedures, Councils & Committees.

### **Financial Policies and Assistance**

#### ***MPH Graduate Award***

The MPH Graduate Award is currently under review. Details are forthcoming.

#### ***Scholarships***

All students should refer to the MPH Scholarship/Funding information webpage <http://www.ahs.uwaterloo.ca/hsg/mph/current/scholarships.html>.

All full-time MPH graduate students are encouraged to apply for the Ontario Graduate Scholarships (OGS) (for any students enrolled in a graduate program at an Ontario university). Students should apply for this scholarship in the early Fall (September and October deadlines) for the following academic year. President's Graduate Scholarship (PGS) is available for all OGS recipients. Student's awarded an OGS should be prepared to accept a TA or RA position within the school in order to receive their departmental PGS top-up.

#### ***Precepting and Teaching Assistantship (TA)***

MPH students who are interested in TA and preceptor positions should inform the MPH Coordinator of their interests. If available, TA positions are usually assigned to undergraduate

Health Studies classes at UW. Because (on-campus) class attendance and office hours are typically required, TA positions are better suited for students living in Waterloo and surrounding area. Preceptor positions offer an alternative as they represent **online** TA positions for PHS (i.e. MPH) courses. Currently these positions are available to full-time students only. Students who wish to become preceptors are required to undergo training, which occurs during the Spring term. Training is online and lasts six weeks. Workload is approximately 2-3 hours per week. Students who complete the training are expected to be available to precept for at least one course in future terms. To be a preceptor students must have previously taken the course in question or have sufficient relevant knowledge and experience. In awarding preceptor and TA positions, the first priority must be to award a student who can function effectively within a particular course. The questions of student need and overall excellence are secondary to the departmental teaching requirement. There is no guarantee that students will receive TA or preceptor positions.

The rate of pay is the same for both TA and preceptor positions. For preceptor and TA positions, an average of ten hours per week of work are expected. For students classified as full-time the maximum you **can** work, according to Provincial Government Policy, is ten hours per week on average. Please refer to the Policy Guidelines on Graduate Student Support and UW Policies, Procedures and Committees handout, distributed with your offer of admission package.

### ***Procedures for Getting Paid***

If you are receiving a Teaching or Preceptor assistantship, you must complete a number of forms (e.g., income tax, unemployment insurance) before you will be paid. The Department of Human Resources has sign up days but you can also obtain information on the web at <http://www.hr.uwaterloo.ca/student/studentsignup.html> If you complete this process before the cut-off date, you will be eligible for the first pay period at the end of September. Your pay will be deposited directly into your bank account on the last Friday of each month. Please contact the GSC if you have any questions.

*Note to International Graduate Students on a Student Authorization:* International students working on campus (employed through the University of Waterloo) are now exempt from needing an Employment Authorization provided the primary document is a valid Student Authorization. If authorizations have to be renewed, kits are available from the International Student Office, NH 2080. Please contact the International Student Office at (519) 888-4567, ext. 32814 or drop by their office. The International Student Office can provide you with important information about employment, obtaining a Social Insurance Number, mandatory health insurance, etc.

### ***Other Sources of Financial Support***

Bursaries are available for students in financial need through the UW Graduate Studies Officer. These are restricted to full-time students who are Canadian Citizens or Permanent Residents. The Ontario Student Assistance Program (OSAP) provides various types of assistance based on financial need to eligible students. AHS also has an Emergency Loan Fund for graduate students experiencing short-term financial difficulties. Maternity and Adoption Bursaries, as well as Day Care Bursaries are available through the Graduate Studies Office. Other UW and external scholarships are also available for graduate students in AHS. For more information see the UW Graduate Studies web page. More information can be accessed by visiting the MPH Scholarship/Funding webpage at <http://www.ahs.uwaterloo.ca/hsg/mph/current/scholarships.html>.

## G. Description of MPH Graduate Program and Degree Requirements

The MPH program, offered by the School of Public Health and Health Systems, provides advanced training in core competencies for public health. The program builds on the unique strengths at UW in the areas of health behaviour and population health promotion, health informatics, and environmental health sciences. This is done through a course-based curriculum designed to enable public health professions to manage emerging issues in public health. The program is ideal for both recent Bachelor's degree graduates and those established in the field who wish to upgrade their training. The goal of the program is to prepare a new generation of public health professionals, skilled in protecting health, preventing illness, and helping people to achieve a healthier life for themselves and their communities in Canada and around the world.

The MPH program offers students the choice of either a full-time or part-time program of studies. Full-time students must complete their degree within 2 years. Part-time students must complete their degree within four years of initial program entry. Courses are offered in three terms of each academic year. **For all students, continuous registration for each term of the program is required.** Students are permitted to transfer from part-time to full-time studies and vice versa with approval from the MPH Leader and Associate Dean of Graduate Studies.

This graduate degree program is delivered in a self-directed, **online education format**, with course materials distributed over the internet.. On-campus attendance is required but this occurs on only two occasions for two week block courses. The first two week block (Foundations course) occurs in August at the start of the program and the second block (Capstone course) occurs in the final two weeks of the program, beginning in the month of May.

All other required courses have no on-campus component. On occasion, new elective courses may be offered on campus for one term and then offered online during subsequent years. Access to **reliable high-speed internet service is highly recommended** in order to have the best experience with our online courses.

*Note:* The UW MPH program is an applied professional degree program that is course-work and practicum based. This is not a research degree that would necessarily prepare students for doctoral studies.

### Areas of Concentration

The MPH program offers a specialized area of concentration ('focus area') in sociobehavioural sciences. The MPH sociobehavioural stream prepares health professionals to plan, implement, and evaluate population health promotion and disease prevention programs and increases specialized public health knowledge and skills in areas such as smoking prevention, cancer prevention, heart health, and nutrition. In order to complete the specialization a student must complete the core required courses, two stream electives (PHS 614 and PHS 617) and one free elective.

The UW MPH program also offers a non-specialist degree. The MPH general program provides opportunity for a broad understanding of public health and prepares health professionals for management/leadership roles in public health settings. For the non-specialist degree, students are required to complete the core courses, with an additional three free electives.

An environmental health sciences stream is being considered for the future. Best practices in public health and public health informatics are significant underlying themes throughout the program.

## **Curriculum**

The UW MPH program comprises mainly a course-based curriculum, which includes an MPH degree requirement of 2 two week block on-campus courses, 7 required core lecture/seminar courses (12 weeks each), plus 3 elective courses. In addition, students must complete a supervised 12-16 week Applied Practicum in a community setting. There is no research/thesis option. It should be considered that all core courses must be completed before practicum and all required courses before the Capstone course.

While in the program students should expect to spend 12-15 hr/week on each course. In general, full-time students will have 3 courses per term while part-time students will have 1 course per term. For full-time students that means they will spend up to 45 hours/week on coursework.

The online delivery format will provide opportunities for the students to interact with the content, with faculty members, and with each other. Courses will incorporate small group discussions, as well as opportunities for larger discussions. In addition, online course features may include reflective activities, animated content delivery, and self-evaluating quizzes.

## **Course Requirements**

The minimum course requirements are 2 two-week block courses (0.5 total weight), 10 one-term (0.5 unit weight) graduate courses, and a practicum (1.5 unit weight). Courses include the required courses of Public Health Sciences (PHS) 601-609.

At a minimum, and in accordance with University policy, students must obtain an average of at least a B- (70%) in aggregate on the course presented in fulfillment of the degree requirements with an overall average of 75% in the program. A failing grade in any course will necessitate a review of the candidate's status by the department, and may result in a candidate being required to withdraw from the program.

## **Course Offerings**

Term of offer is available at <http://www.adm.uwaterloo.ca/infocour/CIR/SA/grad.html>. Course descriptions can be viewed at <http://www.ucalendar.uwaterloo.ca/SA/GRAD/test/GRDcourse-PHS.html>

### ***Core Courses***

PHS 601 Foundations of Public Health

PHS 602 Capstone

PHS 603 Health Policy in Public Health

PHS 604 Public Health and the Environment

PHS 605 Biostatistics in Public Health

PHS 606 Principles of Epidemiology

PHS 607 Social, Cultural and Behavioural Aspects of Public Health (Public Health & Society I)

PHS 608 Health and Risk Communication

PHS 609 Management and Administration of Public Health Services

PHS 641 Public Health Practicum

***Sociobehavioural Stream Courses***

PHS 614 Program Evaluation

PHS 617 Population Intervention for Disease Prevention and Health Promotion

***Elective Courses***

PHS 614 Program Evaluation

PHS 617 Population Intervention for Disease Prevention and Health Promotion

PHS 623 Risk and Exposure Assessment

PHS 624 Environmental Toxicology

PHS 632 Health Economics & Public Health

PHS 635 Public Health, Environment and Planning

PHS 636 Applied Epidemiology

PHS 637 Public Health Informatics

PHS 638 Selected Topics in Public Health:

    Environmental Approaches to Physical Activity Promotion

    Social Justice and Public Health

PHS 661 GIS and Public Health

PHS 662 Global Health

PHS 663 Human Development and Health

HSG 620 Tobacco Control

***Other Elective Courses***

Students should be aware that new MPH electives may become available in the future. Students may also take some of the graduate courses offered at UW (see SPHHS graduate handbook) although these courses are not offered via online education. Alternatively, students may take other graduate elective courses (and from other universities) subject to MPH Program Leader approval. In such cases, students must provide a course description and other required information about the course. Students should not enroll in courses listed as undergrad courses, except in special cases and with approval from the Program Leader.

Typical course sequence can be downloaded from

<http://www.ahs.uwaterloo.ca/hsg/mph/current/curriculum.html>

Students must also complete an Intention to Graduate form and send it to the MPH Coordinator during the final term of the program. To download the form please visit

<http://www.grad.uwaterloo.ca/students/current/forms.asp>, or pick-up the form from the Coordinator during the Capstone course.

**Foundations of Public Health Course**

The Foundations course serves as an introduction to the MPH program. The objective of the course is both to orient the student to the philosophical and practical bases of public health, and to kindle the student's passion for public health as a career and as a societal activity. The course provides an opportunity for students to learn about the conceptual, historical, legislative and ethical context of public health practice in Canada. Throughout the course, students also spend time becoming acquainted and working with their classmates to help prepare them for the distance education courses.

The course consists of orientation sessions (to the program, the distance education environment, library resources, etc.), large group sessions featuring eminent public health practitioners and researchers, selected readings from scientific and other literature, face-to-face small group discussions, and online group discussions. The course also provides students with an opportunity to obtain their WatCards and make other necessary arrangements.

*Note:* In addition to daytime classroom work, there is 1-2 hours of work each evening to complete readings and online work.

This course has been designed on the assumption that you are an adult with a sincere interest in learning and in contributing to the learning of others. You will be responsible for your own learning. To do that effectively, you must be willing to read, to listen and to reflect on what you read and hear. You must also be willing to take the risk of expressing your opinions and participating in discussions with your classmates, identifying your differences respectfully and being open to the different opinions of others. During the course there will be opportunities for self- and peer-assessment but, other than the exercises in the online module, there will be no quizzes or exams. To the extent that you participate conscientiously, thoughtfully and with active curiosity and engagement, you will leave this course ready and able to tackle the remainder of the MPH program. This course is graded on a Credit/No-credit basis.

### ***English Language Proficiency Writing Diagnostic***

Early in the course, all students are required to write a diagnostic test and submit an example of their written work. The students will be given a writing handbook and participate in a writing workshop. The written submission will be reviewed by the Program Leader and, if needed, writing assistance will be provided by the Graduate Writing Services at the University of Waterloo. The purpose of the diagnostic and the workshop is to ensure that students are sufficiently prepared to successfully complete written components of the distance education courses.

## **Public Health Practicum**

### ***Description and Objectives***

The UW MPH program provides opportunities for students to gain relevant practical experience by completing a 12-16 week community-based Applied Practicum, working within a local public health unit, provincial and federal governmental agency, or non-governmental organization. Students with prior public health experience may be eligible to take an Applied Research Practicum in place of the Applied Practicum. This will be assessed by the MPH Program Leader.

The practicum is a mandatory component of the MPH degree program. Students must complete **all core coursework** before starting their practicum. Students work closely with an academic advisor from the program and a field supervisor from the practicum site to set up specific arrangements. Students may take *one elective* course (if necessary) while completing the practicum term. The practicum is generally completed on a full-time basis (35 hours/week) over a minimum of 12 weeks. In addition, students must have at least 1 hour per week of face-to-face interaction with their supervisors. Part-time practicum placements may be arranged over two terms (Fall and Winter terms); however, students must log a minimum of **420 hours** of work over the two terms. It is possible for part-time students to complete their practicum within their current place of employment. Specific arrangements need to be discussed with the student's academic

advisor before proceeding with this type of arrangement. Tele-work for part of a practicum placement may be considered in exceptional circumstances.

The supervised public health practicum is intended to provide the student with an opportunity to apply course learning in a public health setting. The placement may involve any of the activities or functions of public health: surveillance, policy development, program evaluation, communications, etc. In addition, the practicum experience will provide an understanding of the practical realities of public health and expose students to other investigations and collaborative working relationships.

A Practicum Learning contract stipulating practicum objectives, and work to be completed and evaluated to meet these objectives, must be jointly approved by the student, the student's field supervisor, and the academic supervisor. Students may also need to complete an MPH Practicum Agreement form. A written report by the student (for the host site), together with a letter (interim and final evaluation) from the field supervisor, are used by the practicum coordinator to evaluate student performance. This course is graded on a Credit/Non-credit basis.

Practicum placements are to be arranged by the individual students. Students can access a database of suitable practicum sites arranged by the department. Students can arrange a practicum at an alternate site, subject to MPH Program Leader approval. The practicum will have its own course site in D2L where students can communicate with each other about their practicum experiences and share insights. The course site will also have a discussion board devoted to Capstone ideas.

Students may complete more than one practicum, with the first practicum occurring in the Fall term and the second practicum occurring in the Winter term of the final academic year. Students must register in the term and pay full-time tuition during both practicum placements. Placements will be monitored to ensure priority is given to students who are applying for their first practicum.

### ***Responsibilities (student, academic advisor, practicum field supervisor)***

**The student** needs to actively engage in finding and negotiating an appropriate practicum to meet his/her learning and career development needs. The Program will assist by identifying practicum opportunities, but it is up to the student to secure a placement. This means taking the initiative to contact potential supervisors, as well as working throughout the Program to make sure that his/her oral and written communications skills are adequate to succeed in the application process.

The student is expected to:

- Work with his/her academic advisor, as necessary, to clarify personal and professional learning needs.
- Choose/develop a practicum of interest and make contact with the practicum supervisor.
- Work with the practicum supervisor to establish a ***Learning Contract*** prior to the start of practicum.
- Seek ethics approval, if required, for any of the practicum-related projects.
- Once agreed to by the practicum supervisor, provide the Learning Contract to the academic advisor for review and approval. The academic advisor should have an opportunity to see and comment on the draft learning contract before the practicum supervisor signs it – principally to avoid extra steps for the student. **Submit the signed Learning Contract to the MPH Program Coordinator.**

- Conduct activities to meet learning objectives, service expectations and other deliverables of the Learning Contract. Identify, if applicable, where practicum is not meeting learning needs.
- Meet professional standards of conduct, including respect for the confidentiality of health or other information on individuals that they may encounter as part of their practicum experience, as well as respect for the confidentiality of agency information. Responsible behaviour regarding attendance and interest in agency activities is expected.
- Participate in mid-placement interview and complete the *Interim Evaluation Form* with your practicum supervisor. Submit the completed and signed form to your advisor and then to the MPH Program Coordinator.
- Participate in final evaluation interview and complete the *Final Evaluation Form* with your practicum supervisor. Submit the completed and signed form to your advisor and to the MPH Program Coordinator.
- Complete the *Student Host Evaluation form* and submit it to the MPH Program Coordinator.

**The academic advisor** has responsibility for overseeing the academic aspects of the student's practicum to ensure that it will meet the learning needs of the student and the academic requirements of the University of Waterloo MPH program. Your advisor is available to help you in identifying your professional and career objectives, clarifying your learning objectives and narrowing your choices among potential practicum sites (you will first search the practicum database and initiate contact with potential supervisors, so this won't be needed in every case).

The academic advisor is expected to:

- Assist the student, as needed, to clarify and identify realistic goals and specific learning objectives for the practicum and may assist with the identification of potential practica.
- Advise on the development of a Learning Contract.
- Review and approve the Learning Contract before the start of the practicum to ensure that it meets academic and quality expectations (NB the idea is that you won't spend 2 weeks of a fairly short practicum working on your learning contract!).
- Be available to address any concerns or difficulties experienced during the practicum. (May attend the interim and/or final evaluation, e.g. at the request of the student or practicum supervisor).
- Review, evaluate and provide feedback on any project that is part of the evaluation of the student.
- Review your mid-term evaluation and provide advice if there are areas where you need to improve.
- Inform the program leader if there are warning signs that you might not pass practicum (so that we can work together to develop a plan to help you).
- Review your practicum supervisor's evaluation and your practicum deliverable(s) on completion of practicum and sign off, indicating that you should receive academic credit for your work.
- Review and sign off on the student's evaluation of the practicum experience.

**The practicum field supervisor** ensures the necessary practice and learning environment for the student and provides ongoing guidance, support and supervision.

The practicum supervisor is expected to:

- Identify potential projects and/or learning experiences in his/her organization.
- Negotiate with the student the details of the Learning Contract (e.g. assist the student in identifying reachable, appropriate and meaningful learning objectives and outcomes). Ideally,

this should be done in person with the student. This would provide an opportunity to discuss the educational and practice needs of the student, expectations and needs of the host organization, expected activities and responsibilities, project deliverables, any relevant policies or procedures related to the practicum site, and stipend-related issues.

- Review and sign off on the Learning Contract prepared by the student (which normally would have been developed in collaboration with the practicum supervisor).
- Make necessary arrangements to provide for space, computer, phone, supplies, etc.
- Provide orientation to the workplace, organizational structure, and functions.
- Provide access to information, individuals and work teams, and support opportunities for exposure to ongoing activities (e.g. Board and other relevant meetings, field visits, investigations, seminars, etc.), as well as identifying additional opportunities for public health practice.
- Meet with the student regularly (suggested minimum supervisory time is one hour weekly) to review progress and provide feedback and direction. Ideally this would be in person, but interaction by phone or other electronic means can be used on occasion when it is not feasible to meet in person.
- Suggest supplementary readings or projects to enhance the experience.
- Discuss student needs with the academic advisor as necessary.
- Provide a mid-placement evaluation of the student's progress and discuss it with him/her.
- Provide a final evaluation of the student's progress and discuss it with him/her.

### ***Finances***

For some practicum placements listed in the database, the host sites pay students a salary or stipend. Students who are not receiving income from their host site or employer are eligible for the **MPH Practicum Award**. A limited number of awards will be available each year. To apply for the award, students must complete the MPH Practicum Award form (available from the Sharepoint site (ads\username and password)) and ***submit it to the MPH Coordinator by the first day of the academic term in which the practicum will take place or unless otherwise specified.. Earlier submissions are strongly encouraged because of the limited availability of awards.*** The award cannot be submitted until a learning contract has been initiated with the host site.

Students must also complete the **Work/Education Placement Agreement** if participating in an unpaid practicum placement. The form must be submitted to the MPH Coordinator before beginning the placement. This form ensures you have insurance coverage in case of an accident. The forms are available on the Sharepoint site located on the MPH Website.

### **Research Practicum Option for Experienced Public Health Professionals**

An applied practicum is a core component of the Master of Public Health program at the University of Waterloo. Section 4.4.1 of the appraisal brief to the Ontario Council on Graduate Studies provides the Program Committee with discretion to allow a student with substantial public health experience the opportunity to substitute a research practicum for the applied practicum.

An applied practicum is the preferred option and only in exceptional circumstances will a student be allowed to do a research practicum, and then only with the approval of the MPH Program

Committee. Below are the conditions under which the MPH Program Committee will consider approving a research practicum in lieu of an applied practicum.

Requests for exceptions to the applied practicum requirement will be considered on a case-by-case basis and only from students with at least five years of public health experience. Length of service is not enough to ensure approval; breadth of experience and level of responsibility will also be taken into account.

The research practicum should address a concrete program or policy question and be targeted to a specific organization or audience, usually the organization requesting or sponsoring the research. Students wishing to do a research practicum should submit a brief proposal including:

- description of the research question, its importance and scope, and the methods s/he intends to use to address it;
- plan which, given the nature and context of the practicum objectives, would ensure appropriate assessment of the research report. This might be done through the appointment of a single supervisor or a combination of people with complementary expertise (within and/or external to the site where the bulk of the work will occur);
- letter from the collaborating agency attesting to the need for the work and their willingness to assist the student through feedback and, if necessary, access to data; and
- letter from his/her academic advisor, supporting the proposal and stating that s/he is persuaded that the amount and nature of the student's experience justifies an exemption from the applied practicum requirement.

Requests for approval of a research practicum should be submitted to the Program Committee through the MPH Leader, normally at least 6 months prior to the planned start date.

Consistent with the requirements for the applied practicum, the research practicum should take no more than two terms to complete, not including time required for securing any necessary ethics approval or data access. The hours of work should be comparable to those in the applied practicum, i.e. a minimum of 420 hours. It would be prudent for the student to log hours of work, against the unlikely event of a challenge.

The length of the finished paper will depend on the nature of the project but should normally be no more than 30 to 40 pages. The University of Waterloo policy concerning intellectual property rights is at <http://www.adm.uwaterloo.ca/infosec/Policies/policy73.htm>. Students should clarify terms with the collaborating agency before research begins. In any case, the student's contribution should be acknowledged through a statement of authorship.

A dissemination plan for the research product must be provided. The product of the research practicum may take the form of a publishable manuscript or a report to the agency (governmental or otherwise) for which the research is done. The student may be required to make an oral presentation based on the project at an annual graduate research day or other appropriate forum.

## **MPH Capstone**

The MPH Capstone course has two main objectives. First, the course provides students with an opportunity to demonstrate their ability to collaborate with others with different backgrounds. Second, the course is meant for students to integrate lessons learned from a variety of sources and bring them to bear on a concrete public health problem; these lessons could include analytical tools or information from academic studies, practical skills gained from the practicum and other work experience, and insights gained from personal experiences, civic involvement and reading.

While the Capstone course takes place in the Spring term, students are responsible for forming groups, picking their project topic and completing the necessary preliminary work during the previous Fall and Winter terms. Early in the Fall, the MPH Program Leader will create and distribute a list of all graduating students. Students can contact each other to propose ideas for possible capstone topics and look for group members. Students should aim to form diverse groups with no fewer than 4 and no more than 6 people. Once decided, the names of group members, project topics and a group name should be e-mailed to Dr. Garcia. At the start of the Spring term, students can access the course web site on Desire to Learn. Each group will have a discussion board to support discussion and sharing of documents. Students are free to use other means besides the course website.

At the start of the on-campus component of the Capstone course each group presents their project topic and receives feedback from the rest of the class. The groups spend the remainder of the two weeks working on their projects. At the end of this period, groups present their final product. Following the on-campus part of the Capstone course, there are two additional deliverables. The first one is a written report, completed by each group, outlining the entire project. The second deliverable is a personal reflection paper, completed by each student, relating to personal contribution and experience in the course. The course is graded on a Credit/Non-credit basis.

Full-time students can switch from full-time to part-time during the semester in which the Capstone course occurs if they are taking only this course. If maintaining full time status, students can take an additional elective course along with the Capstone.

## **H. Additional Information about the University Of Waterloo**

### **Student Representation on Committees**

At the start of each school year and/or when there is an opening, MPH students will be invited to join the following MPH committees.

- MPH Program Committee – 1 student
- MPH Evaluation Advisory Committee – 1 student
- SPHHS School Meetings – 1 student and 1 alternate

Nature of commitment varies across the positions. On-campus attendance is required.

### **Access to Building after Hours**

A building key is not necessary as Burt Matthews Hall is open 24 hours a day except during the December break. Corridor doors are locked between 4:30 p.m. and 8:30 a.m. on weekdays and all day on weekends. Access to other buildings (e.g., Math & Computer, or the Physical Activities Complex) is possible most hours that you would have need to use these facilities.

The information in this section is relatively up-to-date. If you require more accurate details, please refer to the latest edition of the Waterloo Graduate Calendar.

## **Graduate Student Association and the Graduate Club**

All graduate students are automatically members of The Graduate Student Association. The Grad House is situated in the centre of campus and serves lunches and alcoholic and non-alcoholic beverages at moderate prices. Consult your fellow SPHHS graduate students for more information.

## **Libraries**

There are a number of libraries on campus. The Dana Porter Arts Library, which is located in the centre of the campus, is the main library. The Engineering, Mathematics and Science (EMS) Library is in the Davis Centre and contains materials related to mathematics, economics, physical science, and so on. For manuals and other materials related to computer software and its application, the IST has a special library on the first floor of the Math and Computer. The Faculty of Environmental Studies maintains a map library on the main floor of the Environmental Studies Building (ES1).

The University is linked to the Ontario Inter-University Library System whereby it is possible to obtain a copy of a book or journal which is not available in our library within 48 hours. Inter-library loan (ILL) service reaches across North America. An ILL office is located in the Dana Porter Arts Library, Room LIB 224.

The Faculty operates the Lois Matthews Reading Room in BMH 3035. It is available to faculty and graduate students for informal meetings and conversation as well as browsing.

## **Parking on Campus**

You may park in any of the visitor parking lots and pay each time you enter. You may pay by the term in selected lots (depending on the availability of space), in which case you need to contact the Parking Office in the Security Department which is located in the Commissary (COM), extension 33100. Further information and rates can be found at <http://parking.uwaterloo.ca/>.

## **Banking**

Major banking organizations have branch offices located close to the University and the Canadian Imperial Bank of Commerce has a branch located on the lower level of the Student Life Centre. Assistantship and scholarship payments are deposited directly into your local account. Please check with the Payroll Department in the General Services Complex (GSC) to be sure that you have filled out the appropriate forms.

## **Living Accommodations for Graduate Students**

As with most university cities, housing is at a premium. Although not necessary, if you choose to stay near campus, the earlier you can arrange accommodation, the closer you will be to the University and the cheaper the rate. There is a Housing Office located in Village 1 (V1) which provides lists of apartments and rooms to rent. You should consult this source as soon as possible. Another good source of information is the current graduate students who, based on experience, may be familiar with upcoming vacancies. New to campus housing is Columbia Lake Village,

designed specifically for graduate students. Further information can be found at <http://www.housing.uwaterloo.ca/residences/clv/index.html>

### **Centre for Career Action**

The Centre for Career Action provides assistance to students graduating with advanced degrees who are seeking employment. Types of employment and the organizations and agencies compatible with individual students' needs and abilities are discussed during personal interviews with career advisors. Group sessions for students are held on job-hunting techniques, resume writing and successful interviewing. Each year, several hundred employers are invited to conduct on-campus interviews for all graduating students. Post-graduate students may participate in interviews during the Fall and Winter terms. The offices are located on the first floor of Tatham Centre.

### **Bookstore**

The BookStore, with three sales areas, is located in South Campus Hall. It provides for all of the student's textbook needs, more than 30,000 titles of non-required books, engineering, art and optometry supplies, stationery and crested merchandise.

Normal Bookstore hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. Extended hours as posted as required. On-line purchases can be made and delivery arranged. For general information, call extension 32902.

### **International Student Office**

The International Student Office (ISO) aids international students through its special programs and by providing information on many aspects of living in Canada: immigration regulations, community services, personal problems, legal problems, cultural adjustment, orientation to university life, and so on. Programs include Host Families, English conversation class, English tutors, temporary housing, TOEFL preparation courses and United States visa service. All students from outside Canada are invited to visit the International Student Office in Needles Hall, Room 2080. Hours are 8:30 a.m. to 4:30 p.m., Monday to Friday.

## Health Care

*Health Services* – <http://www.healthservices.uwaterloo.ca>. Registered students can receive medical care, nursing care and counselling services at Health and Safety. A roster of family doctors attends Health and Safety each day to see students. A Health and Safety physician is on 24-hour call seven days a week for students.

Hours: Monday to Friday – Fall & Winter terms 8:30 a.m. – 7:30 p.m.; Spring term 8:30 a.m. to 5:00 p.m.

Allergy Injections: Fall & Winter terms 9:00 a.m. – 5:00 p.m.; Spring term 9:00 a.m. to 4:00 p.m. (unless posted otherwise)

Health Insurance: Physicians' fees at Health and Safety as well as laboratory work and X-rays are paid for by the Ontario Health Insurance Plan (OHIP). For detailed information on OHIP, students can obtain a free booklet, “The Ontario Health Insurance Plan General Guide”, at the Clinic. OHIP application forms are also available at the Clinic. Students from other Canadian provinces and foreign students should check with Health and Safety staff regarding their coverage.

With the exception of visa students, all full-time students are covered by a Student Supplementary Health Insurance Plan. Premiums are shown in the Schedule of Fees. Dependent (family) coverage can be obtained by payment of an additional premium. A pamphlet detailing this plan is available at Health and Safety, the Registrar's Office, Financial Services, or the Federation of Students' Office.

Visa students, no longer covered under the Supplementary Health Insurance Plan since June 30, 1994, should enroll for the UHIP or University Health Insurance Plan. This plan can cover either the student alone, one dependent or more than one dependent at different costs. To apply for dependent coverage the student must apply for coverage within 30 days of arriving in Canada. After this time the student must seek coverage from another private insurer or be responsible for his or her own medical costs. The Graduate Studies Office cautions that medical costs are very high, for example, one day in the hospital can cost as much as \$2,000.00 in Canada. Information regarding this plan can be obtained from the Graduate Studies Office.

## Centre for Teaching Excellence (CTE)

The Centre for Teaching Excellence (CTE) was established at the University of Waterloo in 2007 via a merger of the Teaching Resources Offices (TRACE), the Centre for Learning and Teaching Through Technology (LT3), and Learning Resources and Innovation (LRI).

The Centre for Teaching Excellence provides workshops and other sessions that help prepare graduate students for the teaching aspect of an academic career. These include the Certificate in University Teaching (CUT) and the International TA



(ITA) program. Complementing these professional development opportunities are teaching-related workshops offered by individual departments. Graduate students who have taken full advantage of these opportunities have subsequently reported that they were considered more desirable candidates for academic positions, and felt better prepared for the classroom after being hired to a post-secondary institution. For more information visit [http://cte.uwaterloo.ca/graduate\\_programs/index.html](http://cte.uwaterloo.ca/graduate_programs/index.html)

## **Child Care**

There are a variety of child care services available through four centres on campus. The Early Childhood Education Centre provides half-day preschool programs for children ages 3-5. The Hildegard Marsden Co-operative Day Nursery provides full day care for infants and children ages 3 months – 6 years. Both the Klemmer Farmhouse Co-operative Nursery and the Paintin' Place Co-operative Day Care provide full-day care for toddlers and pre-school children.

## **Policy on Bicycles in University Buildings**

This statement makes clear that bicycles are not to be taken into or parked in campus buildings. The only exceptions are the storing of bicycles in areas specifically designated for this purpose located in the residence facilities and the UW Bike Centre in the Student Life Centre. Departments administering buildings and UW Police are authorized to remove any bicycles found within campus buildings and not parked in outside bicycle racks. This policy is not intended to discourage bicycle use but to ensure UW's compliance with fire and life safety requirements.

## **I. Post-Graduation Procedures**

Please see the 'Graduation' section of the MPH website (<http://www.ahs.uwaterloo.ca/hsg/mp/current/graduation.html>) to review relevant information and download the Intent to Graduate/Program Completion form. In order to prepare for the Fall convocation (<http://www.registrar.uwaterloo.ca/convocation/index.html>), this form must be submitted before the end of August.

Also, make sure you return any keys to university rooms/buildings to the Faculty Administrative Assistant, BMH 2312 and pay any outstanding tuition, photocopying and/or library bills. Please inform the MPH Coordinator of your initial job and title for purposes of future Graduate Reports.

### **Upcoming Term Tuition Fees for Graduating Students**

Submission of the Intention to Graduate form impacts tuition refunds and/or cancellation of your Finance account. The School processes your Intention to Graduate form shortly after you submit it and you will be contacted if there are any issues that might stand in the way of your graduation. The Graduate Office then processes Intention to Graduate requests in the beginning of September (for Fall convocation). Until the Graduate Office processes your graduation information, your Quest account might ask that you pay tuition fees for the upcoming Fall term. If you have submitted your Intention to Graduate form by the August 31st deadline, please ignore the tuition fees request for the upcoming term - they will disappear as soon as the Graduate Office processes your graduation request.

## **J. Important Dates and Deadlines**

### OGS

- SPHHS Graduate Coordinator or MPH Coordinator will send out announcement email concerning scholarship beginning of September
- Departmental deadline for completed application mid-October

### **Annual Progress Report**

- School deadline for completed report is in June

### **Academic Term Deadlines**

*For Calendar of events and academic deadlines see*  
<http://gradcalendar.uwaterloo.ca/?pageID=95186>

### **Holidays and University Closures**

<http://gradcalendar.uwaterloo.ca/?pageID=95186>