



Master of Public Health

Department of Public Health Sciences
Student Handbook

2016-2017 Academic Year





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Master of Public Health Program
Queen's University
Carruthers Hall, 62 Fifth Field Company Lane
Kingston, Ontario K7L 3N6

Dear Master of Public Health Student,

On behalf of the Department of Public Health Sciences, I am pleased to welcome you to the Master of Public Health (MPH) program at Queen's University.

Our goal is to educate, equip and inspire students to take Evidence-Informed Action for Public Health.

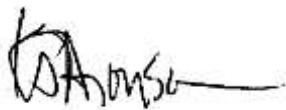
The dynamic and growing field of public health needs graduates who can effectively take the best available evidence from research, context and experience and move it into action that improves health and prevents disease. By completing your MPH with us, you will be joining a community of public health professionals, working together to achieve these important goals.

This student handbook includes important information on our program, faculty, and university services, including current degree requirements. Please review it carefully because it will likely answer many of your questions. This handbook is prepared specifically for MPH students. For formal policies and procedures, please consult the Queen's University School of Graduate Studies at <http://www.queensu.ca/sgs/home>.

I very much hope that your time with us will be enjoyable, productive and rewarding. I encourage you to take advantage of the many opportunities to expand your knowledge and build your professional skills and competencies.

If you have any questions or require further information, please do not hesitate to contact me.

Regards and best wishes,

A handwritten signature in black ink, appearing to read 'K. Aronson', with a horizontal line extending to the right.

Kristan Aronson PhD
Program Director, Master of Public Health

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Departmental Overview

Established in 1968, the Department of Public Health Sciences (formerly Community Health and Epidemiology) was created to study the incidence of diseases in Canadian communities and to find ways to help reduce public health risk. Since then, the fields of community health and epidemiology have broadened considerably. Department members now conduct research and teach in areas as diverse as health economics, program evaluation, and biostatistics.

The mission of the department is to advance scientific knowledge relevant to research in epidemiology, public health and biostatistics, and to participate in the dissemination and application of scientific knowledge to address health, health care, and health system issues.

To achieve this mission, the department is home to four graduate programs: thesis-based Master of Science and PhD programs in Epidemiology, a collaborative Master of Science specializing in Biostatistics with the Department of Mathematics and Statistics, and a Master of Public Health program. Particular strengths of the department include public health, the study of cancer causes and treatment, applied biostatistics, mental health, developmental disabilities, injury, cardiovascular disease, and the health of children in both local and international settings.

Master of Public Health Program Overview

The Master of Public Health is a professional, course-based degree that educates, equips and inspires students to take Evidence-Informed Action for Public Health.

The degree is 16 consecutive months in duration, attracting applicants from a range of disciplines. A 12-month accelerated program is available for candidates with at least two years of cumulative paid work experience in health care, public health or a related field.

By the completion of the program, the program aims to educate, equip and inspire graduates to:

- **Define** public health issues using a population health approach
- **Search** for evidence to address public health issues
- **Appraise** and interpret public health evidence
- **Synthesize** evidence to develop recommendations for public health action
- **Adapt** public health communication and evidence-based interventions to specific contexts and populations
- Plan to **implement** public health programs, services and policies
- **Evaluate** the process and outcomes of public health actions
- **Demonstrate** development of core attitudes and values of a public health professional.

Each of these eight program outcomes is critical to enable Evidence-Informed Action for Public Health.

Master of Public Health Organization and Structure

In the Queen's University structure, the Master of Public Health Program falls under the School of Medicine in the Faculty of Health Sciences. The MPH is one of four degree programs in the Department of Public Health Sciences. Below is a list of faculty members who contribute to the Master of Public Health through instructing mandatory core courses and elective courses, as well as MPH staff:

Name	Role	Course(s) of instruction	Contact information
Dr. Beatriz Alvarado-Llano	Assistant Professor	EPID 826 – Determinants of Health	alvaradb@queensu.ca 613-533-6000 ext. 79540
Dr. Kristan Aronson	Professor and Program Director, MPH	EPID 801 – Introduction to Epidemiology	aronson@queensu.ca 613-533-6000 ext.78522
Dr. Colleen Davison	Assistant Professor	EPID 802 – Foundations in Public Health	davisonc@queensu.ca 613-533-6000 ext. 79518
Dr. Duncan Hunter	Associate Professor	On sabbatical July 1, 2016 – June 30, 2017	hunter@queensu.ca 613-533-6000 ext. 74616
Ms. Geraldine Lyman	Graduate Assistant		lymang@queensu.ca 613-533-2234
Dr. Michael Mclsaac	Assistant Professor	EPID 821 – Introductory Biostatistics	mcisaacm@queensu.ca 613533-2901 ext. 77460
Ms. Brenda Melles	Program Planning & Communications Coordinator	EPID 886 – Public Health Professional Development	brenda.melles@queensu.ca 613-533-6000 ext. 77807
Dr. Will Pickett	Professor and Department Head		pickettw@queensu.ca 613-533-6000 ext 79551
Dr. Heather Stuart	Professor	EPID 806 – Applied Research Methods for Program Planning and Evaluation	heather.stuart@queensu.ca 613-533-6000 ext 78449
Dr. Erica Weir	Assistant Professor and Public Health Physician	EPID 827 – Public Health Leadership & Administration EPID 835 – Environmental Public Health	erica.weir@queens.ca 613-533-6000 ext. 77984
Paula Muis	Professional Development Officer	EPID 887 – Practicum Placement	p.muis@queensu.ca
Dr. Ana Johnson	Associate Professor	EPID 807 - Health Economics	Ana.johnson@queensu.ca 613-533-6000 ext 78055
Dr. Will King	Associate Professor	EPID 804 – Intermediate Epidemiology	kingw@queensu.ca 613-533-6000 ext 74735
Dr. Paul Peng	Professor and Program Director, MSc Biostatistics	EPID 822 – Intermediate Biostatistics	pengp@queensu.ca 613-533-6000 ext 78525
Dr. Harriet Richardson	Associate Professor and Program Director, MSc	EPID 810: Controlled Clinical Trials EPID 817: Foundations of Cancer Control	hrichardson@ctg.queensu.ca 613-533-6000 ext 78958



From left: Gerri Lyman, Kristan Aronson, Paula Muis, Megan Carter, Erica Weir, Brenda Melles

Admission Requirements

The Master of Public Health program is administered under the rules and regulations of the School of Graduate Studies. These regulations are outlined more fully by the Queen's School of Graduate Studies (www.queensu.ca/sgs/).

Academic Requirements

- Bachelor Degree in any discipline with a minimum 75% average

General Requirements

- Undergraduate level course in mathematics, statistics or data analysis in order to demonstrate appropriate quantitative skills
- Two copies of transcripts from each post-secondary institution attended
- Two academic reference letters
- International students from a non-English speaking university or students with English as a second language require a minimum TOEFL score of 600 (paper) or minimum TOEFL iBT scores of: writing (24/30); speaking (22/30); reading (22/30); listening (20/30); for a total of 88/120. Please note applicants must have the minimum score in each test as well as the minimum overall score. The TOEFL institution code is 0949 and the department code is 50.
- For applicants from universities outside of Canada, a Graduate Records Examination (GRE) score is mandatory. A minimum score of 149 on the quantitative section is required. The GRE institution code is 0949 and the department code is 0606.

Additional Requirements for 12-month Accelerated MPH for Experienced Professionals

- Demonstration of a minimum of two years cumulative paid work experience in health care, public health or a related field. Work experience may include two years of accredited residency through the Royal College of Physicians and Surgeons of Canada.
- Professional letter of reference from an employment source

Degree Requirements

16-Month Master of Public Health

To complete the requirements for the 16-month MPH degree, students must:

- **Take six core courses and three elective courses.** Five of the core courses (EPID 801, EPID 802, EPID 803, EPID 806 and EPID 821) must be taken during the fall and winter terms of first year, and be successfully completed prior to Practicum Placement (EPID 887). The remaining core course, EPID 805, is taken in the fall term of the second year.
- **Complete EPID 886 – Public Health Professional Development.** This course of 36 hours of public health skills workshops must be completed before the Practicum Placement (EPID 887).
- **Complete EPID 887 - Practicum Placement.** This 400-hour placement, offered in the Spring/Summer of year 1, provides students with an opportunity to apply the knowledge, attitudes, and skills acquired from their coursework in a supervised public health setting.
- **Complete the Course on Research Ethics (CORE) online tutorial (SGS 804)** prior to beginning the Practicum Placement (EPID 887)

All course work must be completed with a mark of 70% or higher. Requirements are summarized below.

Summary of Degree Requirements for 16-month MPH			
Fall Term – Year 1	Winter Term – Year 1	Summer Term – Year 1	Fall Term – Year 2
EPID 801: Introduction to Epidemiology EPID 802: Foundations in Public Health EPID 821: Introductory Biostatistics EPID 886: Public Health Professional Development No elective courses	EPID 803: Public Health System in Canada EPID 806: Applied Research Methods for Program Planning and Evaluation EPID 886: Public Health Professional Development 1-2 Elective courses	EPID 887: Practicum Placement No elective courses	EPID 805: Leading Evidence-Informed Action 1-2 Elective courses

12-Month Accelerated Master of Public Health for Experienced Professionals

To complete the requirements for the 12-month Accelerated MPH degree, students must:

- **Take six core courses and two elective courses.** All core and elective courses must be taken during the fall and winter terms of first year, and be successfully completed prior to Practicum Placement (EPID 887).
- **Complete EPID 887 - Practicum Placement.** This 400-hour placement, offered in the Spring/Summer of year 1, provides students with an opportunity to apply the knowledge, attitudes, and skills acquired from their coursework in a supervised public health setting.
- **Complete the Course on Research Ethics (CORE) online tutorial (SGS 804)** prior to beginning the Practicum Placement (EPID 887)

All course work must be completed with a mark of 70% or higher. Requirements are summarized below.

Summary of Degree Requirements for 12-month Accelerated MPH		
Fall Term – Year 1	Winter Term – Year 1	Summer Term – Year 1
EPID 801: Introduction to Epidemiology EPID 802: Foundations in Public Health EPID 821: Introductory Biostatistics EPID 827: Public Health Leadership and Administration	EPID 803: Public Health System in Canada EPID 806: Applied Research Methods for Program Planning and Evaluation 2 Elective courses	EPID 887: Practicum Placement

Core Mandatory Courses

Students in the Master of Public Health program are required to take six core courses. Details are below:

EPID 801: Introduction to Epidemiology

This course provides foundational knowledge on how human evidence relevant to public health is created, assessed, and used, with a focus on epidemiologic methods. Topics include measures of health status; risk factors and associations with health outcomes; study design including descriptive, analytical, and intervention approaches; validity issues; critical appraisal; assessment of causation; ethics; and application of epidemiologic evidence in public health decisions.

Three term hours, fall (year 1). Instructor: Kristan Aronson

EPID 802: Foundations in Public Health

This course provides an overview of the theoretical and conceptual foundations of public health. It examines the social determinants of health and population health approaches to promote and

protect health. It instills in students an understanding of the historical achievements, core values and ethical frameworks that guide public health action.

Three term hours, fall (year 1). Instructor: Colleen Davison

EPID 803: Public Health System in Canada

This course provides a conceptual overview of the public health system in Canada including provision of health care service. The first section of the course will describe how health services are organized and delivered in Canada. The second section of the course emphasizes the key functions of public health, namely: disease prevention, health promotion, health protection, emergency preparedness, health status assessment and surveillance. The final section of the course describes the policy context in which public health and health services are administered in Canada.

Three term hours, winter (year 1). Instructor: TBD

EPID 805: Leading Evidence-Informed Action

The course teaches students to apply theories of leadership and change to the analysis and development of public health actions. Approaches to leading change are reviewed at a variety of levels – self, team, organization, individuals, community, government. Practical examples are drawn from the core programmatic and functional areas of public health practice and exemplify the role of the local health unit organization in leading change.

Three term hours, fall 2017 (year 2). Instructor: Erica Weir

EPID 806: Applied Research Methods for Program Planning and Evaluation

This course provides an overview of social research methods and tools to assist students to complete the “evidence to action” program planning and evaluation cycle. Topics covered include: defining the issue, using surveillance data, engaging the community, conducting a stakeholder analysis, survey methods, handling qualitative data, building logic models, choosing indicators, communicating the results, and taking action. **PREREQUISITE:** EPID 801 & EPID 821 or permission of the instructor.

Three term hours, winter (year 1). Instructor: H. Stuart

EPID 821: Introductory Biostatistics

This course introduces the basic statistical concepts, principles, and techniques essential for community health and epidemiologic research. Topics include descriptive statistics, probability distribution, estimation, hypothesis testing, simple linear regression correlation and measures of association, and some non-parametric methods. **PREREQUISITE:** Permission of the Instructor.

Three term hours, fall (year 1). Instructors: Michael Mclsaac. Tutorial instructors: A. Day and J. Zhang-Salomons

EPID 826: Determinants of Health

This course examines the determinants of health from a population health perspective including social, cultural, and economic factors; physical environmental factors; personal health practices; individual coping skills; and health services. **PREREQUISITE:** EPID 801 and EPID 821

Three term hours, fall 2016 only (for MPH year 2 students only). Instructor: Beatriz Alvarado

EPID 827: Public Health Leadership and Administration

This course provides an introduction to public health leadership and administration. The intent is to familiarize students with the main components of the organization, financing, and delivery of public health services in Canada. Students will also learn principles of strategic planning, public health marketing, the legal and ethical basis for public health interventions, and systems thinking for resolving community health and organizational problems. Finally, the course will build competencies in critical thinking and communication skills necessary for public health practice.

Three term hours, fall 2016 only (for MPH year 2 and 12-month Accelerated Program students only). Instructor: Erica Weir



Carruthers Hall, Queen's University

Elective Courses

In addition to the six mandatory core courses, Master of Public Health students are also required to complete elective courses (3 elective courses totaling 1.5 credits for 16-month students; 2 elective courses totaling 1.0 credits for 12-month students). Students take their elective courses in the winter term of year 1 and the fall term of year 2. Several electives are offered within the Department of Public Health Sciences. In addition, students may also pursue **approved** electives in other Queen's Departments or Schools.

Elective Courses Offered by the Department of Public Health Sciences in 2016-17

Fall Term Year 1	Winter Term – Year 1	Summer Term Year 1	Fall Term – Year 2
No elective courses	EPID 804: Intermediate Epidemiology EPID 810: Controlled Clinical Trials EPID 822: Intermediate Biostatistics EPID 836: Qualitative Methods	No elective courses	EPID 807: Health Economics EPID 831: Chronic Disease Epidemiology EPID 833: Issues in Military and Veteran Health Research EPID 817: Foundations of Cancer Control

EPID 804: Intermediate Epidemiology

This course deals with advanced methods and issues in the design, conduct, analysis, and interpretation of epidemiologic studies. The content focuses on observational study design and analysis, and builds on epidemiologic principles presented in EPID-801. Data analysis will emphasize the application and interpretation of statistical concepts in epidemiologic research. PREREQUISITE: EPID 801.

Three term hours, winter. Instructor: Will King

EPID 807: Health Economics

This course is designed to provide students with an introduction to economic concepts and analysis relevant to health and health care systems. Topics include: health as an economic variable; health production models; uncertainty in health and its effects; the behaviour and influence of various participants (health care providers, patients, government) on health care utilization and health status. No prior economic background is required, although students must have basic quantitative skills.

Three term hours, fall. Instructor: Ana Johnson

EPID 810: Controlled Clinical Trials

This course will cover material relevant to the design and conduct of controlled clinical trials. Design topics will include methods used to achieve unbiased results with improved precision, such as adequate sample size, randomization, blinding, pre- and post-stratification, cross-over designs, placebos and the counting of relevant events. Attention will be given to the problems of conducting multi-centre clinical trials. Topics covered will include drafting of protocols, design of data forms,

logistics of data flow, methods of follow-up, data management and quality control, periodic reporting, final data analysis and the production of final reports. Ethical issues and the role of randomized trials in clinical investigation will be discussed.

Three term hours, winter. Instructor: Harriet Richardson

EPID 817: Foundations of Cancer Control

This course is intended for graduate students, clinical fellows and postdoctoral fellows who are engaged or interested in cancer research. The course will focus on concepts and methodological issues central to the conduct of epidemiologic studies of cancer etiology and control. Topics will include: an introduction to basic epidemiologic concepts; biologic and clinical concepts central to the investigation of cancer; study design; clinical epidemiology; molecular epidemiology; and cancer control and prevention.

Three term hours, fall. Instructor: Harriet Richardson

EPID 822: Intermediate Biostatistics

This course deals with the commonly used statistical methods proven useful in health services research and the epidemiologic analysis of the relationship between traits, exposures or treatment, and diseases or other medical outcomes. The course emphasizes the statistical modeling approach with topics including multiple regression, analysis of variance and covariance, reliability of measurements, analysis of categorical data, and logistic regression. PRE-REQUISITE: EPID 821

Three term hours, fall. Instructors: Michael McIsaac, Bingshu Chen, Paul Peng. Tutorial instructors: A. Day, J. Zhang-Salomons

EPID 828: Infectious Diseases

This course provides an introduction to the principles of infectious disease prevention and control relevant to public health practice. The course focuses on the etiology, history, societal impacts and determinants of infectious diseases of major public health importance. There is an emphasis on modern prevention and control efforts that can be applied at the local, national and international levels. PREREQUISITE: EPID 801 & EPID 821

Not offered in 2016-17

EPID 829: Foundations in Global Health

Students will be exposed to various global health concepts and be trained to work through potential solutions in a public health context. The course will be taught through formal lecture, seminar and small group learning, and online modules. Topics may include: health, public health and development; Aboriginal health; health systems and policies; Canada's role in global health and social justice; and special populations.

Not offered in 2016-17

EPID 831: Chronic Disease Epidemiology

This course will provide an overview of the epidemiology of some of the leading causes of morbidity and mortality in Canada and will highlight the key methodological considerations for the study of each disease or health problem. PREREQUISITES: EPID 801 and EPID 821 or equivalents with permission of course instructor.

Three term-hours, fall. Instructor: TBD

EPID 832: Mental Health/Critical Inquiry

This course will provide students with an in-depth substantive knowledge about the evolution of health issues that have shaped policy and mental health services. PREREQUISITES: EPID 801 or permission of course instructor.

Not offered in 2016-17

EPID 833: Issues in Military and Veteran Health Research

Students are exposed to health issues associated with military experience that includes both veterans and military families. As a weekly webinar, the course will include presentations from Canadian specialists who will contextualize military mental and physical health needs and introduce theoretical and methodological approaches to conducting applied health research among this population.

Three term hours, fall. Instructor: Stephanie Belanger

EPID 835: Environmental Health

This course provides students with a foundation of understanding, assessing and mediating environmental exposures. Methods for assessing and communicating about exposures, risks and standards in air, water, soil and food are introduced. Case studies of managing hazardous exposures are reviewed. Environmental health policy implications of global climate, energy use and disaster planning are explored.

Not offered in 2016-17

EPID 836: Qualitative Methods

Qualitative research seeks to understand how and why people perceive and interact with the world around them. This course introduces graduate students to the nature and scope of qualitative research methods with respect to data collection and analyses in the social and health sciences, giving them theoretical and practical foundations to build on.

Pending approval. Three term hours, winter. Instructor: Heather Castleden

Elective Courses Offered by other Departments

A selection of elective courses previously taken by Master of Public Health students from other Departments and Schools at Queen's University is listed below. This list is not comprehensive and students are encouraged to seek out courses of interest to fill their elective course work.

If students are interested in courses from other departments that are not listed below, they must seek course approval from the MPH Program Director in advance of course registration.

GPHY 887: The Geography of Health and Health Care

In a seminar format, selected themes in the geography of health and health care are examined. Epidemiological and social theories, analytic methods, and planning and policy implications of health and health care are emphasized.

Three term hours, winter. Instructor: Mark Rosenberg

KHS 831: Social Networks/Relations & Health

This course introduces students to social epidemiological research on social networks, social relationships, and health. The goal of the course is to provide students with a theoretical, substantive, and methodological foundation upon which they can formulate meaningful research questions and hypotheses that apply to their own work. Quantitative and qualitative approaches to the study of social networks and health will be discussed. Topics that will be covered include social support, social norms, social capital, and network analysis.

Not offered in 2016-17

KHS 862: Community-Based Programming

In this seminar course students will apply theoretical concepts from the social and behavioral sciences, health education, and health communication to the planning, implementation, and evaluation of community-based physical activity programs. Interventions and programs for group, organization (e.g. schools), and community settings that target people, policies and the environment, will be emphasized. Offered jointly with EPID 862.

Not offered in 2016-17

RHBS 832 (Cross listed with NURS 802): Qualitative Methodology & Methods

An overview of qualitative methodology and methods frequently used in health care research is provided. Topics include, but are not limited to, action research, ethnography, grounded theory, hermeneutics and phenomenology. Methods include focus groups, interviews and participatory observation. Opportunities may exist for interviewing, participatory observation and data analysis.

Three term hours, winter. Instructor: Terry Krupa

RHBS 877/977: Community-Based Rehabilitation

This course prepares students to design, develop, implement and evaluate community based rehabilitation (CBR) programs for and with persons with disabilities internationally. Students will

examine basic CBR concepts and frameworks, education and training strategies. They will analyze designs and outcomes for a variety of CBR programs in Canada and internationally. They will explore the CBR matrix developed by the World Health Organization and its application to CBR practice, research and education. It will draw on ICACBR international experiences by presenting and analyzing specific examples of international and local programs. Inquire regarding availability.

Three term hours, winter. Instructor: Djenana Jalovic

SURP 861: Healthy Community Planning

This course will introduce students to links between urban planning and public health, with a focus on the North American context. Various dimensions of communities and cities, such as urban form and sprawl, transportation, community design, and housing, will be interrogated for their health-promoting and impeding qualities, while students will gain important skills in planning for healthy communities. PREREQUISITE: Permission of instructor.

Three term hours, winter. Instructor: Patricia Collins

Practicum

Practicum Requirements

The Master of Public Health program has two practicum elements. Students in the 16-month MPH program must complete the EPID 886 Public Health Professional Development course, comprised of 36 hours of public health skills workshops (0.5 credit). This course runs through both fall and winter terms of year one.

All students must complete a practicum placement (EPID 887) in a supervised setting (0.5 credit). This placement has a minimum duration of 400 hours and is usually undertaken within the 16 weeks between May and August of year one.

PLEASE NOTE THAT STUDENTS ARE REQUIRED TO PAY TUITION DURING THEIR PRACTICUM PLACEMENT.

EPID 886: Public Health Professional Development (Fall 2016 winter 2017)

This course assists students to lay the foundation for continuing professional development in public health practice. Students are introduced to the Competency ePortfolio and coached to chart their progress in developing skills and competencies through a combination of workshops, seminars and online learning modules.

One and a half hours per week, fall and winter terms (year 1). Coordinator: Brenda Melles

EPID 887: Practicum Placement (Summer 2017)

The 400-hour practicum placement provides MPH students with an opportunity to work in the public health field and contribute to evidence-informed public health practice. Through the practicum, students demonstrate and enhance the knowledge, skills and attitudes they have learned from course work as well as reflect on and advance their career development. Placement activities and roles will vary according to the needs and interests of the host organization and the student. This course is graded on a PASS/FAIL basis.

Minimum 400 hours, spring/summer term. Coordinator: TBD

Before they may begin EPID 887 Practicum Placement, students must have completed and passed all of the following courses, or have approval from the EPID 887 Coordinator.

EPID 801: Introduction to Epidemiology
EPID 802: Foundations in Public Health
EPID 803: Public Health System in Canada
EPID 806: Applied Research Methods for Program Planning and Evaluation
EPID 821: Introductory Biostatistics
EPID 886: Public Health Professional Development (16-month students only)

Students must also have completed the Course on Research Ethics (CORE) online tutorial (**SGS 804**) prior to beginning the Practicum Placement (EPID 887).

Practicum Placement Process

Note: The MPH program's "Practicum Primer" details all important features of the practicum placement. The primer is available on the website at <http://www.queensu.ca/phs/master-public-health/current-students/practicum/practicum-placement>. Selected highlights are included here.

The Queen's MPH program aims to match each student with a practicum placement that will fit their interests, learning goals and needs. While the timeline to secure placements differs by student, all former students of the Master of Public Health Program have successfully secured a practicum placement by the end of April. The basic practicum placement process is as follows.

- **September:** Incoming students attend a short practicum information session during orientation week, and a formal briefing presentation from the Professional Development Officer about six weeks into the fall term. During this briefing, students are given access to a list of practicum placements that have been undertaken by previous MPH students.
- **October-November:** Each student has an individual meeting with the Professional Development Officer to discuss specific interests and goals for the placement.
- **January:** By mid-January, a list of available local placement opportunities is posted for students. These placements are arranged by the MPH program, and are with the program's established partner organizations. These placements are within commuting distance to Kingston and Belleville.
- **January-March:** Other placement opportunities (some local to the Kingston area, and others further afield) are posted by the Professional Development Officer for student review. Students may also pursue their own placements (see below).
- **By end of March:** Students review and rank all placement opportunities.
- **By end of April:** All placements are secured.

In addition to the placement opportunities provided by the MPH program, students are permitted to seek out their own placement opportunities within, or outside, the Kingston area. **All placements must be reviewed and approved by the Professional Development Officer.**

The Queen's University MPH program does not establish placements outside of the Kingston area. However, the MPH program does provide support to students who would like to arrange their placements elsewhere. For example, the Professional Development Officer may give students contact information for agencies or preceptors who have previously hosted MPH students, write letters of support, etc.

Examples of Practicum Placement Sites

In previous years, Queen’s MPH students have completed their practicum placements in a range of local, provincial, regional, national or international organizations including *but not limited to*:

Commuting distance to Kingston	Hastings Prince Edward Public Health
	KFL&A Public Health
	Kingston Community Health Centres
	Laboratory Services - Public Health Ontario
	Queen’s Family Health Team
	Queen’s University Centre for Studies in Primary Care
	South Eastern Ontario Cancer Screening Program
	South East Local Health Integration Network
Provincial/Regional	Centre for Addiction and Mental Health
	Ministry of Health and Long-Term Care
	Public Health Ontario
	Other Public Health Units
	Other Community Health Centres
	Other Local Health integration Networks (LHINs)
National	Canadian Coalition for Immigrant and Refugee Health
	Canadian Forces Directorate for Forces Health Protection
	Public Health Agency of Canada
	Veterans Affairs Canada
International	Aga Khan Foundation, Kenya
	AIDS Free Africa, Cameroon
	Pamoja Tunaweze Women’s Health Centre, Tanzania
	World Health Organization, Switzerland

Stipends for Practicum Placement

Each student will be paid a \$1000 practicum stipend from the Department of Public Health Sciences, unless:

- The student’s practicum organization is already paying the student more than \$5,000 for their summer placement, or;
- The student has been awarded an additional external practicum award or stipend in excess of \$5000

A limited number of placements arranged by the MPH program do offer small stipends for practicum students. However, offering stipends is not mandatory for host organizations.

Travel Bursaries for Practicum Placement

Where travel or accommodation costs are not otherwise covered by the practicum organization, MPH students will be allocated:

- Up to \$2500 for travel and/or accommodation for international practicum placements (receipts and approval required);
- Up to \$2000 for travel and/or accommodation for practicum placements in a Canadian First Nation, Inuit or Metis community (receipts and approval required);
- \$1500 for travel/commuting for placements with Belleville partners (i.e., Hastings Prince Edward Public Health or the South East Local Health Integration Network). No receipts required, but mileage claimed.

Academic Policy Information

Academic Progress

Student academic progress will be monitored by the Director of the Master of Public Health program. Difficulties requiring departmental action will be brought to the attention of the Graduate Education Committee.

Academic Integrity

Academic integrity is constituted by five core fundamental values: honesty, trust, fairness, respect and responsibility. Queen's students, faculty, administrators and staff all have responsibilities to support and uphold the fundamental values of academic integrity.

All registered graduate students should be aware of the seriousness of academic dishonesty in a graduate setting and the possibility of expulsion from the program for any of the listed offenses. Submitting any written work (either in draft or final form) in whole or in part that is authored by someone else, or using direct quotations or large sections of paraphrased material in a project, research report, thesis, or other scholarly publication without appropriate acknowledgment is considered academic dishonesty. An expanded discussion, including definitions of academic dishonesty and plagiarism is found in the School of Graduate Studies policy. http://www.queensu.ca/calendars/sgsr/Academic_Integrity_Policy.html

Students are encouraged to consult their course instructors regarding appropriate use of materials if in doubt about how their use may relate to academic dishonesty. If a course instructor, teaching assistant or supervisor identifies a case of academic dishonesty, the steps outlined below will be followed. There will be no exceptions to the policy.

Policy on Plagiarism

The Department of Public Health Sciences Policy on Plagiarism applies to any submitted work in any registered course a student is taking while registered as a graduate student, or a student thesis outline, thesis proposal and/or final thesis or practicum report.

Should a student's submitted work be found to contain any evidence of plagiarism (unreferenced work from other papers, books, articles, websites, including and not limited to figures, text, tables, lists, conclusions, etc.), the following action shall be taken:

- The student will receive a grade of zero for the submitted work in which the infraction is found. The final grade in the course will be computed using the method specified by the instructor in the course outline.

- A note will be placed in the student's file indicating that academic dishonesty has occurred. Should the student be found to have committed academic dishonesty on a second occasion, the department will seek to have the student expelled from the program.

Appeal of an Assigned Grade in a Graduate Course

Any student wishing clarification about, or who is dissatisfied with, an assigned grade in a graduate course should first discuss the matter with the course instructor, who will review the work in question. This discussion should take place within 14 days of the grades being available. If the instructor agrees to change a grade, a change of grade form shall be processed in the usual way.

If the instructor confirms the original grade, and if the student is still dissatisfied, then the student should appeal to the Department Head or Graduate Coordinator in the department, stating clearly the grounds on which the grade should be raised. If the Head or Graduate Coordinator believes the grounds to be reasonable, then the Head or Graduate Coordinator should initiate a review of the grade.

If the Head or Graduate Coordinator does not agree to a review of the grade, then the student has the right to formally request a review of the grade through the Dean of the School of Graduate Studies. The Dean will forward the request to the Head or Graduate Coordinator in the department, who will conduct a review of the grade.

The grade determined by means of the review shall be recorded as the final official grade, irrespective of whether it is identical to, or higher or lower than, the original grade. The Head or Graduate Coordinator will inform all parties, including the Dean of the School of Graduate Studies, of the result of the review. Further appeal of an assigned grade can be made only on the basis of a specific procedural error or errors made in the departmental grade review procedures. This would be done through convening the Academic Appeal Board of the School of Graduate Studies.

Course Failure

If a student fails a required course, Queen's University states that the Head of the Department recommend one of the following:

1. Repeat the examination within one year after the original examination
2. Repeat the course
3. Take a substitute course
4. Withdraw from the program

Accommodation of Graduate Students with Disabilities

Queen's University is committed to providing accommodation for graduate students with disabilities. University administrators, faculty, staff and other students are expected to support, to the point of undue hardship, all reasonable individualized and appropriate accommodation plans that preserve the program's academic standards and adhere to the principles of academic integrity. For the policy click the following link:

http://www.queensu.ca/calendars/sgsr/Accommodating_of_Graduate_Students_with_Disabilities.html

Funding and Financial Assistance

According to Queen's University School of Graduate Studies policy, students enrolled in professional Master's programs (including the Master of Public Health) are not eligible for department or program funding. Therefore, MPH students are not eligible for funding packages from the Department of Public Health Sciences. It is the responsibility of MPH students to ensure they will be able to support themselves financially over the course of the program.

The Master of Public Health program offers a bursary of up to \$250 for students who wish to attend conferences and workshops during their time in the program. It is the responsibility of the student to seek out professional development opportunities and present their funding subsidy requests to Lee Watkins, Departmental Administrative Assistant.

Should they meet the requirements and prerequisites, MPH students are eligible to apply for teaching assistantships within the department as they enter their second year. A call for applications will be sent to all students in the department in August.

Opportunities for Student Involvement in the Department

Students play an important role in the administrative life of the Department and are represented on key Departmental Committees. Each year students choose representatives for:

- Public Health Sciences Student Association (PHSSA)
The PHSSA fosters experiences that support students on their path to becoming successful researchers and practitioners. PHSSA members organize activities that build student community and connect students to alumni and professional associations. <http://queensu.ca/phssa/>
- Departmental Committee
This Committee provides a broad forum for communication and discussion for all members of the department. One student from each cohort will be elected by their peers to bring forward questions, comments, concerns and suggestions of the class at monthly departmental meetings.
- Graduate Education Committee
The Graduate Education Committee (GEC) advises the Graduate Coordinator on matters pertaining to the administration of Graduate Programs, ranging from participation in admissions, assessment of scholarship and funding applications, review of student progress, strategic planning, participation in internal and external program reviews, and development of program policies and procedures. Students participate in all discussions, except those on individual student progress.
- Sub-Committees, Special Committees and Task-Forces
From time to time students will be asked to sit on sub-committees, special committees and task forces struck in response to specific policy or procedural issues.
- Student Business Meetings
Student representatives will arrange regular meetings of the student body to provide a forum for general communication and discuss matters of departmental business. All full-time and part-time students are encouraged to attend.

Equipment and Facilities at Carruthers Hall

Many Master of Public Health courses, alongside faculty and administration offices, are located in Carruthers Hall at 62 Fifth Field Company Lane.



The following equipment and facilities are available for student use:

- **Fax:** Students may fax material using the photocopier located in the student common room in Carruthers Hall on the 3rd floor.
- **Photocopier:** A photocopy machine is located in the student common room. All students will be provided with a photocopy code which is required in or to use the machine.
- **Kitchen:** A small kitchen, equipped with a microwave and sink, is available for student use.
- **Computers:** Students are required to have their own computers. In order to facilitate group work and allow for students to access desk space in the common rooms, laptops are ideal. Two communal computers are available for use in the student common room. These computers are equipped with internet access, word processing, SAS and SPSS software.
- **Wireless internet:** Carruthers Hall is equipped for wireless communication so that students may check their emails and work on the web from their workstations, classroom, and common room.
- **Lockers and desk space:** These are available to all students on the 3rd floor of Carruthers Hall.
- **Keys:** Keys for Carruthers Hall and student rooms are available from the Graduate Assistant. A \$20 cash deposit is required, to be returned when keys are handed in.
- **Email:** All Public Health Sciences students are required to obtain a Queen's student e-mail account. The computer help desk phone number is: 613-533-6666

Professional Skills Development for Graduate Students

Expanding Horizons

The School of Graduate Studies, in partnership with student service providers at Queen's, offers Expanding Horizons - a series of workshops and seminars to support the academic, personal, and professional success of graduate students. Graduate students are encouraged to participate according to their needs and interests, and may attend as many workshops/seminars as desired. A planning guide assists by recommending when students might benefit most from certain workshops, see:

<http://www.queensu.ca/exph/workshop-series/planning-guide>

For complete details on Expanding Horizons visit: <http://www.queensu.ca/exph/workshop-series>

Career Services

Career Services provides career education and employment support services at Queen's for undergraduate and graduate students in all disciplines. A comprehensive range of services are offered including drop-in career advising, supporting graduate students in making informed decisions about career options, job search strategies, and CVs/resumes. For a full description of services see: <http://careers.queensu.ca/>

Centre for Teaching and Learning

The Queen's Centre for Teaching and Learning (CTL) offers a wide array of programs and services that are designed to meet the teaching and learning needs of students, post-doctoral fellows, staff, and faculty members. For a full description of programs, services and supports, see: <http://www.queensu.ca/ctl/>

Student Wellness Services

Student Wellness Services provides a welcoming, confidential and integrated service that is responsive to the needs of students be it health services, counselling services, disability services or advice on maintaining or improving your overall well-being. For a full listing of services visit:

<http://www.queensu.ca/studentwellness/home>

Counselling Services

Counselling Services supports the personal, academic and social development of students at Queen's University by providing a range of programs and services appropriate to student needs. Some reasons why students seek counseling:

- Abuse and assault issues
- Academic engagement or direction
- Substance use
- Anxiety and mood problems
- Coping with grief or loss
- Relationships
- Eating/body image difficulties
- Self-harm
- Homesickness/loneliness
- Self-confidence and self-esteem issues
- Sexuality and sexual orientation
- Stress
- Transition to university
- Social functioning
- Dealing with racism

Students are urged to seek guidance and assistance before the issue escalates and becomes more difficult to handle.

To make a counseling appointment, call 613-533-6000 ext. 78264 or stop by, in person, to the LaSalle building at 146 Stuart Street. Appointment times fall within 9:00 am – 4:30 pm Monday through Friday. More information on counselling services are here: <http://www.queensu.ca/studentwellness/counselling-services>

Accessibility Services

With other members of the Queen's community, Accessibility Services works to ensure the university and its programs are accessible to students with disabilities. Supports and services include:

- Transition programming specially designed for students with disabilities
- Initial assessments to determine eligibility for services and academic accommodations
- Individualized accommodation planning
- Referrals to on and off-campus services and supports
- Coaching in self-advocacy to promote autonomy and independence
- Counseling support related to one's disability, self-concept, disclosure, and self-advocacy
- Advice to students, faculty, and staff on disability, accessibility, and accommodation matters
- Education and awareness training to the Queen's community

Students seeking academic accommodations for reasons of a disability or health condition at Queen's University are required to provide documentation from a qualified health care or other professional verifying the presence their disability or health condition. Individual accommodation plans may include:

- Special examination arrangements
- Use of computers for exams and an adaptive technology lab and equipment loan
- Special classroom arrangements
- Alternate formats for course material

The following link has helpful information for students about how to register with the Accessibility Services office, required documentation, consent and confidentiality policies etc:

<http://www.queensu.ca/studentwellness/accessibility-services/students>

Accessibility Services can be reached by email at accessibility.services@queensu.ca, by phone at 613-533-6467 or in person at the LaSalle Building, 146 Stuart Street, first floor.

Health Services

Student Health Service provides Queen's students with quality, comprehensive health care in a convenient campus location. Student Health Service provides confidential, student-centered health care, including comprehensive medical care, travel medicine and education, immunization and referrals for specialized treatment. The multidisciplinary health team includes family physicians, psychiatrists, registered nurses and support staff. Appointments are available for students, provided they have not opted out of the health coverage provided by the university.

Health Services is located in the LaSalle building at 146 Stuart Street. Appointments can be scheduled by calling 613-533-2506 and are available at the following times:

Monday - 9:00 am to 4:30 pm

Tuesday - 9:00 am to 7:30 pm

Wednesday - 9:00 am to 4:30 pm

Thursday - 9:00 am to 7:30 pm

Friday - 9:00 am to 3:00 pm

Other Counselling and Advising Services

School of Graduate Studies on-site Counsellor

As part of Student Wellness Services, the School of Graduate Studies has an on-site Counsellor who provides an additional access point for graduate students to counselling services. Located in the School of Graduate Studies, graduate students have access to individual counselling services, group programs and various health and wellness events. Strict standards of confidentiality are upheld. Visit:

<http://www.queensu.ca/sgs/sgs-counsellor>

Peer Advising (Society for Graduate and Professional Students, SGPS)

The Student Advisor program provides advocacy and support for graduate and professional students. The program's primary goal is to assist SGPS members negotiate their many roles as students, researchers, teachers, employees and colleagues. Services are strictly confidential.

<http://www.sgps.ca/services/advisors.html>

Academic Counselling, Confidential Advising

The Associate Deans in the School of Graduate Studies are available to graduate students who wish to talk about any academic issue they have. The Associate Deans will offer advice and lay out options to manage the specific issues. These meetings are in confidence and actions are only taken with the student's consent. To make an appointment please contact the Administrative Assistant at: sgsasst@queensu.ca

Athletics and Recreation Centre

The Athletic and Recreation Centre – also known as “The ARC” - is a hub of activity on campus. This facility offers a number of opportunities for students to contribute to and enhance or maintain their health. The ARC provides students, faculty, staff and community members with a selection of eating establishments, a student run café, a small market stocked with fresh produce and meat and a prescription dispensing, fully supplied pharmacy. All of these amenities are situated alongside the 24,500 square feet of cardiovascular and strength-training space, pool, racquet courts, gymnasiums, exercise, dance and spin studios and combative rooms.