**Department of Public Health & Health Sciences (PHHS)**

**Graduate Student Orientation Information**

Welcome to the PHHS Department. The information on this sheet will help you become acquainted with important department policies and practices that affect you.

- **Fall and Winter semester department office hours** (3124 WSW). On Monday-Thursday we are open from 8:00 a.m.-6:00 p.m. and Friday, 8:00-5:00 p.m.

- **Academic advising.** At the time you register for a program, academic advising with a department faculty member helps you make the most appropriate beginning course selections. Each semester thereafter, you are highly encouraged to meet with an advisor to ensure you are moving forward with the proper classes towards completion of your program. Graduate students do not have semester-to-semester PHHS holds applied to their accounts.

- **How do I know when to register for classes?** A newsletter is emailed to all currently enrolled students several weeks prior to the start of registration. Please be sure to read it! The newsletter will also be available on our website at www.umflint.edu/PubHealth. The newsletter indicates which HED/HCR classes will be offered during the upcoming semester(s). Information about the complete UM-Flint course schedule is available online.

- **Which semester are specific courses offered?** The course plan for your program delineates the semester your required courses are usually taught and available in our department. A list of electives is also included to help in your course planning. Program requirements are available online at: www.umflint.edu/PubHealth.

- **What’s the best way to contact an instructor?** Our faculty members are committed to serving our students and making themselves available as needed. Each faculty maintains their own calendar. If you would like to meet with a faculty member, you may contact them via e-mail to set up a meeting time. You can also leave them a voice mail message by calling our department 810-762-3172:

  - Dr. Gergana Kodjebacheva  
    gergana@umflint.edu
  - Dr. Lisa Lapeyrouse  
    llapeyro@umflint.edu
  - Dr. Shan Parker  
    shanpark@umflint.edu
  - Dr. Suzanne Selig  
    sselig@umflint.edu
  - Dr. Rie Suzuki  
    rsuzuki@umflint.edu

- **Student contact information.** Please be sure that your telephone numbers are up-to-date in Student Information Systems (SIS). You can change or update them in the “Personal Information” area of the SIS site, www.umflint.edu/sis. Please check your UM-Flint e-mail account frequently. These channels of communication are *vital* for receiving information about class cancellations/schedule changes, emergencies, adding a waitlisted course, advising, and more.

- **Changes to your course schedule after registration** Please see the Course Schedule (available at www.umflint.edu/sis, “Course Schedule”) for add/drop procedures and deadlines. It is your responsibility to follow these procedures/deadlines. Please ask if you are unsure about them. The official drop procedure must be followed; otherwise an “E” grade will be
assigned. **Faculty will not support a petition to drop after the deadline based on poor performance.**

- **Examination Schedule.** Although it is not allowed as common practice, you may be permitted to take an exam outside of the allotted class time. To see if this is possible, you must contact your instructor prior to the scheduled exam time. As soon as you have your instructor’s approval, you then must contact the Department of Public Health and Health Science’s office (810-762-3172) to schedule an exam time.

- **Access to final course grades.** Final grades will be available in our office after the instructor has submitted them. They can only be given out in person. University policy does not permit us to give grades over the phone or via e-mail. However, you can access your final grades on-line four days after the final exam period ends through the Student Information System (SIS) at www.umflint.edu/sis.

- **Availability of written work/exams not returned to you by the end of the semester.** Our office (3124 WSW) will retain students’ papers and exams (if the instructor wishes to return them) for 30 days following a semester. After that time, they will be shredded. Please check with our office if you wish to obtain these.

- **Academic Integrity.** The following statements are provided in the *UM-Flint Catalog* (p. 38) and repeated here to reinforce the importance of maintaining academic integrity.

  **Academic Integrity**--Intellectual integrity is the most fundamental value of an academic community. Students and faculty alike are expected to uphold the highest standards of honesty and integrity in their scholarship. No departure from the highest standards of intellectual integrity, whether by cheating, plagiarism, fabrication, falsification, or aiding and abetting dishonesty by another person, can be tolerated in a community of scholars. Such transgressions may result in action ranging from reduced grade or failure of a course, to expulsion from the University or revocation of degree.

  **Plagiarism:** taking credit for someone else’s work or ideas, submitting a piece of work (for example, an essay, research paper, assignment, laboratory report) which in part or in whole is not entirely the student’s own work without fully and accurately attributing those same portions to their correct source.

- **Student outcome assessment.** Our department is committed to continuing to seek ways to further enhance the quality of our programs. To that end, we will assess the following competencies: 1) effective writing skills and organization of written material; 2) critical thinking/problem solving and; 3) the ability to apply health behavior change theory to the planning, implementation and evaluation of health promotion programs.

  We will be using your final thesis/project to assess these competencies. In addition, we will send you a program assessment survey within the first year after you graduate and will remind you of this before you graduate. Returning the graduation survey will be essential in helping us to help future students.