



Fay W. Boozman
College of Public Health

FACULTY ADVISOR MANUAL

<http://publichealth.uams.edu/faculty/resources/academic/>

Dear CPH Faculty Members:

The CPH strives to provide accessible and supportive academic advising to its students. This Manual is a guide to your role as an academic advisor.

We have several expectations of you, as a faculty member who we trust with the important responsibility of being an academic advisor. Specifically, we expect you to:

- Be fully engaged with your advisees.
- Be knowledgeable about our programs and courses.
- Assist the student in selecting a course of study that will best serve their academic and professional goals.
- Monitor your student's progress; identify students who need assistance progressing through their programs; and provide them with support that can move them toward graduation in a timely fashion.
- Provide, or create networks to provide, career advising.

While most of this Manual applies to all programs, we also include some guidance for the MPH capstone experiences. This is because of the large number of CPH students who are MPH students.

We hope that you will have a rewarding experience being a CPH academic advisor. Please contact me if you have any questions regarding advising or mentoring our students.

Best regards,

Amanda L. Golbeck, Ph.D.
Associate Dean for Academic Affairs

Your role:

In your academic advising, you will work one-on-one with students using web-based tools, among which are those listed below. Your role is to provide students with guidance in selecting courses and developing a curriculum plan that meets COPH requirements, promoting academic progression, and fostering students' personal and professional goals. Your department chair will orient you to your role as an academic advisor.

Useful advising documents:

The COPH provides on our web site a number of documents that will facilitate your advising work. Some of the information in these documents is also available through the COPH Competency and Assessment Tracking System (CATS). You need to be well familiar with these documents, but you also need to make sure your advisee is acquainted with them. Both of you will use them as references.

Program Planners – <https://publichealth.uams.edu/academics/degree-track-planners/>

There is a degree program planner for each certificate or degree concentration offered by the COPH. Find the one that pertains to your advisee's program. Use it to advise them about all of the requirements for the program, including the credit hour requirements for the program, any non-degree requirements for graduation (e.g., plagiarism training requirement, writing milestone requirement, IPE curriculum requirement); and (if a degree program) the competency matrix for the program. The program-specific planners make it possible for you and your student to monitor their academic progress against degree requirements and competency expectations. The program planner is arguably your most important academic advising tool.

***Program planners may be revised over time following action by the Academic Standards Committee. The student is expected to complete their degree according to the program planner that was in place when they entered the program, unless the student agrees in writing to complete their degree under a subsequent program planner. For your convenience in advising students who are completing their degrees under previous program planners, the Archive of Program Planners may be found at: <https://publichealth.uams.edu/academics/degree-track-planners/>.

Two Year Course Planners - <https://publichealth.uams.edu/students/current-students/registration/two-year-course-planner/>

The two-year course planner shows the courses planned for the next two years. The COPH tries to keep this Two Year Course Planner as accurate as possible, but please keep in mind that this schedule is tentative and could change based on the discretion of the department and primary instructor. Use it with the recommended course schedules to help your students plan their schedules over the next two years.

Recommended Course Schedules – [on the web page for the individual degree program]

These schedules are for students enrolled full time in a degree program. They lay out a plan for what to take, and when, so that the student can complete their program and graduate in a most timely fashion. Use it to help your students plan their schedules over the next two years.

COPH Student Handbook – <http://secure.uams.edu/cophstudent/student-handbook.aspx>

The COPH has college-specific academic policies given in the COPH Student Handbook. Use it to advise your students about the COPH policies they must follow (e.g., grading policies; academic integrity standards; degree completion requirements).

Please note policy on **time frame for completion of degree**:

All requirements for a post-baccalaureate certificate, MHA, or MPH degree must be satisfied within six (6) consecutive calendar years from the first registration (whether as a certificate or degree candidate, or a non-degree student) with the COPH.

All doctoral degree program requirements must be completed within ten (10) consecutive calendar years from the first registration in courses for the doctoral degree program. All doctoral programs have specific time lines with interim milestones. See doctoral program policies

Combined degree seeking students (MACS/MPH, MA/MPH, MD/MPH, JD/MPH, MPS/MPH, and PharmD/MPH) are expected to complete all MPH degree requirements within eight (8) consecutive calendar years.

Graduate School Handbook - <https://gradschool.uams.edu/students/graduate-school-handbook/>

If your advisee is in a COPH PhD program or the COPH certificate in regulatory science, they need to also follow the policies and procedures of the UAMS Graduate School.

UAMS Academic Catalog - <https://registrar.uams.edu/academic-catalog/>

In addition to information about COPH programs, the UAMS catalog contains a list of UAMS academic policies, and course descriptions for all COPH courses. Use it to advise your students about the UAMS policies they must follow. Use it to help your students decide on individual selective or elective courses, as well as to understand the content of required courses.

COPH Academic Calendar - <https://publichealth.uams.edu/students/current-students/academic-calendar/>

The one year academic calendar is shown on the COPH website. There is a link to the UAMS five year academic calendar that is established by the Office of the University

Registrar. The academic calendar contains all of the important dates that you and your students need to know about registration, examinations, days of instruction, orientation, adding and dropping courses, holidays, grades due, and the like. Use it to help your students meet deadlines.

GUS (student information system) training:

Faculty advisors are expected to take training in GUS, the university's student information system. Faculty trainings are offered throughout each semester. Training dates are listed at <https://sis.uams.edu/training/>. You can sign up for training in MyCompass (search under GUS training).

Student users have their own Gateway to GUS so that they can look up information on their enrollment, grades, profiles, and more. See <https://registrar.uams.edu/wp-content/uploads/sites/17/2018/11/GUS-General-Student-Instructions-5-16-2016.pdf>. As a faculty advisor, it is helpful for you to know what your students can see in GUS.

Meetings and record-keeping:

Meetings – Academic faculty advisors should meet with student advisees (a) upon initial assignment to an advisor and (b) at least once per semester thereafter, or more frequently if needed.

Student Files – Academic faculty advisors must maintain files on each student advisee. Include in these files copies or originals of all pertinent forms, and records of meetings and communications with students.

Program Planner – On the initial meeting with the student, the faculty member will complete this form using the Recommended Course Schedules and Two Year Course Planners as a guide. Retain the original and provide the student with a copy.

Advisor designation and assignment:

All students in the COPH must have a designated Faculty Advisor. Department Chairs are responsible for designating faculty as concentration specific advisors in their respective departments. They are also responsible for designating a faculty member as academic advisor for the MD/MPH and PharmD/MPH concurrent degree students in the respective concentrations.

Certificate Programs - Students applying for a certificate are admitted by the department administering the certificate. With two exceptions, they are assigned an advisor upon admission: One is the Post Baccalaureate Certificate in Public Health, where the students are admitted by the Admissions Director, Associate Dean of Students and Alumni Affairs and the Director of Recruiting and Alumni Affairs; the other is the Certificate in Healthcare Data Analytics.

MPH Programs – Students applying for a MPH concentration are admitted by the

department administering the concentration. The department assigns the faculty advisors. Faculty advisors also assist MPH students in identifying applied practice experience and integrated learning experience opportunities, as well as in selecting appropriate faculty advisors and preceptors for those courses.

Doctoral Programs – DrPH students. DrPH students work with the DrPH Co-Directors and/or selected advisors from initial enrollment and throughout the degree program. The Co-directors and the selected faculty advisor(s) assist students in selecting a course of study that will best serve their professional and academic goals, and to provide other needed professional and career-related guidance. **PhD in EPI students.** Upon entry into the EPI PhD program, students are assigned an academic advisor who is a member of the program faculty to assist them in scheduling a course of study to meet their professional and academic goals. During their course of study, students may change academic advisors based on discussions with the Program Director. **PhD in HPPR students.** Students pursuing the HPPR PhD have a Doctoral Advisory Committee appointed, based on their interests and expressed preferences during the first year of graduate study. The Committee assists them in selecting a course of study to meet their professional and academic goals. **PhD in HSSR students.** The HSSR PhD Program Director serves as the advisor for all incoming students until they complete comprehensive exams. After completing HSSR comprehensive exams, students are responsible, in consultation with the HSSR Program Director, for forming a dissertation committee and selecting a faculty advisor to serve as chair. The dissertation committee serves as a student's advisors through the dissertation process until graduation.

MHA and MS Programs – All students in the COPH MHA and MS programs are assigned a faculty advisor by the respective program directors upon enrollment.

Advising for the MPH Applied Practice Experience (A.P.E.):

All MPH students are required to complete a field experience consisting of a minimum of 200 hours of work in a public health related activity outside the UAMS unless otherwise preapproved by the COPH Academic Standards Committee. These are community-based projects under the joint supervision of a qualified specialist in public health practice and a COPH faculty member. At the end of the project, students must submit two work products approved by the faculty advisor that must be a benefit to both the student and the site. After approval, the two work products must be submitted to the Public Health Practice Coordinator with the faculty advisor signature. See A.P.E. Guidelines at <https://publichealth.uams.edu/students/current-students/projects/>

APE advisors

Faculty APE advisor – Each student undertaking an A.P.E. must select a faculty advisor to assist with formulation of a plan, selection of a site, and assessment of work completed. The A.P.E. faculty advisor may be the student's faculty academic advisor, but is not required to be.

Site APE advisor – All A.P.E.'S must have a designated person at the site. This person must be preapproved and oriented to the A.P.E. process and policies by the COPH Public Health Practice Coordinator.

APE site selection

Although the student is not restricted to previously identified sites, the Public Health Practice Coordinator maintains a roster of approved APE sites (see <http://publichealth.uams.edu/students/current-students/projects/>). Students or faculty proposing a site not on this list must consult with the PHPC prior to initiation of activities, and the Public Health Practice Coordinator must be involved in approving the site and orienting the proposed site advisor. A.P.E. sites should be outside of the COPH and UAMS unless otherwise preapproved by the ASC and Associate Dean for Student and Alumni Affairs in consultation with the Public Health Practice Coordinator. If a new site, an Applied Practice Experience New Opportunity form must be on file in the Public Health Practice Coordinator office before an experience may begin.

APE Hours and Products

The APE field experience requires 200 clock hours of work in public-health related activities, with a portfolio consisting of two products that must benefit both the student and the site (Written assignment, video presentation, training manual, evaluation, etc.), approved by the faculty APE advisor, the site APE advisor, and the student.

Timing

Students have up to two consecutive semesters to complete an A.P.E. The A.P.E. may be initiated in the summer semester.

Information sessions – All students must attend the APE/ILE Information Sessions no later than the semester immediately prior to initiation of activities.

A.P.E. plan templates, required forms, and other applicable policies and requirements are available to faculty advisors and students in the A.P.E. Manual, available at <http://publichealth.uams.edu/students/current-students/projects/>.

Advising for the MPH Integrated Learning Experience (I.L.E.):

Integrated Learning Experience (ILE) Project

The ILE Project - Is required of all MPH students, is intended to be undertaken at the end of the degree program and requires the student to synthesize and integrate knowledge and apply theory and principles learned to an area of public health practice. ILE project activities must result in a well written, high quality paper. This may include the preparation of a manuscript suitable for publication, a health policy proposal, a research proposal for submission, educational materials or equivalent. The final produce

must be submitted to the Practice Coordinator with committee signatures. See <https://publichealth.uams.edu/students/current-students/projects/>.

ILE advisors

Students must form an ILE Advisory Committee to approve the ILE Plan and guide the student through the process. At least two COPH faculty members from different COPH departments (one of whom must have a primary appointment in the COPH) comprise the Committee. The ILE Committee Chair should be selected who is the best match for the project and the student's interests; this may or may not be the student's faculty advisor. All Committee members must sign the ILE Registration Form to be submitted to the Public Health Practice Coordinator.

Timing

Students have up to three consecutive semesters to complete an ILE; however, no ILE may be initiated in the summer semester.

Seminar

Requirement – All students must enroll in the 1 credit hour ILE Blackboard Seminar the semester in which their ILE is initiated.

Waiver – students providing proof of passage of the CPH Exam offered by the National Board of Public Health Examiners will not be required to take ILE Seminar.

ILE plan templates, required forms, and other applicable policies and requirements are available to faculty advisors and students in the ILE Manual, available at <https://publichealth.uams.edu/wp-content/uploads/sites/3/2019/10/Integrative-Learning-Experience-Manual-February-2019.pdf>

Program director contacts:

Certificate programs

All questions regarding graduate certificate student advising should be directed to:

Certificate in Environmental and Occupational Health

En Huang, PhD
EHuang@uams.edu

Certificate in Healthcare Data Analytics

Clare Brown, PhD
CCBrown@uams.edu

Mandana Rezaeiahari, PhD, MSc
MRezaeiahari@uams.edu

Certificate in Public Health

Kevin W. Ryan, JD, MA
RyanKevinW@uams.edu

Certificate in Rural and Global Public Health

Craig Molgaard, PhD, MPH
CAMolgaard@uams.edu

Nickolas Zaller, PhD
NDZaller@uams.edu

Certificate in Regulatory Science

Igor Koturbash, MD, PhD
IKoturbash@uams.edu

MPH

All questions regarding MPH student advising, including dual degree student advising, should be directed to:

MPH in Biostatistics

D. Keith Williams, PhD
WilliamsDavidK@uams.edu

MPH in Environmental and Occupational Health

En Huang, PhD
EHuang@uams.edu

MPH in Epidemiology

Mohammed S. Orloff, PhD
MSOrloff@uams.edu

MPH in Health Behavior and Health Education

Carol Cornell, PhD
CCornell@uams.edu

MPH in Health Policy and Management

T. Elaine Prewitt, PhD
TPrewitt@uams.edu

MPH in Rural and Global Public Health

Craig Molgaard, PhD, MPH
CAMolgaard@uams.edu

Nickolas Zaller, PhD
NDZaller@uams.edu

For additional dual degree career advising, students should be directed to:

Joseph H. Bates, MD, MS
JHBates@uams.edu

Doctoral programs

All questions regarding doctoral student advising should be directed to:

DrPH in Public Health Leadership

Austin Porter, DrPH, MPH

APorter@uams.edu

Austin.porter@arkansas.gov

PhD in Epidemiology

Mohammed S. Orloff, PhD

MSOrloff@uams.edu

PhD in Health Promotion/Prevention Research

Tiffany Haynes, PhD

TFHaynes@uams.edu

Alexandra Marshall, PhD, MPH

SMarshall@uams.edu

PhD in Health Services and Systems Research

Anthony Goudie, PhD

AGoudie@uams.edu

MHA and MS

All questions regarding MHA and MS student advising should be directed to:

MHA

Stephen M. Bowman, PhD, MHA

SMBowman@uams.edu

MS in Healthcare Data Analytics

Clare Brown, PhD

CCBrown@uams.edu

Mandana Rezaeiahari, PhD, MSc

MRezaeiahari@uams.edu