

**UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES  
FAY W. BOOZMAN COLLEGE OF PUBLIC HEALTH**

**FACULTY ADVISOR MANUAL  
2014-2016**



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

**Dear COPH Faculty Members:**

We proudly present the Fay W. Boozman College of Public Health Faculty Advisor Manual. This Manual was designed to provide faculty members with supplemental information to what is available in other sources (e.g., Student Handbook, Competency Tracking System reports) about advising students, teaching courses, supervising preceptorships and culminating experience projects and participating in practica, capstone and dissertation committees.

The College has grown substantially since opening in July 2001. This growth is something of which we all can be very proud – it represents amazing contributions from faculty, staff, and students alike. As we grow, it is important to ensure that information about the College and its policies and procedures is conveyed quickly and accurately to everyone. This Manual is designed to be one venue in which to assist in that goal.

This Manual is very much a living document. The goal is that it will become a resource for you and that it will give you brief, useful and accurate information in a usable format. We hope that you will use it often, and that you will provide us with feedback as a means to continuously improve it.

Thank you so much for all that you do for the Fay W. Boozman College of Public Health! Please contact us if you have any questions regarding advising or mentoring our students.

Best wishes,

Kevin W. Ryan JD, MA  
Associate Dean for  
Professional Programs

Stephen M. Bowman PhD, MHA  
Associate Dean for  
Academic Affairs

## I. Faculty advising - general

a. **General academic advising** – all students in the COPH must have a designated Faculty Advisor. Academic advisors provide students with guidance in selecting courses and developing a curriculum plan that meets COPH requirements and fosters students' personal and professional goals. Advising information, forms and other important information may be located at <http://publichealth.uams.edu/faculty/resources/academic/> or as otherwise indicated.

i. **MPH program** – all students are initially assigned for advising purposes to the Associate Dean for Professional Programs. Students **must** choose a specialty track and select a permanent advisor from that track at or before the time they register for their 10<sup>th</sup> credit hour in the COPH. Students may approach faculty independently or work with department chairs and/or program administrators in this process.

ii. **MHA and all Doctoral programs** – all students in the COPH MHA and doctoral programs are assigned a faculty advisor by the respective program directors upon enrollment.

**Certificate programs and non-degree students** – these students are not required to have a designated faculty advisor but are strongly encouraged to seek advice from the respective certificate program directors and/or the Assistant Dean of Student Affairs.

### b. Academic faculty advisor tasks

i. **Meetings** – academic faculty advisors should meet with student advisees upon initial selection by the student of the advisor and at least once per semester thereafter, or more frequently if needed.

ii. **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.

iii. **Faculty Advisor Confirmation Form** – at the initial meeting with the student, the faculty member will complete and sign this form. Return the original signed copy to the COPH Registrar and retain a copy.

iv. **Specialty Track Curriculum Planner** – in the initial meeting with the student, the faculty member will complete this form using the 2-

Year Course Planner as a guide. Retain the original and provide the student with a copy.

## II. Faculty advising – MPH Preceptorship and Culminating Experience

### a. MPH programs

- i. **Preceptorship** – 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 COPH unless otherwise preapproved by the COPH Associate Dean for Professional Programs. Examples of preceptorships occurring within the COPH that may be approved include but are not limited to: community based projects conducted by a COPH faculty member and projects involving data analyses conducted within the COPH for studies conducted outside the COPH.

#### 1. Preceptor advisors

- a. **Faculty preceptor advisor** – each student undertaking a preceptorship must select a faculty advisor to assist with formulation of a plan, selection of a preceptor site, and assessment of work completed. The Preceptorship faculty advisor may be the student's Faculty academic advisor, but is not required to be.

- b. **Site preceptorship advisor** – all preceptorships must have a designated person at the site. This person must be preapproved and oriented to preceptorships by the Public Health Practice Coordinator (PHPC).

2. **Preceptorship site selection** – Although the student is not restricted to previously identified sites, the PHPC maintains a roster of approved Preceptorship 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 PHPC must be involved in approving the site and orienting the proposed preceptor. Preceptorship sites should be outside of the COPH and UAMS unless otherwise preapproved by the Associate Dean for Professional Programs in consultation with the PHPC(see II.a.i. above).

3. **Information sessions** – all students must attend the Preceptorship/Culminating Experience Information Sessions no later than the semester immediately prior to initiation of activities.
  4. **Preceptorship plan templates, required forms, and other applicable policies and requirements** – are available to faculty advisors and students in the COPH Preceptorship/Culminating Experience Manual, available at <http://publichealth.uams.edu/students/current-students/projects/>.
- ii. **Culminating Experience Project** – the Culminating Experience Project (CEP) 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. CEP project activities must result in the preparation of a manuscript for publication, a health policy proposal, a research proposal for submission, or equivalent.
1. **CEP advisors** – Students must form a Culminating Experience Advisory Committee (CEPAC) to approve the CEP 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 CEPAC; all CEPAC members must sign the CE Registration Form to be submitted to the Registrar.
  2. **Timing** – students have up to three consecutive semesters to complete a CEP; however no CEP may be initiated in the Summer semester.
3. **Seminar**
- a. **Requirement** – all students must enroll in the 1 credit hour CE Seminar the semester in which their CEP is initiated.
  - b. **Waiver** – students providing proof of passage of the National Board of Public Health Examiners exam will not be required to take CE Seminar.

4. **CEP plan templates, required forms, and other applicable policies and requirements** - are available to faculty advisors and students in the COPH Preceptorship/Culminating Experience Manual, available at the COPH website.

**b. MHA and all Doctoral Programs**

All questions regarding MHA/Doctoral student advising should be directed to:

**i. MHA**

1. Stephen M. Bowman, PhD, Associate Dean for Academic Affairs, Director, MHA Program
2. Richard J. Ault, MHSA, Associate Director, MHA Program

**ii. Doctoral**

**1. DrPH Public Health Leadership**

- a. Martha M. Phillips, PhD, MPH Co Director or
- b. Kevin W. Ryan, JD, MA Associate Dean for Professional Programs/Co Director

**2. PhD – Health Services and Systems Research**

- a. Mick Tilford, PhD Chair Health Policy and Management/Program Director

**3. PhD – Epidemiology**

- a. Lori A. Fischbach, PHD, MPH Program Director

**4. PhD – Health Promotion/Prevention Research**

- a. Paul Greene, PhD Program Director