



Fay W. Boozman
College of Public Health

FACULTY ADVISOR MANUAL

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

Dear COPH Faculty Members:

Welcome to the awesome responsibility of academic advising! The COPH strives to provide accessible and supportive academic advising to all of 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 advisee.
- 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 if they need assistance progressing through their program; 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 in the appendices for the MPH capstone experiences. This is because of the large number of COPH students who are MPH students.

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

Enjoy your students!

Best regards,

A handwritten signature in black ink, appearing to read 'A. Golbeck'.

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

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Your Role:

In your academic advising, you will work one-on-one with students using the useful web-based advising documents listed below. Your role is to provide students with guidance in selecting courses and developing a curriculum plan that meets COPH requirements, promotes academic progression, and fosters students' personal and professional goals. Your department chair will orient you to your role as an academic advisor. The COPH Office of Academic Affairs conducts occasional advising workshops to help you develop your advising skills.

Useful Advising Documents:

The COPH provides on our website a number of documents that will facilitate your advising work. You need to be very familiar with these documents, and 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 program planner for each certificate and 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. Make sure you include the credit hour requirements for the program, any non-degree requirements for graduation (e.g., academic integrity training requirement, writing competency 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 COPH 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 requests 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/degree-program-planner-archive/>

A student can request a change to a newer degree program planner. This request requires submission of a Change in Degree or Plan Form to Office of the University Registrar. This form may be found on the Office of the University

Registrar website: <https://registrar.uams.edu/wp-content/uploads/sites/36/2017/12/Change-in-Degree-or-Plan-Formv2.pdf>

Two-Year Course Planner - <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 specific 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 full-time students plan their schedules over the next two years.

COPH Student Handbook – <https://publichealth.uams.edu/students/current-students/student-handbook/>

The COPH has college-specific academic policies listed 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 especially note the policy on **time frame for completion of degree**:

All requirements for a graduate certificate, MPH, MHA, or MS 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 timelines with interim milestones. See specific doctoral program policies.

Combined degree seeking students (MD/MPH, JD/MPH, MPS/MPH, AUD/MPH, and PharmD/MPH) are expected to complete all MPH degree

requirements within eight (8) consecutive calendar years from their first registration in the dual degree program.

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

If your advisee is in a CPH PhD program they also need to follow the policies and procedures of the UAMS Graduate School.

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

In addition to information about CPH programs, the UAMS catalog contains a list of UAMS academic policies and course descriptions for all CPH courses. This tool enables you to advise your students about the UAMS policies they must follow. You can also use it to help your students decide on individual selective or elective courses, determine pre-requisites, and understand the content of required courses.

CPH Academic Calendar -

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. You can use it to help your students meet deadlines.

The one-year academic calendar is shown on the CPH website- <https://publichealth.uams.edu/students/current-students/academic-calendar/>

The five-year academic calendar is shown on the Office of the University Registrar website- https://registrar.uams.edu/academic_calendar/

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 information and upcoming training dates are listed at <https://sis.uams.edu/training/>.

Student users have their own Gateway to GUS so that they can look up information on their enrollment, grades, profiles, and more. For more information see <https://sis.uams.edu/training/>

As a faculty advisor, it is helpful for you to know what your students can see in GUS.

GUS will soon be replaced by Workday Student.

Meetings and Record-Keeping:

Meetings – Academic faculty advisors should meet with student advisees (a) upon initial assignment to an advisor and (b) at least twice 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 Planners – On the initial meeting with the student, the faculty member will complete a program planner 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:

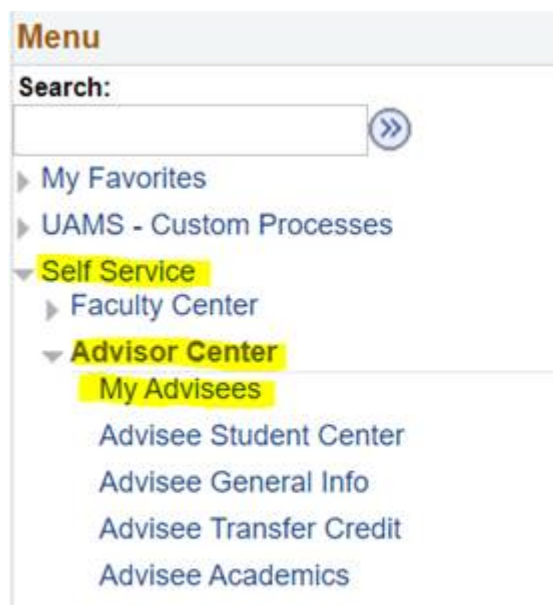
All students in the COPH must have a designated faculty advisor. Department chairs are responsible for designating or approving faculty as concentration specific advisors in their respective departments. If you have questions about how advisees are assigned, please ask your department chair.

Also, the COPH provides a faculty member as a general academic advisor for dual degree students. This dual degree advisor is in addition to the concentration specific advisor.

Your Advising Assignments:

The Office of Student Affairs (OSA) informs the students you are their advisor. OSA enters the advisor designations in GUS during the first week of classes once all of the incoming students have matriculated. This information is distributed to the program coordinators. OSA will send advisee lists to the departments each semester. Advisors can also access a list of their advisees in GUS by following the directions below.

Log into GUS → Select Self Service → Select Advisor Center → Select My Advisees



Leave of Absence Policy for Students:

The Student Leave of Absence Policy is outlined in UAMS Academic Affairs Policy 2.2.10.

A copy of the policy can be found at: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2022/08/2.2.10-Student-Leave-of-Absence-Policy-2022.07.26.pdf>

The UAMS Student Leave of Absence Request Form can be found on the Office of the University Registrar's website at: <https://registrar.uams.edu/our-forms/>

Program Director Contacts:

Graduate Certificate Programs

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

Graduate Certificate in Public Health

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

Graduate Certificate in Environmental Health Sciences

En Huang, PhD
Ehuang@uams.edu

Rachel Hale, MA
Rbhale@uams.edu

Graduate Certificate in Healthcare Data Analytics

Mandana Rezaeiahari, PhD, MSc

Mrezaeiahari@uams.edu**Graduate Certificate in Regulatory Science**

Mitch McGill, PhD

MMcgill@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 Health Sciences**

En Huang, PhD

EHuang@uams.edu**MPH in Epidemiology**

Wendy Nembhard, PhD

wnnembhard@uams.edu**MPH in Health Behavior and Health Education**

Carol Cornell, PhD

CCornell@uams.edu**MPH in Health Policy and Management**

T. Elaine Prewitt, DrPH

TPrewitt@uams.edu**MPH in Climate, Rural, and Global Public Health**

En Huang, PhD

EHuang@uams.edu

Rachel Hale, MA

Rbhale@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

Mandana Rezaeiahari, PhD, MSc

MRezaeiahari@uams.edu**Dual Degree Programs**

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

MD & PharmD MPH

Dirk Haselow, MD, PhD

HaselowDirk@uams.edu**JD/MPH**

Liz Gates, JD, MPH

lizgates@uams.edu**AUD/MPH**

Kevin W. Ryan, JD, MA

RyanKevinW@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.eduAustin.porter@arkansas.gov**PhD in Epidemiology**

Mohammed S. Orloff, PhD

MSOrloff@uams.edu**PhD in Health Promotion/Prevention Research**

Alexandra Marshall, PhD, MPH

SMarshall@uams.edu**PhD in Health Services and Systems Research**

Mick Tilford, PhD

TilfordMickJ@uams.edu

APPENDIX A

MPH Progression Policies

Progression Beyond the MPH Core Policy

Students must complete the CPH Exam Prep course after completing between 18 to 24 credit hours of course work which must include the 18 hour MPH core courses: PBHL 50033 Introduction to Public Health; BIOS 50133 Biostatistics; ENVH 51003 Environmental Health Sciences; HPMT 51033 The Health Care System; HBHE 51043 Health Behavior and Health Education; EPID 51103 Epidemiology I.

Certification in Public Health Exam Policy

As of the Fall 2024 semester, all students beginning enrollment in the Master of Public Health degree program will be required to register for and must complete the Certification in Public Health (CPH) Exam Prep Seminar (which requires taking the CPH exam) in the next regular semester after successfully completing the 6 MPH CORE courses (PBHL 50033 Introduction to Public Health; BIOS 50133 Biostatistics; ENVH 51003 Environmental Health Sciences; HPMT 51033 The Health Care System; HBHE 51043 Health Behavior and Health Education; EPID 51103 Epidemiology I).

Example. Ms. Jones is in good academic standing after completing 3 MPH core courses in the Fall 2024 semester and the remaining 3 MPH core courses in the Spring 2025 semester. Ms. Jones must complete the CPH seminar (which requires taking the CPH exam) in the Fall 2025 semester.

The COPH will cover the cost of the first CPH exam attempt by issuing a voucher. If a student does not pass the CPH exam, retaking the exam is optional, in which case the student will be responsible for any rescheduling arrangements or re-testing fees. If the student passes the CPH exam, then upon graduation they will possess both a degree and a professional certification and may sign their name using both MPH and CPH.

APPENDIX B

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 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/>

A.P.E. Advisors

Faculty A.P.E. 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, but is not required to be, the student's faculty academic advisor.

Site A.P.E. 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.

A.P.E. Site Selection

Although the student is not restricted to previously identified sites, the Public Health Practice Coordinator maintains a roster of approved A.P.E. sites (see <http://publichealth.uams.edu/students/current-students/projects/>). Students or faculty proposing a site not on this list must consult with the Public Health Practice Coordinator 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 (the 12th Street Clinic is excepted) 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.

A.P.E. Hours and Products

The A.P.E. 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 document, video presentation, training manual, evaluation, etc.), approved by the faculty A.P.E. advisor, the site A.P.E. 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/>.

APPENDIX C

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

Integrated Learning Experience (I.L.E.) Project

The I.L.E. 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. I.L.E. 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 product must be submitted to the COPH Office of Student and Alumni Affairs Project Coordinator with committee signatures. See <https://publichealth.uams.edu/students/current-students/projects/>.

I.L.E. Advisors

Students must form an I.L.E. Advisory Committee to approve the I.L.E. 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 I.L.E. Committee Chair should hold primary appointment in the COPH in the student's concentration (the majority of students should have a concentration as an MPH student). In conjunction, they should be 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 I.L.E. Registration Form to be submitted to the Public Health Practice Coordinator.

Timing

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

I.L.E. plan templates, required forms, and other applicable policies and requirements are available to faculty advisors and students in the I.L.E. Manual, available at

<https://publichealth.uams.edu/wp-content/uploads/2021/10/Integrative-Learning-Experience-Manual-February-2019.pdf>