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

Amanda L. Golbeck, MA, PhD
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 10th 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 Director of Admissions.

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. All faculty advisor assignments must be reflected in GUS.

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 Applied Practice Experience (A.P.E.) and Integrated Learning Experience (I.L.E.)

a. MPH programs

i. Applied Practice Experience – 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 and the Public Health Practice Coordinator. Examples of Experiences 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. A.P.E. advisors

a. 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 the student’s Faculty academic advisor, but is not required to be.

b. Site A.P.E. advisor – all Experiences 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 (PHPC).

2. A.P.E. site selection – Although the student is not restricted to previously identified sites, the PHPC 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 PHPC prior to initiation of activities, and the PHPC 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 Associate Dean for Professional Programs in consultation with the PHPC (see II.a.i. above). If a new site, an Applied Practice Experience New Opportunity form must be on file in the PHPC office before an experience may begin. A.P.E. sites should be outside of the COPH unless otherwise preapproved by the Associate Dean for Professional Programs in consultation with the PHPC (see II.a.i. above).
3. **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.

4. **Information sessions** – all students must attend the A.P.E./I.L.E. Information Sessions no later than the semester immediately prior to initiation of activities.

5. **A.P.E. plan templates, required forms, and other applicable policies and requirements** – are available to faculty advisors and students in the COPH A.P.E./I.L.E. Manual, available at [http://publichealth.uams.edu/students/current-students/projects/](http://publichealth.uams.edu/students/current-students/projects/).

   **ii. 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 the preparation of a manuscript suitable for publication, a health policy proposal, a research proposal for submission, educational materials or equivalent. Students will also prepare a poster suitable for presentation at a professional conference. Posters will be publically presented as a group at the end of the semester.

   1. **I.L.E. advisors** – Students must form a ILE 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; all Committee members must sign the I.L.E. Registration Form to be submitted to the Public Health Practice Coordinator.

   2. **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.

   3. **Seminar**

      a. **Requirement** – all students must enroll in the 1 credit hour I.L.E. Blackboard Seminar the semester in which their I.L.E. is initiated.

      b. **Waiver** – students providing proof of passage of the National Board of Public Health Examiners exam will not be required to take I.L.E. Seminar.
4. **I.L.E. plan templates, required forms, and other applicable policies and requirements** - are available to faculty advisors and students in the COPH A.P.E./I.L.E. 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**
   
   Richard J. Ault, MHSA, Director, MHA Program

ii. **Doctoral**

1. **DrPH Public Health Leadership**
   a. Austin Porter, DrPH, MPH, DrPH Program Co Director
   b. Kevin W. Ryan, JD, MA Associate Dean for Professional Programs, DrPH Program Co Director

2. **PhD – Health Services and Systems Research**
   a. Holly Felix, PhD Program Director

3. **PhD – Epidemiology**
   a. Lori A. Fischbach, PhD, MPH, PhD Program Director

4. **PhD – Health Promotion/Prevention Research**
   a. Tiffany Haynes, PhD Program Co Director
   b. Alexandra Marshall PhD, MPH, PhD Program Co Director