Advising: Common Administrative Issues

PCH Orientation
August 24, 2018
Jerry Franz
My Role & Contact Information

Jerry Franz
Instructor & Student Adviser

• Public Health Communication and Marketing (PHCM) and Maternal and Child Health (MCH)
• jgfranz@gwu.edu
Agenda for Today

• Address common questions and concerns
• Reinforce some of what you may have heard earlier today
• Help familiarize you with common forms, processes, and procedures
Common Causes of Anxiety and Concern for New Students
The Big, Existential Question

What if I made a mistake and chose the wrong department or program area for me?
Not sure you’re in the best program area for you?

• Take your time to learn about other areas if you are unsure; take school-wide required courses first (the 6000 series)

• If you decide to ask for a transfer, use a petition: Graduate Admissions Petition form, which can be completed online:
  • [http://publichealth.gwu.edu/content/graduate-admissions-petitions](http://publichealth.gwu.edu/content/graduate-admissions-petitions)

• But keep in mind: don’t wait too long or else you might take unnecessary credits
Immediate Concerns

• What should I be thinking about in the next few days and weeks?
Immediate Concerns

Getting credit for courses taken elsewhere

- Must be at graduate level from accredited school of public health
- Must be viewed as equivalent
- To appeal, go to this Web site address and complete the online application:
  - [http://publichealth.gwu.edu/content/transfer-credits-petition](http://publichealth.gwu.edu/content/transfer-credits-petition)
Immediate Concerns

Getting credit for courses taken at GWU as a non-degree student

- Must be at graduate level
- To appeal, use the Graduate Admissions Petition form (NOTE: This is not done automatically)
Immediate Concerns

Waiving and replacing a required course

- Is this possible? (Yes)
- How would I go about it? (Use Graduate Records Petition) and discuss with your adviser
Immediate Concerns

If you do not yet have an assigned academic adviser:

• Ask in the breakout session with your program
Academic Adviser

- Usually someone within your program
- Helps ensure that you meet program requirements
- Can discuss course options with you
Immediate Concerns

How many courses should I take in one semester?

– This question has no one right answer.
– **But be careful with loan requirements** – you may need to take a minimal number of credits
  - Full-time status = 9 or more credits in a fall or spring semester
  - Half-time status = 5-8 credits in a fall or spring semester
Working While in Our Program

• Most of our students are working in part-time or full-time jobs, either off or on campus
• Students can apply for part-time positions working with faculty on research projects or administrative tasks
• Faculty post those positions and we promote their availability via the PCH email list
• Other positions can be viewed via Handshake, our University’s new tool for job searches and career development:
  • [https://careerservices.gwu.edu/search-jobs-internships](https://careerservices.gwu.edu/search-jobs-internships)
Career Services

- Information:
  - [https://publichealth.gwu.edu/services/career-center](https://publichealth.gwu.edu/services/career-center)

- Toy L. Draine
  Associate Director of Career Counseling
  ttavarez@gwu.edu
  202.994.5485

- Samantha Neary
  Career Counselor
  sneary@gwu.edu
Immediate Concerns

Can I take courses from the MPH@GW online program?
Taking Courses from MPH@GW

• Yes!
• As many as 15 of your total 45 credits can be taken from the online program
• **Online classes are offered 4X per year**, so dates of classes will differ from on-campus courses
• There can be calendar overlap with on-campus course schedules, so take that into consideration
• And a few other cautions and caveats... (see next slide)
Some Cautions for Residential Students Taking Online Courses

- If you are a GWU student and you work for GWU in a position that has tuition benefits, those benefits do NOT apply for online courses.
- Residential international students can only enroll in one online course per term. This is particularly important for the Spring online terms since there are two. So, they can enroll in only spring I OR spring II.
- For federal housing allowance, students must be enrolled in a minimum of 4.5 credits of campus-based programming.
- Residential students may not move their scholarships to the online program.
Planning Your Schedule

How long should it take me to complete all my coursework and graduate?

• Each program area can give you recommended paths to graduation

• Students are not all the same, and time to graduation varies

• Be sure to ask and learn about course prerequisites
Religious Observances

The Faculty Senate has set guidelines pertaining to the observation of religious holidays. These have become university policy and are as follows:

• That students notify faculty during the first week of the semester of their intention to be absent from class on their day(s) of religious observance.

• That faculty continue to extend to these students the courtesy of absence without penalty on such occasions, including permission to make up examinations.
Degree Map

- It’s a software tool for you and your academic adviser to use
- It will serve as the official clearance for graduation, so it’s essential to monitor it throughout your time here
- Student Services populates some, but not all, of the content, so there is sometimes a delay as to when you’ll see your file updated
- **Recommendation:** Use the notes function to record interactions and significant questions
How students can find Degree Map

• DegreeMap - access through GWeb (Student Records & Registration → Student Records Information Menu → DegreeMAP)
Non-Course Requirements Listed in Degree Map

• Integrity and Plagiarism Information and Quizzes (do in first semester)
  – http://publichealth.gwu.edu/integrity

• CITI Training module in Social and Behavioral Research (before Practicum)
  – See instructions on page 6 of the Student Practicum Guidebook:

• Professional Enhancement (before graduation)
Common Questions

What is a “Program Specific Elective” (sometimes called a “Selective”) versus an “elective” course?

• Selective is a choice among options within your program area
• Elective is a choice beyond your program area (but may be within a proscribed list)
Common Questions

• Can I appeal to take an elective that is not on the pre-approved list? (A qualified “Yes”. But check with your adviser or program director. Use the Graduate Records Petition to appeal and notify Student Records for Degree Map purposes.)
When to Use the Registration Transaction Form

• For appealing to add a class that is marked as restricted or closed
• For adding and dropping ANY course, after the semester begins
• For the Practicum and Culminating Experience
• For requesting continuous enrollment (in a fall or spring semester; summer is not necessary)
Immediate Concerns

Registering for classes

• You may add and drop courses with **no penalty** if done online before the first day of classes: **You have through the end of day Sunday, August 26, 2018**
Immediate Concerns

• Registering for classes (on or beyond the first day of classes)

• $80 late registration fee

• Can submit graduate records petition to Add/Drop a Course After the Deadline or Waive the Late Registration Fee on your Initial Registration for the semester
Immediate Concerns

Dropping courses: If you drop

On/before the end of 1\textsuperscript{st} week
On/before the end of 2\textsuperscript{nd} week
On/before the end of 3\textsuperscript{rd} week
On/before the end of 4\textsuperscript{th} week
After the end of the 4\textsuperscript{th} week

• You get back:
  • 90\% of course fees
  • 60\% of course fees
  • 40\% of course fees
  • 25\% of course fees
  • Zero
Extenuating Circumstances?

- You can make a case for reducing or eliminating “add” or “drop” fees
- Use the Graduate Records Petition
Immediate Concerns

You have already been added to the PCH list serve

• If you would like to add an additional email address, please send an email (leaving the subject line blank) to: listserv@hermes.gwu.edu with subscribe PCH in the email body.
Immediate Concerns

You have been (or soon will be) added to the main Milken Institute SPH list serve.

If you would like to add an additional email address, please send an email (leaving the subject line blank) to: listserv@hermes.gwu.edu with subscribe SPHHS in the email body.
Immediate Concerns

An activity to do now:

- Take the GW Academic Integrity quiz. ([https://publichealth.gwu.edu/integrity](https://publichealth.gwu.edu/integrity)). You will receive a certificate of completion. Send a copy of it to gwsphrecords@email.gwu.edu

- It addresses identifying and avoiding plagiarism
About Plagiarism

• We take this subject seriously
• There have been a number of unfortunate incidents
About Plagiarism

• Copying the work of others is plagiarism, but other dishonest actions include:
  – Letting another student use your work as theirs
  – Posting exam questions on Web sites
  – Failing to cite others’ work
The Importance of Academic Integrity
Integrity is at the center of all we do.

- By joining GWSPH, you have joined a community of scholars.
- Scholarship means taking responsibility for your own learning and development.
- It also means generously giving credit to those whose ideas helped you to grow. You are now, “Standing on the Shoulders of Giants”. (Newton, 1675)
- Our combined scholarship is what gives our institution integrity.
- The GW degree you will earn is valuable because of that integrity.
Examples: Academic Dishonesty

When scholars cut corners, that learner and the whole institution suffer.

Cheating
• Utilizing unapproved outside information or help to complete a test or assignment.

Examples:
• Using a copy of the test to prepare your own answers.
• Having another person complete portions of your assignment.
• Violating rules set forth in the syllabus regarding collaboration on that test or assignment.
Examples: Academic Dishonesty

When scholars cut corners, that learner and the whole institution suffer.

**Plagiarism**
- Representing the words and ideas of others as your own.

**Examples:**
- Copying text directly from another source without citation.
- Using a concept or theory from another source to prove your claim without citation.

If you are unfamiliar with proper citation methods – please see Himmelfarb Library’s tutorial at: [http://libguides.gwumc.edu/tutorials/citations](http://libguides.gwumc.edu/tutorials/citations)
Examples: Academic Dishonesty

When scholars cut corners, that learner and the whole institution suffer.

Facilitating Academic Dishonesty
• Providing other members of the community with the tools or information to commit an act of academic dishonesty.

Examples:
• Providing a copy of a test to another student.
• Providing your test answers to another student.
• Providing a copy of completed projects and assignments when collaboration is forbidden in the syllabus.
• Posting a copy of a test, assignment or answer key to a public website.
Maintaining Academic Integrity

• **Always**: ask your instructor if there is ANY question about using a particular resource on an assignment.
• Ask your instructor if you are unsure about collaboration on an assignment.
• Cite your sources generously in your writing.
Detecting Integrity Violations

- Detecting instances of cheating and plagiarism is easier than ever in our connected world.

- GW Faculty regularly utilize Blackboard analytics tools, SafeAssign and TurnItIn.

Violators can and do get caught. Please uphold our community’s high academic standards.
Required: Academic Integrity Activity

Get Familiar with “The Code”: All new GWSPH students should complete the following academic integrity activity within the first two weeks of starting their coursework.

• [https://publichealth.gwu.edu/integrity](https://publichealth.gwu.edu/integrity)
Students entering all certificate, undergraduate, masters, and doctoral degree programs at Milken Institute School of Public Health are required to attend eight hours of professional enhancement activities. Students must meet this requirement prior to being cleared to graduate.”
“Students must submit documentation of Professional Enhancement activities to the Office of Student Records.

- The documentation consists of the Professional Enhancement Form, which includes a prior approval signature from the student’s advisor, a description of the program agenda, and proof of attendance.”
What constitutes “prior approval” from your academic adviser?

– An email response of “yes, I approve of this activity” can suffice
– Save a copy of that email and keep it for when you submit the form to Student Records
Common Questions

When it is time to apply to graduate, you do that online:

- https://registrar.gwu.edu/online-graduation-application-instructions
What do you do if you have a grievance, such as about a grade that you received, in a PCH course?

• We have a process we’d like you to follow
Grievance Communications

Go to instructor ➔ Program Director ➔ Dr. McDonnell

Dr. Lu ➔ Dr. Rimal
How to Handle a Grievance in a PCH Course

**Step one:**

- Seek resolution with the course instructor
How to Handle a Grievance in a PCH Course

If not resolved, then **step two:**

- Contact the Director of the program area in which the course lies
Program Directors

- **COPC**: Dr. Carlos Rodriguez-Diaz and Dr. Yolandra Hancock (Co-Directors)
- **HP**: Dr. Caroline Sparks (through December 2018); Dr. Bart Bingenheimer
- **MCH**: Dr. Amita Vyas
- **PHCM**: Dr. Lorien Abroms
How to Handle a Grievance in a PCH Course

If not resolved, then step three:

• Contact Dr. Karen McDonnell, PCH Vice Chair for Academics
How to Handle a Grievance in a PCH Course

If not resolved, then **step four:**

- Contact the Chair of PCH: Dr. Rajiv Rimal
How to Handle a Grievance in a PCH Course

Finally, if still unresolved:

• Referral to Dr. Michael Lu, Senior Associate Dean for Academic, Student & Faculty Affairs
From the Student Handbook:

• “Dissatisfaction with a grade is not grounds for an appeal. The only acceptable reasons for an appeal include an error in grading procedures or inequity in the application of policies stated in the course syllabus. Students may grieve at any time when they feel that they have been discriminated against on the basis of race/ethnicity, color, religion, gender, national origin, age, disability, veteran status, sexual orientation, or gender identity.”
What happens with an “Incomplete” grade?

• “If a student, for reasons beyond the student's control, is unable to complete the work of the course during the term of enrollment, the instructor must approve such reasons **before the date when grades must be reported.**”

• The student initiates the contract.

• An “Incomplete Contract” is needed (except for the Practicum and CE project):
  – [http://publichealth.gwu.edu/academics/forms](http://publichealth.gwu.edu/academics/forms)
Common Questions

• What is the Practicum?

• What is the Culminating Experience?

• Are they the same thing? (No)
What is the Practicum?
Think of it as a structured practice experience

- With whom can I speak about it?
  - Your adviser and the Practicum adviser

- Can I look at the Practicum site’s internship offerings?
  - Yes

- When can I do my Practicum?

- Where can I do it? (Can I find my own Practicum?)

- Are there prerequisites in addition to CITI training? (Yes; may vary by program)

- How do I register for it? (Use RTF after Practicum Plan approved)

- For more information please visit:
  - [http://publichealth.gwu.edu/academics/practicum](http://publichealth.gwu.edu/academics/practicum)
Finding your Practicum site

• Some already-approved sites will list positions; you can peruse and apply
• Some students find opportunities at sites not yet in our system; those sites need to apply and be approved before you would begin your experience
Practicum Advice

From PCH Practicum Directors, Mr. Don Strong (for MCH, PHCM, and COPC) and Dr. Tamara Henry (for HP):

- There should be a **PCH Practicum Overview Session scheduled** during the fall semester. Date, time and location to be announced via the PCH list serve.
- Expect messages about the Practicum on the PCH list serve (or Program-specific list serves).
- You can schedule meetings with your Practicum directors in mid-to-late fall, spring, and summer (in advance of the next on-campus semester).
- Meanwhile, network for potential opportunities!
Contact Information

• Mr. Donald Strong (for MCH, COPC, and PHCM):
  dastrong@email.gwu.edu

• Dr. Tamara Henry (for HP) at thenry@gwu.edu
Waiving the Practicum is Possible for Some

- With 3+ years experience
- **MUST** appeal before the end of your first semester!!
- If approved, you get to take 2 additional elective credits (in place of the 2 credits for the Practicum)
- **Must complete the form with a most unfortunate acronym:** Practicum Equivalent Experience (PEE) form:
  - [http://publichealth.gwu.edu/sites/default/files/PEE%20Fillable.pdf](http://publichealth.gwu.edu/sites/default/files/PEE%20Fillable.pdf)
- You must also use a Graduate Records Petition to indicate which two credits are substituting for the Practicum requirement (this form is filed after you have registered for a substitute course)
Common Longer-Term Questions

What is the Culminating Experience (CE)?

• Integrates the knowledge and skills students acquire through their academic work and real-world practice.
• Requires students to **identify and define a specific public health issue and formulate hypotheses** to address that issue.
• Students **work with data** obtained through either primary research or from an existing dataset.
• **4 components**; two are done in the semester prior to the one in which a student registers and pays for the CE credits.
• The process of proposal development, data analysis, interpretation, and extrapolation of the results culminates in a written report or manuscript and an oral presentation.
Common Longer-Term Concerns

What is the Culminating Experience (CE)?

- It is different from the Practicum, which is a work experience
- Can it be linked to the Practicum?
  - Possibly, but does not have to be linked
- When can I do it? (Check with your academic adviser)
- Are there prerequisites?
  - Yes. They may vary. Check with your adviser
- Who will be my CE adviser? (It depends)
- How do I register for it? (Use the RTF)
- Can I watch other students present their CE projects? (We encourage you to do so.)
Reminder: Advising

**Academic Adviser**

- Usually someone within your program
- Helps ensure that you meet program requirements
- Not the same, conceptually, as a CE adviser (but could be the same person)

**Culminating Experience (CE) Adviser**

- Selected/assigned toward the end of your program
- Online portal soon is available to help you select
- Match with faculty member with suitable expertise
- Can be someone outside of your program
- Advises you as you work
CE Advising

• Information about faculty members availability to serve as CE advisors and their research expertise and methods

PCH Faculty Expertise and CE Advising
https://docs.google.com/document/d/1zSa8oxoepATIXw4zDzlUROsI0mEqHnuAAw9wQZoQe90/edit
# PCH Culminating Experience (CE) Dates for 2018-2019

<table>
<thead>
<tr>
<th>Culminating Experience Deliverables</th>
<th>Fall 2018 Graduation</th>
<th>Spring 2019 Graduation</th>
<th>Summer 2019 Graduation</th>
<th>Fall 2019 Graduation</th>
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</thead>
<tbody>
<tr>
<td>Concept Paper</td>
<td>August 3, 2018</td>
<td>November 16, 2018</td>
<td>March 29, 2019</td>
<td>August 9, 2019</td>
</tr>
<tr>
<td>Full Proposal</td>
<td>August 24, 2018</td>
<td>December 14, 2018</td>
<td>April 19, 2019</td>
<td>August 30, 2019</td>
</tr>
<tr>
<td>Final Paper</td>
<td>November 9, 2018</td>
<td>April 12, 2019</td>
<td>July 26, 2019</td>
<td>November 8, 2019</td>
</tr>
<tr>
<td>Final Presentation *</td>
<td>December 7, 2018</td>
<td>May 9/10, 2019</td>
<td>August 29/30, 2018</td>
<td>December 6, 2019</td>
</tr>
</tbody>
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* Final Presentations in the spring and summer will occur over one or two days, depending on the number of students presenting.
Common Questions

Is it possible to switch from the main campus program to the MPH@GW program?

• YES

Contact:
• Sarah E. Kennedy (Preston)
• MPH@GW Practicum Coordinator & Student Advisor
• sepreston@gwu.edu
Common Questions

What if I want to, or need to, take a semester off?

**Jackpot! You get to use two forms here.**

- If you want or need to skip one fall or one spring semester, you must register for continuous enrollment via the Graduate Records Petition, and also complete a Registration Transaction Form (RTF).**

- If you want to take off in the summer, you do not need to file a petition (but be careful with your loan requirements).
Common Questions

What if I want or need to take a longer leave of absence?

• You must petition for a leave of absence via the Graduate Records Petition

• It is limited to a total of one calendar year
What if I need to cut down on course load, from full-time to half-time, or half-time to less than half-time, status?

- You must file the Full-Time/Half-Time Certification form with Student Records.
- Dean’s office must sign; then to the Registrar’s office.
- This step is essential if you have certain types of student loans.
By now, you realize that we have many forms.
Where can you find forms?

- Milken Institute SPH Web site: [http://publichealth.gwu.edu/academics/forms](http://publichealth.gwu.edu/academics/forms)
Key Contacts in Student Affairs

Heather Renault

• Acting Assistant Dean for Student Services

• hrenault@gwu.edu
Key Contacts in Student Affairs

Sheryl Baker
- Sr. Student Services Assistant, Student Records (last names A-L)
- sabaker6@gwu.edu
- 202-994-0962

- But send your forms to:
- gwsphrecords@gwu.edu

Kiesha Graham
- Executive Assistant, Student Records (last names M-Z)
- kgraham1@gwu.edu
- 202-994-8036

- But send your forms to:
- gwsphrecords@gwu.edu
That’s all for now!