



Student Handbook

Master of Public Health Program
Department of Public Health Sciences

2019-2020 Academic Year

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Kingston, Ontario, Canada
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<https://phs.queensu.ca/graduate-programs/master-public-health>





Master of Public Health Program
Queen's University, Carruthers Hall
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Kingston, Ontario
K7L 3N6

Dear Master of Public Health Student,

Welcome to the Master of Public Health (MPH) program at Queen's University.

Our goal is to educate, equip and inspire students to take Evidence-Informed Action for Public Health.

The dynamic field of public health needs graduates who can effectively take the best available evidence from research, context and experience and move it into action to keep people healthy and prevent injury, illness and premature death. By completing your MPH with us, you will be joining a community of public health professionals, working together on complex, multisector problems and solutions to achieve these important goals.

This student handbook includes important information on our program, faculty, and university services, including current degree requirements. Please review it carefully because it will likely answer many of your questions. This handbook is prepared specifically for MPH students. For formal policies and procedures, please consult the Queen's University School of Graduate Studies at <http://www.queensu.ca/sgs/home>.

I hope that your time with us will be enjoyable, productive and rewarding. I encourage you to take advantage of the many opportunities to expand your knowledge and build your professional skills, competencies and networks.

If you have any questions or require further information, please do not hesitate to contact me.

Regards and best wishes,

Dr. Erica Weir
Public Health Physician
Program Director, Master of Public Health

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Departmental Overview

Established in 1968, the Department of Public Health Sciences (formerly Community Health and Epidemiology) was created to study the incidence of diseases in Canadian communities and to find ways to help reduce public health risk. Since then, the fields of community health and epidemiology have broadened considerably. Department members now conduct research and teach in areas as diverse as health economics, mental health, program evaluation, and biostatistics.

The mission of the Department is to advance scientific knowledge relevant to research in public health sciences and to participate in the dissemination and application of scientific knowledge to address health, health care, and health system problems.

To achieve this mission, the department is home to four graduate programs: a thesis-based Master of Science degree in Public Health Sciences (Specialization Epidemiology), a non-thesis based Master of Science degree in Public Health Sciences (Specialization Biostatistics, Collaborative with Department of Mathematics and Statistics), a professional Master of Public Health degree, and a PhD in Public Health Sciences (including a PhD in Public Health Sciences with Specialization Epidemiology). The department also contributes to education in the undergraduate medical curriculum as well as the undergraduate Life Sciences and Health Sciences curricula.

Particular strengths of the department include foundations in public health sciences, the study of cancer causes and treatment, applied biostatistics, mental health, developmental disabilities, injury, cardiovascular disease, and the health of children in both local and international settings.

Master of Public Health Program Overview

The Master of Public Health is a professional, course-based degree that educates, equips and inspires students to take Evidence-Informed Action for Public Health.

The degree is 16 consecutive months in duration, attracting applicants from a range of disciplines. A 12-month Accelerated MPH program is available for candidates with at least two years of cumulative full-time paid work experience in public health, health care or a related field.

By the completion of the program, the program aims to educate, equip and inspire graduates to:

1. **Define** public health issues using a population health approach
2. **Search** for evidence to address public health issues
3. **Appraise** and interpret public health evidence
4. **Synthesize** evidence to develop recommendations for public health action
5. **Adapt** public health communication and evidence-based interventions to specific contexts and populations
6. Plan to **implement** public health programs, services and policies
7. **Evaluate** the process and outcomes of public health actions
8. **Demonstrate** development of core attitudes and values of a public health professional.

Each of these eight program outcomes is critical to enable Evidence-Informed Action for Public Health.

Master of Public Health Organization and Structure

The Master of Public Health Program falls under the School of Medicine in the Faculty of Health Sciences. Below is a list of departmental faculty members who contribute to the Master of Public Health through instructing mandatory core courses and elective courses, as well a list of members of the MPH Program Committee, which includes all MPH program staff.

Departmental Faculty Members

Name	Role	Course(s) of instruction	Contact information
Dr. Kristan Aronson	Professor and Program Director, MSc	EPID 801 – Introduction to Epidemiology	aronson@queensu.ca 613-533-6000 ext.78522
Dr. Megan Carter	Adjunct Assistant Professor	EPID 805 – Leading Evidence Informed Action	Megan.Carter@kflaph.ca
Dr. Bingshu Chen	Associate Professor	EPID 822 – Applied Regression Analysis	BEChen@ctg.queensu.ca 613-533-6430 ext 77703
Dr. Colleen Davison	Associate Professor	EPID 802 – Foundations in Public Health EPID 829 – Foundations in Global Health	davisonc@queensu.ca 613-533-6000 ext. 79518
Dr. Keyue Ding	Associate Professor	EPID 822 – Applied Regression Analysis	kding@ctg.queensu.ca 613-533-6430 ext. 77705
Dr. Patti Groome	Professor and Program Director, PhD	EPID 837 – Health Services Research	groomep@queensu.ca 613-533-6000 ext 78512
Dr. Duncan Hunter	Associate Professor and Interim Department Head	EPID 803 – Public Health System in Canada	hunter@queensu.ca 613-533-6000 ext. 74616
Ms. Bren Melles	Adjunct Lecturer	EPID 886 – Public Health Professional Development	brenda.melles@queensu.ca 613-533-6000 ext. 77807
Dr. Will Pickett	Professor	EPID 831 – Chronic Disease Epidemiology On sabbatical until December 2019	pickettw@queensu.ca 613-533-6000 ext 79551
Dr. Heather Stuart	Professor	EPID 832 – Mental Health/Critical Inquiry	heather.stuart@queensu.ca 613-533-6000 ext 78449
Dr. Erica Weir	Public Health Physician, Assistant Professor and Program Director, MPH	EPID 805 – Leading Evidence Informed Action EPID 887 – Practicum Placement	erica.weir@queensu.ca 613-533-6000 ext. 78152
Dr. Ana Johnson	Associate Professor	EPID 807 - Health Economics	Ana.johnson@queensu.ca 613-533-6000 ext 78055
Dr. Will King	Associate Professor and	EPID 804 – Intermediate Epidemiology	kingw@queensu.ca 613-533-6000 ext 74735

	Graduate Education Coordinator		
Dr. Paul Peng	Professor and Program Director, MSc Biostatistics	EPID 821 – Essentials of Biostatistics	pengp@queensu.ca 613-533-6000 ext 78525
Dr. Harriet Richardson	Associate Professor	EPID 810: Controlled Clinical Trials EPID 835: Environmental Public Health	hrichardson@ctg.queensu.ca 613-533-6000 ext 78958

MPH Program Committee

The MPH Program Committee meets monthly to ensure the effective delivery and administration of the program. Current members are listed below. Committee Terms of Reference, as well as a description of the student representative role may be found in the MPH Policy section of the website:

<https://phs.queensu.ca/mph-program-policies-and-procedures>. The MPH Student Representative for 2019-2020 will be elected in October 2019.

Ms. Laura Aguiar	MPH Student Representative 2018-2019	18laa1@queensu.ca
Ms. Veronica Finamore	MPH Student Representative 2018-2019	18laa1@queensu.ca
Ms. Geraldine Lyman	Graduate Assistant	lymang@queensu.ca 613-533-2234
Ms. Allison Maier	KFL&A Research Associate and KFL&A Public Health Representative	Allison.Maier@kflaph.ca 613-549-1232
Ms. Bren Melles	Senior Program Officer and Adjunct Lecturer	brenda.melles@queensu.ca 613-533-6000 ext. 77807
Ms. Paula Muis	Professional Development Officer (Manages practicum placements)	p.muis@queensu.ca 613-533-6000 ext 77984
Dr. Erica Weir	Public Health Physician, Assistant Professor and MPH Program Director	erica.weir@queensu.ca 613-533-6000 ext. 78152

Admission Requirements

The Master of Public Health program is administered under the rules and regulations of the School of Graduate Studies. These regulations are outlined more fully by the Queen's School of Graduate Studies (www.queensu.ca/sgs/).

Academic Requirements

Candidates for admission must hold a minimum 75% average in one of the following degrees awarded by a recognized University:

- An Honours Bachelor Degree in Arts or Science
- A Bachelor Degree in Applied Science or Law
- A Degree of Doctor of Medicine
- Or equivalent

General Requirements

- Undergraduate level course in mathematics, statistics or data analysis in order to demonstrate appropriate quantitative skills
- Two copies of transcripts from each post-secondary institution attended
- Two academic reference letters
- Depending on what category of applicant, a professional reference letter from an employment source may be required; also, more than two letters of reference may be required
- International students from a non-English speaking university or students with English as a second language will require a minimum TOEFL score of 600 (paper) or minimum TOEFL iBT scores of: writing (24/30); speaking (22/30); reading (22/30); listening (20/30); for a total of 88/120. Please note applicants must have the minimum score in each test as well as the minimum overall score. The TOEFL institution code is 0949 and the department code is 50.
- For applicants from universities outside of Canada, a Graduate Records Examination (GRE) score is mandatory. A minimum score of 149 on the quantitative section is required. The GRE institution code is 0949 and the department code is 0606.

Additional Requirements for Accelerated MPH for Experienced Professionals

- Demonstration of a minimum of two years cumulative full-time paid work experience in public health, health care or a related field. Work experience may include two years of accredited residency through the Royal College of Physicians and Surgeons of Canada.
- Professional letter of reference from an employment source, in addition to two academic letters of reference

Degree Requirements

Master of Public Health

To complete the requirements for the 16-month MPH degree, students must:

- **Take six core mandatory courses and three elective courses.** Five of the core courses (EPID 801, EPID 802, EPID 803, EPID 806 and EPID 821) must be taken during the fall and winter terms of first year, and be successfully completed prior to Practicum Placement (EPID 887). The remaining core mandatory course, EPID 805, is taken in the fall term of the second year.
- **Complete EPID 886 – Public Health Professional Development.** This course must be completed before the Practicum Placement (EPID 887).
- **Complete EPID 887 - Practicum Placement.** This 400-hour placement, offered in the Spring/Summer of year 1, provides students with an opportunity to apply the knowledge, attitudes, and skills acquired from their coursework in a supervised setting.
- **Complete the Course on Research Ethics (CORE) online tutorial (SGS 804)** prior to beginning the Practicum Placement (EPID 887)

All course work must be completed with a mark of 70% or higher. Requirements are summarized in the chart below.

Summary of Degree Requirements for MPH (16-month)			
Fall Term – Year 1	Winter Term – Year 1	Summer Term – Year 1	Fall Term – Year 2
EPID 801: Introduction to Epidemiology EPID 802: Foundations in Public Health EPID 821: Essentials of Biostatistics EPID 886: Public Health Professional Development No elective courses	EPID 803: Public Health System in Canada EPID 806: Applied Research Methods for Program Planning and Evaluation EPID 886: Public Health Professional Development Typically 1 elective course	EPID 887: Practicum Placement Typically no elective courses	EPID 805: Leading Evidence-Informed Action Typically 2 elective courses

Accelerated Master of Public Health for Experienced Professionals

To complete the requirements for the Accelerated MPH degree, students must:

- **Take six core mandatory courses and two elective courses.** All core and elective courses must be taken during the fall and winter terms of first year, and be successfully completed prior to Practicum Placement (EPID 887).
- **Complete EPID 887 - Practicum Placement.** This 400-hour placement, offered in the Spring/Summer of year 1, provides students with an opportunity to apply the knowledge, attitudes, and skills acquired from their coursework in a supervised setting.
- **Complete the Course on Research Ethics (CORE) online tutorial (SGS 804)** prior to beginning the Practicum Placement (EPID 887)

All course work must be completed with a mark of 70% or higher. Requirements are summarized below.

Summary of Degree Requirements for Accelerated MPH		
Fall Term – Year 1	Winter Term – Year 1	Summer Term – Year 1
EPID 801: Introduction to Epidemiology EPID 802: Foundations in Public Health EPID 821: Essentials of Biostatistics EPID 805: Leading Evidence-Informed Action	EPID 803: Public Health System in Canada EPID 806: Applied Research Methods for Program Planning and Evaluation 2 Elective courses	EPID 887: Practicum Placement

Sessional Dates and Grade Release Dates

Important sessional dates for the School of Graduate Studies (SGS), including course drop dates, holidays, and examination periods may be found on the SGS website here: <https://www.queensu.ca/sgs/graduate-calendar/sessional-dates>

Grade release dates may be found on the Office of the University Registrar website here: <http://www.queensu.ca/registrar/grades>

Courses

Core Mandatory Courses

Students in the Master of Public Health program are required to take six core courses. Details are below. **Please note that the term in which courses are offered may change from year to year.**

EPID-801 Introduction to Epidemiology

This course provides foundational knowledge on how human evidence relevant to public health is created, assessed, and used, with a focus on epidemiologic methods. Topics include measures of health status; risk factors and associations with health outcomes; study design including descriptive, analytical, and intervention approaches; validity issues; critical appraisal; assessment of causation; ethics; and application of epidemiologic evidence in public health decisions. Three term-hours. Fall, every year. K. Aronson.

EPID-802 Foundations in Public Health

This course provides an overview of theoretical and conceptual foundations of public health. It examines the social determinants of health and population health approaches to promote and protect health. It instills in students an understanding of the historical achievements, core values and ethical frameworks that guide public health action. Three term-hours. Fall. C. Davison.

EPID-803 Public Health System in Canada

This course provides an overview of the public health system in Canada including the provision of health care services. The first section of the course describes how health services are financed, organized and delivered in Canada. The second section of the course shows how finances and legislation influence the development of health policy. Three term-hours. Winter. D. Hunter

EPID-805 Leading Evidence Informed Action

The course teaches students to apply theories of leadership and change to the analysis and development of public health actions. Approaches to leading change are reviewed at a variety of levels - self, team, organization, individuals, community, government. Practical examples are drawn from the core programmatic and functional areas of public health practice and exemplify the role of the local health unit organization in leading change. Three term-hours. Fall. E. Weir/M. Carter

EPID-806 Applied Research Methods for Program Planning and Evaluation

This course provides an overview of social research methods and tools to assist students to complete the "evidence to action" program planning and evaluation cycle. Topics covered include: defining the issue, using surveillance data, engaging the community, conducting a stakeholder analysis, survey methods, handling qualitative data, building logic models, choosing indicators, communicating the results, taking action. Three term-hours. Winter. Instructor TBD

EPID-821 Essentials of Biostatistics

This course provides an overview of basic statistical concepts, principles, and techniques essential for public health and epidemiologic research. This course covers both descriptive and inferential statistics. Topics covered include measures of association, t-tests, regression, chi-square tests, analysis of variance, and some nonparametric methods. Emphasis is on understanding and interpreting fundamental statistical analyses from health research. P. Peng.

Elective Courses

In addition to the six mandatory core courses, Master of Public Health students are also required to complete elective courses (3 elective courses for 16-month MPH students; 2 elective courses for Accelerated MPH students). Students take their elective courses in the winter term of year 1 and the fall term of year 2.

MPH students may enroll in any course from within the Department of Public Health Sciences as an elective, if the student meets the course pre-requisites or with the permission of the instructor. In addition, students may also pursue **approved** electives in other Queen's Departments or Schools. Elective courses offered by the Department of Public Health Sciences are listed below.

Please note that not all elective courses are offered each year, and the term in which courses are offered may change from year to year.

Fall Term Year 1	Winter Term – Year 1 (Jan – Apr 2020)	Summer Term Year 1	Fall Term – Year 2 (Sep – Dec 2020)
No elective courses	EPID 804: Intermediate Epidemiology EPID 822: Applied Regression Analysis EPID 828: Infectious Diseases EPID 831: Chronic Disease Epidemiology EPID 832: Mental Health/Critical Inquiry EPID 835: Environmental Public Health EPID 836: Critical Methods of Inquiry	No elective courses	EPID 807: Health Economics EPID 810: Controlled Clinical Trials EPID 829: Foundations in Global Health EPID 833: Issues in Military and Veteran Health Research EPID 837: Health Services Research

EPID-804 Intermediate Epidemiology

This course deals with advanced methods and issues in the design, conduct, analysis and interpretation of epidemiologic studies. The content focuses on observational study design and analysis, and builds on epidemiologic principles presented in EPID-801. Data analysis will emphasize the application and interpretation of statistical concepts in epidemiologic research. Three term-hours. Winter, every year. W. King. PREREQUISITE: EPID-801*.

EPID-807 Health Economics

This course is designed to provide students with an introduction to economic concepts and analysis relevant to health, health care and health care systems. Topics include: health as an economic variable; health production models; uncertainty in health and its effects; the behaviour and influence of various participants (health care providers, patients, government) on health care utilization and health status. No prior economics background is required, although students must have basic quantitative skills. Three term hours. Fall. A. Johnson.

EPID-810 Controlled Clinical Trials

This course will cover material relevant to the design and conduct of controlled clinical trials. Design topics will include methods used to achieve unbiased results with improved precision, such as adequate sample size, randomization, blinding, pre- and post-stratification, cross-over designs, placebos and the counting of relevant events. Attention will be given to the problems of conducting multi-centre clinical trials. Topics covered will include drafting of protocols, design of data forms, logistics of data flow, methods of follow-up, data management and quality control, periodic reporting, final data analysis and the production of final reports. Ethical issues and the role of randomized trials in clinical investigation will be discussed. Three term hours. Fall. H. Richardson.

EPID-815 Independent Study**EPID-817 Foundations of Cancer Control**

This course is intended for graduate students, clinical fellows and postdoctoral fellows who are engaged or interested in cancer research. The course will focus on concepts and methodological issues central to the conduct of epidemiologic studies of cancer etiology and control. Topics will include: an introduction to basic epidemiologic concepts; biologic and clinical concepts central to the investigation of cancer; study design; clinical epidemiology; molecular epidemiology; and cancer control and prevention.

Not offered 2019-20.

EPID-819 Introduction to Clinical Epidemiology

This course will demonstrate the way in which epidemiological principles guide the practice of medicine and the design of clinical research. Topics will include how to select the correct design for a study that addresses a clinical question, how to evaluate the quality of clinical publications and research proposals, and how to prepare a clinical research proposal. PREREQUISITE EPID-804* or permission of instructor.

Not offered 2019-20.

EPID-822 Applied Regression Analysis

This course deals with the commonly used regression methods proven useful in health services research and the epidemiologic analysis of the relationship between traits, exposures or treatments, and diseases or other medical outcomes. The course emphasizes the statistical modeling approach with topics including multiple regression, analysis of variance and covariance, reliability of measurements, analysis of categorical data, logistic regression, Poisson regression and survival analysis. This course includes a compulsory SAS Programming component. Winter, every year. B. Chen, K. Ding, C. O'Callaghan. Tutorial instructors: A. Day, J. Zhang- Salomons PREREQUISITE: EPID-821* (or permission of instructor for Biostatistics students).

EPID-828 Infectious Diseases

This course provides an introduction to the principles of infectious disease prevention and control relevant to public health practice. The course focuses on the etiology, history, societal impacts, and determinants of infectious diseases of major public health importance. There is an emphasis on modern prevention and control efforts that can be applied at the local, national and international levels. Three term hours.

Winter. S. Brogly

EPID-829 Foundations of Global Health

Students will be exposed to various global health concepts and be trained to work through potential solutions in a public health context. The course will be taught through formal lecture, seminar and small group learning, and online modules. Topics may include: health, public health, and development; Aboriginal health; health systems and policies; Canada's role in global health and social justice; and special populations. Three term hours. Fall. C. Davison

EPID-831 Chronic Disease Epidemiology

This course will provide an overview of the epidemiology of some of the leading non-infectious causes of morbidity and mortality in Canada and will highlight the key methodological considerations for the study of each disease or health problem. Three term hours. Winter. W. Pickett.

PREREQUISITES: EPID-801* & EPID-821* or equivalents with permission of course coordinator

EPID-832 Mental Health/Critical Inquiry

This course will provide students with in-depth substantive knowledge about the evolution of health issues that have shaped policy and mental health services. Three term hours. Winter. H. Stuart.

PREREQUISITES: EPID-801* or permission of course instructor

EPID-833 Issues in Military and Veteran Health Research

Students are exposed to health issues associated with military experience which includes both veterans and military families. As a weekly webinar, the course will include presentations from Canadian subject matter experts who will contextualize military mental and physical health needs and introduce theoretical and methodological approaches to conducting applied health research among this population. Three term hours. Fall. S. Belanger

EPID-835 Environmental Public Health

This course provides students with a foundation for understanding, assessing and mediating environmental exposures. Methods for assessing and communicating about exposures, risks and standards in air, water, soil and food are introduced. Case studies of managing hazardous exposures are reviewed. Environmental health policy implications of global climate, energy use and disaster planning are explored. Three term hours. Winter. H. Richardson. PREREQUISITE: EPID-801, EPID-821 or equivalent, or permission of instructor.

EPID-836 Critical Methods of Inquiry

Through readings, dialogue, and practice, this course ponders how qualitative, participatory, and Indigenous modes of inquiry open up possibilities for research by confronting the socio-politico-historical power relations of knowledge production, studying the how and why of every-day lived experiences and the structures that shape/are shaped by them. Offered jointly with GPHY-836*. Three term hours. Winter. H. Castleden. EXCLUSION: GPHY-836*

EPID-837 Health Services Research

This course introduces health services research methods as they are applied to routinely collected health data. It covers methodologic approaches for assessing healthcare effectiveness, quality, and access. The course also provides an introduction to the Ontario ICES data holdings and the conduct of health services research using those data. Three term hours. Fall. P. Groome.

Elective Courses Outside of the Department

Decisions on approvals for MPH students to enroll in an elective course outside of the Department are guided by School of Graduate Studies policy and made on a course by course, student by student basis. More detailed information is available from the Graduate Assistant.

Practicum

Practicum Requirements

All students must complete a practicum placement in a supervised setting. This placement (EPID 887) has a minimum duration of 400 hours and is usually undertaken within the 16 weeks between May and August of year one.

MPH students in the 16-month program must complete the EPID 886 Public Health Professional Development course before the practicum placement. This course runs through both fall and winter terms of year one.

EPID-886 Public Health Professional Development

This course assists students to lay the foundation for continuing professional development in public health practice. Students are introduced to the personal learning portfolio and coached to chart their progress in developing skills and competencies through a combination of workshops, seminars, and on line learning modules. 1.5 term hours per week. Fall and Winter terms. B. Melles

EPID-887 Practicum Placement

The 400-hour practicum placement provides MPH students with an opportunity to work in the public health field and contribute to evidence-informed public health practice. Through the practicum students demonstrate and enhance the knowledge, skills and attitudes they have learned from course work as well as reflect on and advance their career development. Placement activities and roles will vary according to the needs and interests of both host organization and the student. This course is graded on a PASS/FALL basis. Spring /Summer terms. Coordinator: E. Weir.

Before they may begin EPID 887 Practicum Placement, it is the policy and practice of the Department that students must have completed and passed all of the following courses, or have approval from the EPID 887 Coordinator.

EPID 801	Introduction to Epidemiology
EPID 802	Foundations in Public Health
EPID 803	Public Health System in Canada
EPID 806	Applied Research Methods for Program Planning and Evaluation
EPID 821	Essentials of Biostatistics
EPID 886	Public Health Professional Development (16-month students only)

Students must also have completed the Course on Research Ethics (CORE) online tutorial ([SGS 804](#)) prior to beginning the Practicum Placement (EPID 887).

Practicum Placement Process

The Queen’s MPH program aims to support all students in securing a practicum placement that will enhance development of professional competencies. **All placements must be reviewed and approved by the Professional Development Officer.**

There are three basic ways for students to secure a practicum placement. A student may: apply to a Queen’s-identified placement, apply to a publicly posted placement, or create a placement opportunity of their own.

Placement opportunities are posted by the Professional Development Officer on the EPID 887 OnQ site, with the majority of postings between January to March. While the timeline to secure placements differs by student, all former students of the Master of Public Health Program have successfully secured a practicum placement by early May.

Detailed information on process, procedures and requirements for the practicum placement is included in the OnQ EPID 887 site and will be communicated with students through three dedicated briefing sessions with the Professional Development Officer.

Examples of Practicum Placement Sites

In previous years, Queen’s MPH students have completed their practicum placements in a range of local, provincial, regional, national or international organizations including *but not limited to*:

Area	Agencies
Local - Kingston and Area	<ul style="list-style-type: none">• Hastings Prince Edward Public Health• KFL&A Public Health• Kingston Community Health Centres• Public Health Ontario – Laboratory Services• Centre for Studies in Aging and Health
Provincial, Regional, and Territorial	<ul style="list-style-type: none">• Centre for Addiction and Mental Health• Ontario Ministry of Health and Long-Term Care• Public Health Ontario• Other Public Health Units, Community Health Centres and Public Health Authorities
National	<ul style="list-style-type: none">• Department of National Defence• Public Health Agency of Canada• Canadian Public Health Association
International	<ul style="list-style-type: none">• World Health Organization, Switzerland• Burma Children Medical Fund, Thailand

Tuition during the Practicum Placement

Students are required to pay tuition during their practicum placement.

Even though students may be “off-site” of Queen’s campus for the practicum placement, students are registered in EPID 887 Practicum Placement and must maintain their official enrolment at Queen’s to complete this degree requirement. Thus, students must pay tuition during this summer term.

Financial Compensation during the Practicum Placement

Practicum host organizations are not required to provide financial compensation for a practicum placement. A limited number of placements offer stipends (for example, \$1500 for the summer) or pay (for example, \$500/week or \$20/hour full-time). While it differs from year to year, in general, less than half of practicum placements are paid.

Academic Policy Information

All graduate programs are administered under the rules and regulations of the School of Graduate Studies (SGS). Regulations are outlined more fully in the SGS webpage on General Regulations <https://www.queensu.ca/sgs/graduate-calendar/general-regulations> and on the Admission and Registration page <https://www.queensu.ca/sgs/graduate-calendar/admission-and-registration>.

These pages include information and procedures on many academic issues, including appealing an assigned grade, withdrawal on academic grounds and so on.

Student academic progress is monitored by the Director of the Master of Public Health program. Difficulties requiring departmental action will be brought to the attention of the Graduate Education Committee.

Academic Integrity

Academic integrity is constituted by five core fundamental values: honesty, trust, fairness, respect and responsibility. Queen's students, faculty, administrators and staff all have responsibilities to support and uphold the fundamental values of academic integrity.

An expanded discussion, including definitions of academic dishonesty and plagiarism is found in the School of Graduate Studies policy. <https://www.queensu.ca/sgs/graduate-calendar/academic-integrity-policy>. All registered graduate students should be aware of the seriousness of academic dishonesty in a graduate setting and the possibility of expulsion from the program for any of the listed offenses.

Students are encouraged to consult their course instructors regarding appropriate use of materials if in doubt about how their use may relate to academic dishonesty.

Accommodation of Graduate Students with Disabilities

Queen's University is committed to providing accommodation for graduate students with disabilities. University administrators, faculty, staff and other students are expected to support, to the point of undue hardship, all reasonable individualized and appropriate accommodation plans that preserve the program's academic standards and adhere to the principles of academic integrity. The policy for Accommodating Graduate Studies with Disabilities may be found here: <https://www.queensu.ca/sgs/graduate-calendar/admission-and-registration>

Funding and Financial Assistance

According to Queen's University School of Graduate Studies policy, students enrolled in professional Master's programs (including the Master of Public Health) are not eligible for department or program funding. Therefore, MPH students are not eligible for funding packages from the Department of Public Health Sciences. **It is the responsibility of MPH students to ensure they will be able to support themselves financially over the course of the program.**

Should they meet the requirements and prerequisites, MPH students are eligible to apply for teaching assistantships within the department as they enter their second year. A call for applications will be sent to all students in the department in the summer. TA Opportunities in the Department are limited. Some MPH students have found opportunities to be a TA for an undergraduate course elsewhere in the Faculty of Health Sciences, including in the Bachelor of Health Sciences, and the Department of Biomedical and Molecular Sciences.

Conference Support Funds for MPH Students

The MPH Program has a small fund available to provide financial support to MPH students who would like to attend a public health related conference. While enrolled in the MPH degree, each MPH student (full-time or part-time) may request a maximum of \$100 total in support of costs for attending a conference. Funds may be used to cover expenses for conference attendance including conference registration fees or travel costs (e.g. train, bus or plane fare, car mileage, or hotel accommodation). All conference support funding must be approved in writing, in advance, by the MPH Program Director. Detailed instructions and eligibility requirements, including an application form, may be found in the MPH policies section of the website here: <https://phs.queensu.ca/mph-program-policies-and-procedures>

Opportunities for Student Involvement in the Department

Students play an important role in the administrative life of the Department and are represented on key Departmental Committees. Each year students choose representatives for:

- Public Health Sciences Student Association (PHSSA)
The PHSSA fosters experiences that support students on their path to becoming successful researchers and practitioners. PHSSA members organize activities that build student community and connect students to alumni and professional associations. <https://www.facebook.com/queensphssa/>

- Departmental Committee
This Committee provides a broad forum for communication and discussion for all members of the department. One student from each cohort will be elected by their peers to bring forward questions, comments, concerns and suggestions of the class at monthly departmental meetings.
- Graduate Education Committee
The Graduate Education Committee (GEC) advises the Graduate Coordinator on matters pertaining to the administration of Graduate Programs, ranging from participation in admissions, assessment of scholarship and funding applications, review of student progress, strategic planning, participation in internal and external program reviews, and development of program policies and procedures. Student representatives participate in all discussions, except those on individual student progress.
- Sub-Committees, Special Committees and Task-Forces
From time to time students will be asked to sit on sub-committees, special committees and task forces struck in response to specific policy or procedural issues.
- Student Business Meetings
Student representatives will arrange regular meetings of the student body to provide a forum for general communication and discuss matters of departmental business. All full-time and part-time students are encouraged to attend.

Equipment and Facilities at Carruthers Hall

Some Master of Public Health courses, alongside faculty and administration offices, a student lounge, and student study carrels are located in Carruthers Hall at 62 Fifth Field Company Lane.

The following equipment and facilities are available for student use:

- **Kitchen:** A small kitchen, equipped with a microwave and sink, is available for student use.
- **Desk space:** Shared areas are available to all students on the 3rd floor of Carruthers Hall.
- **Computers:** Students are required to have their own computers. In order to facilitate group work and allow for students to access desk space in the common rooms, laptops are ideal. One communal computer is available for use in the student lounge. This computer is equipped with internet access, word processing, SAS and SPSS software.
- **Email:** All Public Health Sciences students are required to obtain a Queen's student e-mail account. The computer help desk phone number is: 613-533-6666
- **Wireless internet:** Carruthers Hall is equipped for wireless communication so that students may check their emails and work on the web from their workstations, classroom, and common room.
- **Photocopier:** A photocopy machine is located in the student common room. All students will be provided with a photocopy code which is required to use the machine.

- **Keys:** Keys for Carruthers Hall and student rooms are available from the Graduate Assistant. A \$20 cash deposit is required, to be returned when keys are handed in.
- **Fax:** Students may fax material using the photocopier located in the student common room in Carruthers Hall on the 3rd floor.

Important note about caring for the space at Carruthers Hall

Students are encouraged to take care of themselves, take care of each other, and take care of their physical space at Carruthers. **Other than vacuuming floors and emptying garbage cans, maintaining cleanliness of the student common room, shared student kitchen, and student study carrels is the responsibility of students who use this space.**

Queen's Physical Plant Services does clean the building, but their responsibility is only to regularly clean bathrooms, clean floors, and empty garbage. All other care of the physical space is the responsibility of students, staff and faculty who share Carruthers Hall.

Professional Skills Development for Graduate Students

Expanding Horizons

The School of Graduate Studies, in partnership with student service providers at Queen's, offers Expanding Horizons - a series of workshops and seminars to support the academic, personal, and professional success of graduate students. Graduate students are encouraged to participate according to their needs and interests, and may attend as many workshops/seminars as desired. For complete details on Expanding Horizons visit: <https://www.queensu.ca/exph/workshop-series>

Career Services

Career Services is the central provider of career education and employment support services at Queen's University for undergraduate, graduate students and recent alumni from all disciplines. They offer a comprehensive range of accessible services to support and empower students in making informed decisions about their career, further education and employment goals including events, workshops, job listings, career counselling, drop-in career advising, and resources. For a full description of services see: <http://careers.queensu.ca/>

Centre for Teaching and Learning

The Centre for Teaching and Learning (CTL) promotes and supports quality teaching and builds teaching and educational leadership capacity in direct support of Queen's students' learning experiences. CTL supports evidence-based, innovative and sustainable strategic program enhancement initiatives, and encourages and supports emerging, grassroots investigations of novel approaches to teaching and learning. For a full description of programs, services and supports, see: <https://www.queensu.ca/ctl/>

Academic Advisors

Academic Advisors will be randomly assigned to MPH students for their first year of study only (12 months). In the student's second year of study, any continued contact with the Advisor is optional, and at the student's initiative. The overall role of the MPH Academic Advisor is to provide academic advice, guidance and mentorship in order to promote student success and help students meet their academic objectives. A description of the roles and responsibilities of Academic Advisors may be found in the MPH Policy section of the website: <https://phs.queensu.ca/mph-program-policies-and-procedures>.

Student Wellness Services

Student Wellness Services supports the personal, academic, and social development of students at Queen's University by providing a range of health, well-being, and accessibility related programs and services. Their mission is to provide a welcoming, confidential, and integrated service that is responsive to the needs of students, be it health services, counselling services, disability services or advice on maintaining or improving your overall well-being. For a full listing of services visit: <http://www.queensu.ca/studentwellness/home>

Health Services

Queen's Student Health Services provides professional health & wellness services to Queen's students. These services are offered in a safe, caring, respectful and empowering environment, which is directed towards optimizing students' personal, academic and overall wellbeing. They offer doctor's appointments, nursing appointments, immunizations, psychiatric services for initial consultation and care, a walk-in clinic for urgent issues, follow-up with a mental health nurse, transfer or records and referrals to specialists.

To schedule an appointment with a doctor or a nurse, call Health Services at 613-533-2506 Monday - Friday between 9:00 am and 4:30 pm.

Counselling Services

Counselling Services supports the personal, academic and social development of students at Queen's University by providing a range of programs and services appropriate to student needs. Some reasons why people seek counselling:

- Abuse and assault issues;
- Academic engagement or direction;
- Substance use;
- Anxiety and mood problems(e.g. depression, suicidal thoughts);
- Coping with grief or loss;
- Relationships (family, romantic, platonic);
- Eating/body image difficulties;
- Self-harm;
- Homesickness/Loneliness
- Self-confidence and self-esteem;
- Sexuality and sexual orientation;
- Stress;
- Transition to university;
- Social functioning;
- Dealing with racism.

To make an appointment with an experienced professional counsellor for confidential crisis support or one-to-one counselling students may call 613-533-6000 x78264, Monday – Friday, 8:30 am – 5:00 pm. More information on counselling services is here: <http://www.queensu.ca/studentwellness/counselling-services>

Accessibility Services

With other members of the Queen's community, Accessibility Services works to ensure the university and its programs are accessible to students with disabilities. Supports and services include:

- Transition programming specially designed for students with disabilities
- Initial assessments to determine eligibility for services and academic accommodations
- Individualized accommodation planning
- Referrals to on and off-campus services and supports
- Coaching in self-advocacy to promote autonomy and independence
- Counseling support related to one's disability, self-concept, disclosure, and self-advocacy
- Advice to students, faculty, and staff on disability, accessibility, and accommodation matters
- Education and awareness training to the Queen's community

Students seeking academic accommodations for reasons of a disability or diagnosed health condition at Queen's University are required to provide documentation from a regulated health care professional verifying the disability or diagnosed health condition, and providing information on the functional impairments and limitations related to that disability or condition. Individual accommodation plans may include:

- Special examination arrangements
- Use of computers for exams and an adaptive technology lab and equipment loan
- Special classroom arrangements
- Alternate formats for course material

The following link has helpful information for students about how to register with the Accessibility Services office, required documentation, consent and confidentiality policies etc.:

<https://www.queensu.ca/studentwellness/accessibility-services/students>. Accessibility Services can be reached by email at accessibility.services@queensu.ca or by phone at 613-533-2506.

Other Counselling and Wellness Supports for Graduate Students

Graduate students also have access to a number of other wellness services and supports including the list below. All of these services uphold strict standards of confidentiality.

- Embedded Counsellor for graduate students <https://www.queensu.ca/sgs/sgs-habitat/staying-well>
- Cross Cultural Advisor for graduate students <https://www.queensu.ca/sgs/cross-cultural-advisor>
- Peer Academic Advising through the Society for Graduate and Professional Students (SGPS) <https://sgps.ca/paa/>

Further information on counselling and other wellness supports for graduate students are in the Stay Well section of SGS Habitat: <https://www.queensu.ca/sgs/sgs-habitat/staying-well>

Athletics and Recreation Centre

The Athletic and Recreation Centre – also known as “The ARC” - is a hub of activity on campus. This facility offers a number of opportunities for students to contribute to and enhance or maintain their health. The ARC provides students, faculty, staff and community members with a selection of eating establishments, a student run café, a small market stocked with fresh produce and meat and a prescription dispensing, fully supplied pharmacy. All of these amenities are situated alongside the 24,500 square feet of cardiovascular and strength-training space, pool, racquet courts, gymnasiums, exercise, dance and spin studios and combative rooms. More information is here: <https://rec.gogaelsgo.com/>

Truth and Reconciliation Commission Task Force

The final report of the Truth and Reconciliation Commission (TRC) includes three calls to action that are addressed directly to post-secondary educational institutions in Canada. In common with many universities, Queen’s has initiatives in place that reflect aspects of these recommendations. This notwithstanding, Queen’s created a Task Force to ensure that our response is appropriately comprehensive, and cohesive across the University, building wherever possible on what is already in place. The Task Force’s final report, which includes a number of Queen’s specific recommendations, can be found here: [Yakwanastahentéha Aankenjigemi Extending the Rafters](#). Progress on recommendations is being tracked through implementation updates.