



Photo: Public health trivia game winners, at Public Health Sciences Day 2019

Student Handbook

**Master of Public Health Program
Department of Public Health Sciences**

2020-2021 Academic Year

Queen's University
Kingston, Ontario, Canada
MPH Main Office phone: 613-533-2234
<https://phs.queensu.ca/graduate-programs/master-public-health>





Master of Public Health Program
Queen's University, Carruthers Hall
62 Fifth Field Company Lane
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 with expertise to integrate a variety of factors and sources of evidence to inform action to keep people healthy. 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
Assistant Professor
Program Director, Master of Public Health

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Student Handbook

Master of Public Health Program, 2020-2021

Purpose of this handbook

The purpose of this student handbook is to outline important information about the Master of Public Health (MPH) program for the 2020-21 Academic Year. The handbook includes information on degree requirements, courses and the practicum. It also contains information on graduate student policies, supports and opportunities in the Department of Public Health Sciences and the University. Our MPH program mission is to educate, equip and inspire you to take evidence-informed action on public health.

We look forward to pursuing that mission together with you this year!

Indigenous land acknowledgement

To begin, let us acknowledge that Queen's is situated on traditional Anishinaabe (Ah- nish-in-ah-bay) and Haudenosaunee (Ho-den-o-show-nee) territory. We are grateful to be able to live, learn and play on these lands.

To acknowledge this traditional territory is to recognize its longer history, one predating the establishment of the earliest European colonies. It is also to acknowledge this territory's significance for the Indigenous peoples who lived, and continue to live, upon it and whose practices and spiritualities were tied to the land and continue to develop in relationship to the territory and its other inhabitants today.

Our understanding is that this territory is included in the Dish With One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy and the Confederacy of the Ojibwe and Allied Nations to peaceably share and care for the resources around the Great Lakes. The Kingston Indigenous community continues to reflect the area's Anishinaabek and Haudenosaunee roots. There is also a significant Métis community as well as First people from other Nations across Turtle Island present here today.

COVID-19 and fall 2020

The Department of Public Health Sciences is eagerly welcoming new and returning students for fall 2020. Faculty and staff look forward to continuing our Department's long history of high quality education and research in the public health sciences with an engaged community of students.

The COVID-19 pandemic means that the educational experience this fall will be different than in previous years. In these exceptional times, we are committed to providing our students with a high-quality learning experience while also taking the necessary steps to protect the health of everyone.

All Master's level courses in the Department of Public Health Sciences will be offered remotely, i.e. online, in the fall 2020 term.

A list of [frequently asked questions about COVID-19 and fall 2020](#) is posted on the Departmental website.

This handbook also includes further information in each relevant section on the implications of the COVID-19 pandemic on the delivery of the MPH program.

Department of Public Health Sciences 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 Department's mission 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 and 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, cardiovascular disease, and the health of children in both local and international settings.

Department faculty and staff

The Master of Public Health Program falls under the School of Medicine in the Faculty of Health Sciences. Below is a list of Department of Public Health Sciences primary faculty and staff. [A complete list of other adjunct and cross-appointed faculty](#) is on the Public Health Sciences website.

Departmental faculty and staff

Name	Title	Course(s) of instruction	Contact information
Dr. Kristan Aronson	Professor	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	davisonc@queensu.ca 613-533-6000 ext. 79518

		EPID 829: Foundations in Global Health	
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 On sabbatical Jan 1 – June 30, 2021	groomep@queensu.ca 613-533-6000 ext. 78512
Dr. Duncan Hunter	Associate Professor and Interim Department Head (until Sept 30, 2020)		hunter@queensu.ca 613-533-6000 ext. 74616
Dr. Zihang Lu	Associate Professor	EPID 821: Essentials of Biostatistics	zihang.lu@queensu.ca
Ms. Geraldine Lyman	Graduate Assistant, MPH		lymang@queensu.ca 613-533-2234
Ms. Bren Melles	Senior Program Officer, MPH Adjunct Lecturer	EPID 886: Public Health Professional Development	brenda.melles@queensu.ca 613-533-6000 ext. 77807
Ms. Paula Muis	Professional Development Officer, MPH		p.muis@queensu.ca 613-533-6000 ext. 77984
Dr. Heather Stuart	Professor	On sabbatical July 1, 2020 – June 30, 2021	heather.stuart@queensu.ca 613-533-6000 ext. 78449
Dr. Ana Johnson	Associate Professor	EPID 807: Health Economics On sabbatical July 1 – Dec 31, 2020	Ana.johnson@queensu.ca 613-533-6000 ext. 78055
Dr. Will King	Associate Professor and Program Director, MSc	EPID 804: Intermediate Epidemiology	kingw@queensu.ca 613-533-6000 ext. 74735
Dr. Helene Ouellete-Kuntz	Professor	BMED 270: Fundamentals of Health Research Methodology	helene.kuntz@queensu.ca 613-548-4417 ext. 1198
Dr. Paul Peng	Professor and Program Director, MSc Biostatistics	EPID 821: Essentials of Biostatistics	pengp@queensu.ca 613-533-6000 ext. 78525
Ms. Sue Preston	Graduate Assistant, MSc, PhD		epid@queensu.ca 613-533-2901
Ms. Nikki Remillard	Department and Financial Administrator		nikki.remillard@queensu.ca 613-533-6000 ext. 77095

Dr. Harriet Richardson	Associate Professor and Graduate Education Coordinator	EPID 810: Controlled Clinical Trials EPID 835: Environmental Public Health	hrichardson@ctg.queensu.ca 613-533-6000 ext. 78958
Dr. Bradley Stoner	Associate Professor and Department Head (Starting Oct 1, 2020)		
Dr. Dongsheng Tu	Professor	EPID 810: Controlled Clinical Trials EPID 823: Advanced Methods in Biostatistics	dtu@ctg.queensu.ca 613-533-6430
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 or 613-544-4900 ext. 53256

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** the 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.

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 and a description of the student representative role](#) is found in the MPH policies and procedures section of the website. The MPH Student Representative for 2019-2020 will be elected in October 2020.

Ms. Alexa Bowie	MPH Student Representative (until Dec 2020)	alexa.bowie@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	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

Degree requirements

Master of Public Health

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

- **Take six mandatory core 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 the first year, and be successfully completed before EPID 887: Practicum Placement. The remaining mandatory core 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 EPID 887: Practicum Placement.
- **Complete EPID 887: Practicum Placement.** This 400-hour practicum, offered in the Spring/Summer of year 1, provides students with an opportunity to apply the knowledge and skills acquired from their coursework with a host organization.

All course work must be completed with a mark of 70% or higher. Requirements are summarized in the chart below. A part-time study plan is also available.

MPH students do not need to register for courses independently. The MPH Graduate Assistant will register MPH students for all courses.

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, one elective course	EPID 887: Practicum Placement Typically, no elective courses	EPID 805: Leading Evidence-Informed Action Typically, two elective courses

Accelerated Master of Public Health for Experienced Professionals

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

- **Take six mandatory core courses and two elective courses.** All core and elective courses must be taken during the fall and winter terms of the first year, and be successfully completed prior to EPID 887: Practicum Placement.
- **Complete EPID 887: Practicum Placement.** This 400-hour practicum, offered in the spring/summer of year 1, provides students with an opportunity to apply the knowledge and skills acquired from their coursework with a host organization

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

MPH students do not need to register for courses independently. The MPH Graduate Assistant will register MPH students for all courses.

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 Two elective courses	EPID 887: Practicum Placement

Remote delivery of courses during fall 2020

As a result of the COVID-19 pandemic, all Master's level courses in the Department of Public Health Sciences will be offered remotely, i.e. online, in fall 2020. This includes all Public Health Sciences courses required for the Master of Public Health.

Technology requirements

To participate fully in remote delivery of courses, you will need the following technology **and equipment**:

- Computer with the most up to date version of Windows or Mac OS
- Webcam and microphone (built-in or external)
- Latest up to date version of Chrome (preferred) or Firefox, Safari or Microsoft Edge browser
- Internet connection (5-10 Mbps of download speed)

Each instructor will choose which technology platform they will use to deliver their course. We anticipate that the two main technology platforms used to remotely deliver courses will be onQ (the Queen's learning management system) and Office 365, including Microsoft Teams. Both of these platforms are free for enrolled students. Some instructors may also use Zoom or other apps that facilitate group learning.

At the beginning of each course, each instructor will communicate to students the remote teaching methods used in the class. Students can expect a mix of asynchronous (not live, participate on your own time) and synchronous (live, participate in real time) course activities. The combination of these approaches will depend on the course.

Technology support

Queen's provides institutional support for several technology platforms, including onQ and Office 365. OnQ is Queen's University's enterprise learning management system, built in the Brightspace/D2L environment. Many students are already familiar with D2L from high school or other universities.

Office 365 includes familiar applications like Word, Excel and PowerPoint. Office 365 also includes Microsoft Teams, a cloud-based app for collaborative work including chat, video meetings, and file sharing. There will be a learning curve, but both onQ and Microsoft Teams are built to be user-friendly. Tech support, as well as step-by-step instructions for use are available through Queen's Information Technology Service (ITS): <https://www.queensu.ca/its/getting-started/student>.

Time zone differences or internet instability

If you anticipate that a time zone difference from Kingston (Eastern Standard Time) or internet instability will impact your studies, please inform Ms. Gerri Lyman, MPH Graduate Assistant by email as soon as possible at: lymang@queensu.ca.

Student support services during remote delivery

The COVID-19 pandemic has upended our experience of "normal" and we have all had to learn to do things differently – including remote delivery of courses in fall 2020. The program is dedicated to providing students the best possible learning experience and is committed to supporting students along the way.

Students will be connected with classmates through group learning activities – and hopefully, they will develop great friendships. Instructors and academic advisors will have time set aside to virtually meet with students.

Queen's student support services continue to be available during the remote course delivery period. These include things like Academic Skills Support (Student Academic Success Services), Career Services, Four Directions Indigenous Student Centre, Society for Professional and Graduate Students, Student Wellness and more. Information about student support services for MPH students is found on the [Division of Student Affairs website](#).

Courses

Mandatory core 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. 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 instils 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. Instructor TBD.

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 and 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. Three term hours. Fall. P. Peng and Z. Lu.

Elective courses in the Department

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 (find more information the section below).

Elective courses offered by the Department of Public Health Sciences are listed below.

Please note that elective course offerings for fall term 2021 are not yet confirmed. 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 2021)	Summer Term Year 1	Fall Term – Year 2 (Sep – Dec 2021) To be confirmed
No elective courses	EPID 804: Intermediate Epidemiology EPID 807: Health Economics EPID 822: Applied Regression Analysis EPID 828: Infectious Diseases EPID 831: Chronic Disease Epidemiology EPID 835: Environmental Public Health	No elective courses	EPID 807: Health Economics EPID 810: Controlled Clinical Trials EPID 829: Foundations in Global Health EPID 831: Chronic Disease Epidemiology 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. Winter. Instructor TBD.

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

The Independent Study is a graduate level course designed for individual students with special interests that are not covered by existing courses offered in the Department. Normally, this will take the form of a closely supervised reading course in the area of a graduate instructor's expertise but may also include practical field experience. The proposed study must be approved by the appropriate instructor, the Coordinator of Graduate Studies and the Head of the Department. Note that students must submit proposed outlines one month before the beginning of term.

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 2020-21.

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 2020-21.

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. Instructor TBD.

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 **Not offered 2020-21**

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 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.

Queen's University elective courses outside of the Department

Students may pursue **approved** elective courses in other Queen's Departments or Schools. 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. Program-specific procedures for enrollment in an elective course outside of the Department, including at another Ontario university, may be found on the MPH program website here: [Student guide to elective courses for your MPH](#)

In previous years, MPH students have enrolled in electives in a number of other graduate Departments and Schools at Queen's including the School of Kinesiology and Health Studies, the School of Urban and Regional Planning, the School of Policy Studies, the Department of Geography and Planning, the Faculty of Law and more.

Practicum and Professional Development

Practicum requirements

All students must complete EPID 887: Practicum Placement. The practicum experience has a minimum of 400 hours and is usually undertaken within the 16 weeks between May and August of year one with a host organization.

MPH students in the 16-month program must complete the EPID 886: Public Health Professional Development before the practicum.

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 online 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. Professional Development Officer: Paula Muis

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)

Potential impact of COVID-19 on spring/summer 2021 practicum

At this time, we do not know whether the practicum experience in spring/summer 2021 will be remote, or in person. We hope that spring/summer 2021 practicums will be in person, but we will be taking instruction from government, public health officials and university guidelines. All MPH practicums in

spring/summer 2020 were completed remotely, so if practicums are remote for summer 2021, we will be well prepared.

Practicum process

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

Detailed information on the process, procedures and requirements for the practicum 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 sites

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

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

Tuition during the practicum

Students are required to pay tuition during their practicum. Even though students may be “off-site” of Queen’s campus for the field portion of the practicum, students are registered in EPID 887 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

Practicum host organizations are not required to provide financial compensation for a practicum students. A limited number of practicums 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 MPH practicums are paid.

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>.

Convocation and applying to graduate

MPH students in the 16-month program usually complete their degree requirements in December, and convocate the following June. Accelerated MPH students usually complete their degree requirements in September, and convocate the following November.

Once students have met their degree requirements, students must formally apply to graduate through the SOLUS Student Centre. Detailed instructions on how to apply to graduate are on the Queen's Registrar site here: <http://www.queensu.ca/registrar/graduation/apply>

Deadline dates for applying to graduate vary from year to year, but are usually around mid-April for 16-month MPH students, and mid-September for Accelerated MPH students.

Equity, Diversity, and Inclusion

Equity, diversity and inclusion are core values of public health and of the MPH program. We are committed to providing, promoting and sustaining a safe, equitable and inclusive environment for all students, faculty and staff.

Queen's and the MPH program are fortunate to welcome students from diverse backgrounds. The university offers a variety of tailored services, programs, and resources to support and engage individuals from a range of cultures, ethnicities, spiritual affiliations, socioeconomic backgrounds, gender identities, and sexual orientations.

MPH students are encouraged to let their individual instructors know their preferred names and pronouns. [This linked document lists gender-neutral washrooms at Queen's, including two in Carruthers Hall.](#)

The [Inclusive Queen's website](#) compiles information on resources, programs, and new initiatives that are helping us to build a campus that embraces diversity and empowers all members of our community to thrive at Queen's. This site compiles information from across the university in one place, and is very helpful for students to get connected with supports, groups, and individuals working toward inclusion.

The University offers many training opportunities and resources for students on the issues of equity, diversity, inclusion and indigeneity including:

- Online training modules from the Queen's Human Rights and Equity Office: <https://www.queensu.ca/hreo/education>
- Five-part workshop series on Intercultural Awareness from Queen's University International Centre's (QUIC) and Four Directions Indigenous Student Centre: <https://quic.queensu.ca/get-involved/intercultural-training/>
- Lists of human rights related learning resources: <https://www.queensu.ca/hreo/resources>
- Resources on racism in Canada <https://www.queensu.ca/hreo/node/217>

Declaration of Commitment to Address Systemic Racism

Queen's University released a [Declaration of Commitment to Address Systemic Racism](#) in August 2020, signed by the Principal, Provost, Vice Principals and Deans across the university.

The statement notes that "Persistent racism, systemic as well as individual, has brought our society to a crisis point. Queen's University is not immune to this pervasive and destructive force which, at its most pernicious, silently influences the shape and functioning of our culture and institutions, entrenching longstanding abuses of power that have diminished the humanity of Black, Indigenous and racialized people. Right now it is imperative that all parts of the Queen's community understand, confront, and do what is necessary to alter the deeply entrenched behaviours and structures that perpetuate such inequities." The statement goes on to list a number of immediate actions.

The Master of Public Health program stands with this statement and its identified actions, and is committed to working to create an anti-racism culture within the MPH program, and at Queen's.

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.

Academic policy and academic integrity

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](#) and on the [Admission and Registration page](#).

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 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 on academic integrity](#). 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, including during the pandemic context. 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. Here is the [policy for Accommodating Graduate Studies with Disabilities](#).

Queen's Student Accessibility Services (QSAS) continues to work closely with students and their instructors in meeting current and emerging needs while courses are delivered remotely. Information for new students, [including how to register with QSAS](#) is on the Student Wellness website.

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.**

[Information on tuition and fees](#) is on the Registrar's website, including [instructions on how to pay tuition and fees](#).

Should they meet the requirements and prerequisites, MPH students are eligible to apply for teaching assistantships (TA) 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.

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:

- MPH Program Committee
This Committee ensures the effective administration of the MPH program. An MPH student representative, elected by members of their class, communicates program-related issues to the MPH Program Committee on behalf of their class. [Information on the student representative role](#) is on the MPH website in the policy and procedures section. The student representative also attends the Departmental and Graduate Education Committee meetings.
- Departmental Committee
This Committee provides a broad forum for communication and discussion for all members of the department. The student representative from each cohort is 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.
- 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. Visit the [PHSSA Facebook page](#) and the [PHSSA website](#) for further details on events and how to become involved.

Access to equipment and facilities at Carruthers Hall

Carruthers Hall, at 62 Fifth Field Company Lane, is the home building for the Department and the MPH Program, where many (though not all) staff and faculty have their offices.

Typically, Public Health Sciences students have access to a small kitchen, study space and a student lounge in Carruthers Hall. **However, as of release of this handbook, Carruthers Hall remains closed to students, staff and faculty because of the COVID-19 pandemic.**

In the event that Carruthers Hall is reopened to students, the MPH Program team will contact all students to provide them with keys to the building. A \$20 cash deposit will be required, to be returned when keys are handed in.

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. See the [Expanding Horizons website](#) for details on the Expanding Horizons workshop series. These workshops will be offered remotely during fall 2020.

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. See the [Career Services website](#) for a full description of services. The Career Services office on campus is currently closed because of the COVID-19 pandemic, but services are available remotely.

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 is available on the [CTL website](#). CTL is currently offering all programs and services remotely.

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 is on the MPH website](#).

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 the [Student Wellness website](#).

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. Student Wellness is currently offering both in person and remote appointments.

Counselling Services

Counselling Services supports the personal, academic and social development of students at Queen's through a range of programs and services that aim to meet student needs. These include one-on-one appointments, skills and therapy groups, new 24/7 options including the university's new online wellness resource called TAO, Empower Me, and a range of mental health resources.

To make an appointment with an experienced professional counsellor in the central location in the Côté Sharp Student Wellness Centre, and most of our cross-campus embedded locations, call 613-533-2506, Monday – Friday, 8:00 am – 4:30 pm. If all same-day appointments have been filled, please call the next day, starting at 8:00am, for same day access. More information on counselling services is on the [counselling section of the Student Wellness website](#).

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 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 [Accessibility Services website tab for students](#) has helpful information for students about how to register with the Accessibility Services office, required documentation, consent and confidentiality policies. QSAS staff are currently working remotely but are meeting students by phone and MS Teams, and can be reached by email at accessibility.services@queensu.ca.

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](#)
- [Cross Cultural Advisor for graduate students](#)
- [Peer Academic Advising](#) through the Society for Graduate and Professional Students (SGPS) /
- [Therapy Assistance Online](#), a self-driven interactive tool with evidence-based self-help modules you can complete at your own pace. Modules include calming your worry, improving your mood, evaluating your alcohol and drug use and more.

Further information on counselling and other wellness supports for graduate students are in the [Stay Well section of SGS Habitat website](#).

Athletics and Recreation Centre

The Athletic and Recreation Centre – also known as “The ARC” - is normally a hub of activity on campus. Currently, indoor facilities are closed as a result of the COVID-19 pandemic and in-person programs and services have been suspended until further notice. When the ARC reopens, the facility will offer a number of opportunities for students to contribute to and enhance or maintain their health. There are 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 on the [ARC website](#).