

BACHELOR OF HEALTH SCIENCE STUDENT HANDBOOK

FALL
2016

MESSAGE FROM THE DIRECTOR

Welcome to the College of Public Health and Health Professions! We are glad you have selected the Bachelor of Health Science (BHS) program to complete your undergraduate education and hope that your college experience is enriching, both personally and academically. The BHS program prides itself on offering a high quality education and professional development opportunities for students.

Students earning a Bachelor of Health Science (BHS) degree may major in either Health Science (HES) or Communication Sciences and Disorders (CMS). Within the Health Science Major, students are accepted into one of three different tracks – General Health Science, Pre-Occupational Therapy, or Pre-Public Health. All program policies apply to students in all 3 health science major tracks and the CMS major unless specific differences are noted.

This handbook has been developed to assist you in learning about our College, the Health Science and Communication Sciences and Disorders programs, and the resources available to facilitate a positive college experience. Several of the policies and procedures you need to know are included in this manual; others are included in the UF Undergraduate Catalog and Student Guide. Regardless of whether policies and procedures are listed here, you are responsible for your education and behavior, which includes understanding all University and College policies and procedures that affect your academic progress, graduation eligibility, and use of University and College resources.

If you have questions regarding the HES or CMS programs, or any other aspect of University life, please do not hesitate to contact an undergraduate program advisor, faculty member, the PHHP Dean's Office, or the appropriate University Office. We will be happy to assist you in whatever way we can to help you be successful.

Sincerely,

A handwritten signature in dark ink, appearing to read "Michael Moorhouse", followed by a horizontal line.

Michael D. Moorhouse, PhD, CRC
Director, Bachelor of Health Science

COLLEGE OVERVIEW

The College of Public Health and Health Professions (PHHP) is one of the most diversified health education institutions in the nation. Established in 1958, the College of Health Professions was the first college of its type in the United States dedicated to educating students of many different health professions in an academic health center. In 2003, the College changed its name to the College of Public Health and Health Professions and expanded its mission to include public health on a broad scale. Currently, PHHP is one of six colleges that comprise the University of Florida Health Science Center - other colleges include Dentistry, Medicine, Nursing, Pharmacy, and Veterinary Medicine.

With over 2,200 students, the College of Public Health and Health Professions is a national leader in the education of health professionals. We emphasize the development of intellectual resources and skills that can help our graduates prosper in today's complex health systems. In addition, the College is committed to the development of cutting edge science and outreach in areas such as aging and disability, rehabilitation of central nervous system impairment, behavioral and environmental determinants of health for individuals and communities, disaster response, and health systems functioning.

The College of Public Health and Health Professions is dedicated to preserving, promoting, and improving the health and well-being of populations, communities, and individuals. To fulfill this mission, we foster collaborations among public health and the health professions in education, research, and service. Consistent with our mission, the College has three primary goals:

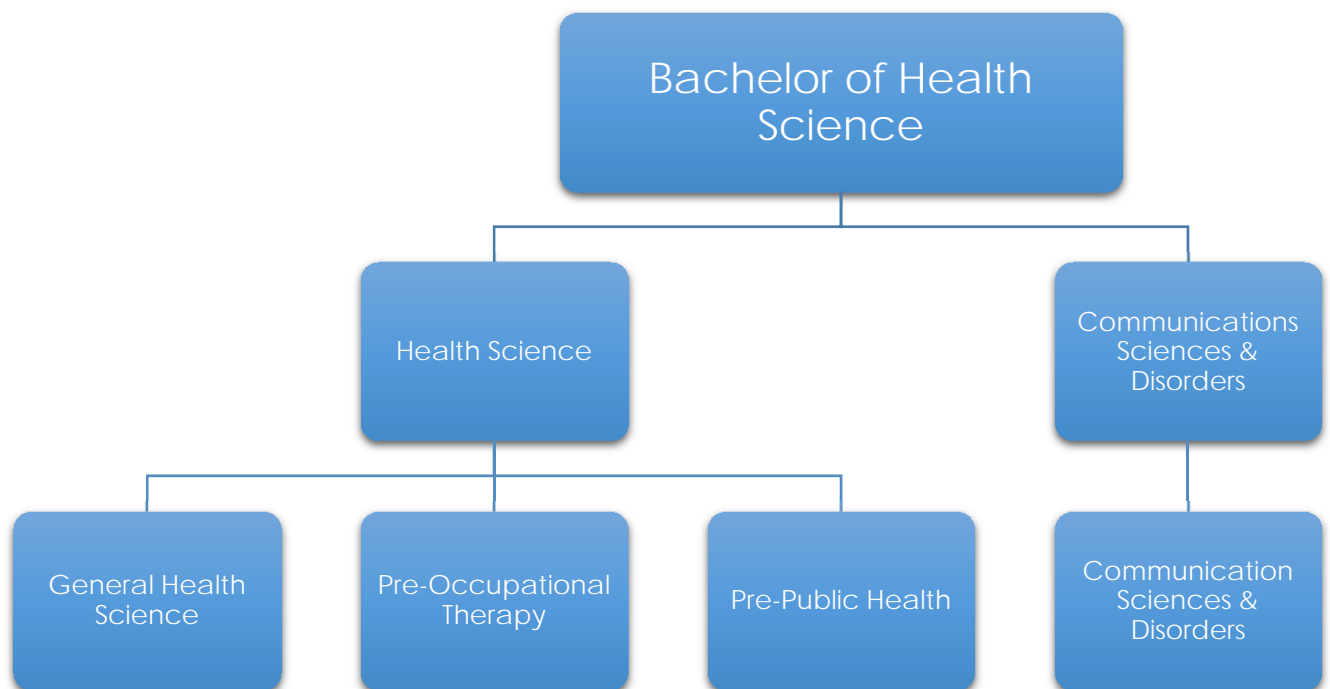
- Provide excellent educational programs that prepare graduates to address the multifaceted health needs of populations, communities, and individuals
- Conduct quality research and disseminate findings that are responsive to priority health needs
- Serve as active participants and leaders in University, public health, health practice, and health services communities through collaborative approaches to intervention, professional practice, and policy.

OVERVIEW OF THE UNDERGRADUATE PROGRAMS

The Bachelor of Health Science programs are designed for students whose career goal is to work in health systems or organizations providing health related or general human services to individuals and communities. The BHS limited access program is a two-year, 60-credit curriculum consisting of the junior and senior years of undergraduate work. The BHS program includes two majors: health science and communication sciences and disorders. The health science major offers three tracks: general health science, pre-OT, and pre-public health. The curriculum for the general health science track provides the opportunity to learn foundation skills necessary to succeed in the dynamic health environment. The pre-OT track is a subspecialty within the health science track and includes all core health science courses plus prerequisite coursework for the College of Public Health and Health Professions

graduate program in OT. The pre-public health track is designed to provide students with foundational knowledge and skills for both individual and community-based health care. The communication sciences and disorders major is designed as a pre-professional program for students interested in pursuing graduate education in either speech-language pathology or audiology. Prerequisites required to apply to the BHS program can be found at: <https://phhp-bahealthscience-new.sites.medinfo.ufl.edu/files/2015/02/BHS-Prerequisites1.pdf> The specific core courses for each track and major are listed under the track sections below.

- **Degree Awarded for all Tracks:** Bachelor of Health Science (BHS)
- **Total # Hours Required for Graduation:** 120 (from freshman through senior year)
- **Total # Hours Required in the Junior-Senior Year:** 60 semester credits of 3000-level coursework or higher. 2000-level courses taken in the junior-senior years do not count toward the 60 semester credits of required junior-senior level coursework.



GENERAL HEALTH SCIENCE MAJOR

HEALTH SCIENCE TRACK

MISSION: To provide an academic foundation in health science for students planning on entering a health profession and/or working in a health care setting.

EDUCATIONAL GOALS:

1. Demonstrate an understanding of the U.S. health care system and the role of the health professional in this system.
2. Understand and comprehensively describe various disabilities and factors affecting their management.
3. Demonstrate an understanding of the impact of disease and disability on the health of populations.
4. Demonstrate basic knowledge of core bioethical and legal principles impacting contemporary health issues.
5. Develop appropriate professional behaviors and leadership skills for careers in health care.
6. Critically evaluate the empirical bases of practice in health science.
7. Demonstrate basic therapeutic communication skills using appropriate presentation modalities.

COURSEWORK: In the health science track, you will complete a combination of core courses (35 hours, 32 of which are in the college) and electives (25 hours, including 9 in the college) in order to complete 60 hours of junior-senior level (3000-level or higher) coursework.

CORE COURSES: Students in the general health science track complete 35 credits of core courses. These courses include the following:

HSA 3111 US Health Care Systems
HSC 3057 Research Methods
HSC 3502 Disease and Disability 1
HSC 3661 Therapeutic Communications
HSC 4008 Professional Development
HSC 4184 Health Care Leadership Skills and Styles
HSC 4558 Disease and Disability 2
HSC 4608L Critical Thinking
HSC 4652 Ethical and Legal Issues
OTH 3416 Pathophysiology
PHC 4101 Public Health Concepts
RCS 4415L Therapeutic Communications Lab
STA 3024 Statistics 2

An example plan of study form can be found at the end of this handbook.

ELECTIVES: A minimum of 25 hours of electives is required in the health science track. Of the 25 elective hours, 9 hours must be **college approved electives**. You can satisfy your college

elective requirement by completing the minor in CMS or public health or you can complete 9 hours from the college list below. The remaining 16 hours of coursework are general electives and require no College approval as long as they are at least 3000 level.

General Health Science Track College Approved Electives

CLP 4134 Introduction to Clinical Child/Pediatric Psychology
CLP 4302 Introduction to Clinical Psychology
CLP 4314 Introduction to Health Psychology
CLP 4420 Introduction to Neuropsychology
HSC 3801 Clinical Observation
HSC 4905 Individual Research
HSC 4600 Psychiatric Disorders
HSC 4930 Global Health Disparities and Disabilities
HSC 4930 Fundamentals of Health Literacy and Public Health
PHC 3440 Global Public Health
PHC 3603 Critical Issues in Public Health
PHC 6001 Principles of Epidemiology
PHC 6050 Statistical Methods for Health Sciences
PHC 6114 Introduction to US Health Care System
PHC 6410 Psychological, Behavioral, and Social Issues in Public Health
PHC 6313 Environmental Health Concepts in Public Health
OTH 3200 Applied Human Development 1
OTH 3201 Applied Human Development 2
OTH 4412 Musculoskeletal Anatomy
OTH 4412L Musculoskeletal Anatomy Lab
OTH 4418 Nervous System and Disorders
OTH 4418L Nervous System and Disorders Lab
RCS 4451 Public Health Aspects of Substance Abuse
SPA 3011 Speech Acoustics
SPA 3032 Fundamentals of Hearing
SPA 3101 Speech Anatomy and Physiology
SPA 4004 Language Development
SPA 4302 Audiometry of Hearing Disorders

Most college electives are also offered only once per year, but you can take them when you are either a junior or senior unless otherwise indicated. General electives can be taken in any sequence that fits your schedule. Do not wait to complete prerequisites courses for your career path. **The core health science courses take priority over electives including professional requirements. Effective planning on your part will help prevent conflicts and delays toward your ultimate career goal.**

Your overall plan of study must be approved by the program director or his or her designee before the end of Fall semester your junior year. Discuss all prerequisites needed as well as college electives during the plan of study meeting.

PRE-OCCUPATIONAL THERAPY TRACK

All general health science track policies apply to the pre-OT track with the exception of the specific course requirements. Please ensure you review this entire manual, not just the pre-OT section.

MISSION: The pre-occupational therapy track within the health science program is designed to provide foundational skills to work in the health care environment and the background students need to meet pre-professional coursework eligibility requirements for the entry-level Master's (MOT) program at UF. Although **successful completion of this track does not guarantee graduate admission**, it will satisfy all 3000-4000 level OT prerequisites required by the College of Public Health and Health Professions' MOT program if you have earned a C or better in all prerequisite courses.

EDUCATIONAL GOALS: In addition to the general health science goals stated previously under the health science track, the pre-OT track is designed to prepare students to:

1. Develop the foundational skills, knowledge, and attitudes needed to successfully work in a health care environment in which occupational therapists practice.
2. Acquire knowledge in biological, psychological, and social systems that impact people's performance in occupational roles.
3. Acquire fundamental skills, knowledge, and attitudes necessary to be competitive for graduate level study in an entry-level Master's Program in OT.

COURSEWORK: The pre-OT Health Science track requires a combination of Health Science core courses (35 credits), pre-OT courses (18 credits), and general electives (7 credits) to complete the 60 hours of junior-senior level courses required for graduation. You are eligible to take college electives, but not required to do so.

CORE COURSES: Students in the pre-occupational therapy track complete 53 credits of core courses. These courses include the following:

HSA 3111 US Health Care Systems
HSC 3057 Research Methods
HSC 3502 Disease and Disability 1
HSC 3661 Therapeutic Communications
HSC 4008 Professional Development
HSC 4184 Health Care Leadership Skills and Styles
HSC 4558 Disease and Disability 2
HSC 4608L Critical Thinking
HSC 4652 Ethical and Legal Issues
OTH 3113 Applied Kinesiology
OTH 3200 Human Development 1
OTH 3201 Human Development 2
OTH 3416 Pathophysiology
OTH 4412 Musculoskeletal Anatomy
OTH 4412L Musculoskeletal Anatomy Lab
OTH 4418 Nervous System Disorders
OTH 4418L Nervous System Disorders Lab

PHC 4101 Public Health Concepts
RCS 4415L Therapeutic Communications Lab
STA 3024 Statistics 2

An example plan of study form can be found at the end of this handbook.

ELECTIVES: A minimum of seven hours of general electives is required in the pre-OT program. College electives or UF 3000 level or higher courses will satisfy the general electives requirement. Approval for 3000 level or higher general elective courses is not required. Please keep in mind, however, that some general electives require permission to enroll. College electives for your consideration are presented below.

Pre-Occupational Therapy Track College Electives

CLP 4134 Introduction to Clinical Child/Pediatric Psychology
CLP 4302 Introduction to Clinical Psychology
CLP 4314 Introduction to Health Psychology
CLP 4420 Introduction to Neuropsychology
HSC 3801 Clinical Observation
HSC 4905 Individual Research
HSC 4600 Psychiatric Disorders
HSC 4930 Global Health Disparities and Disabilities
HSC 4930 Fundamentals of Health Literacy and Public Health
PHC 3440 Global Public Health
PHC 3603 Critical Issues in Public Health
PHC 6001 Principles of Epidemiology
PHC 6050 Statistical Methods for Health Sciences
PHC 6114 Introduction to US Health Care System
PHC 6410 Psychological, Behavioral, and Social Issues in Public Health
PHC 6313 Environmental Health Concepts in Public Health
RCS 4451 Public Health Aspects of Substance Abuse
SPA 3011 Speech Acoustics
SPA 3032 Fundamentals of Hearing
SPA 3101 Speech Anatomy and Physiology
SPA 4004 Language Development
SPA 4302 Audiometry of Hearing Disorders

PRE-PUBLIC HEALTH TRACK

MISSION: The pre-public health track is designed to provide students with foundational skills for both individual and community based health care. Students gain foundational public health knowledge before continuing on to graduate or professional school in public health or another health care discipline or working in a health setting.

EDUCATIONAL GOALS: In addition to the health science goals stated previously under the health science track, the pre-public health track is designed to prepare students to:

1. Acquire fundamental knowledge of common public health issues and interventions.
2. Gain appreciation of the impact of health issues across the globe.

3. Participate in community public health services.
4. Develop a commitment to lifelong learning and social responsibility.
5. Develop the foundational public health knowledge, skills, and values to be prepared to enter graduate level public health programs or other graduate and professional health care programs.

COURSEWORK: The pre-PH track requires a combination of core courses (40 hours, 36 of which are in the college), approved college electives (9 hours), and general electives (11 hours) in order to complete 60 hours of junior-senior 3000 (or higher) level coursework.

CORE COURSES: Students in the pre-public health track complete 40 credits of core courses. These courses include the following:

HSA 3111 US Health Care Systems
 HSC 3057 Research Methods
 HSC 3502 Disease and Disability 1
 HSC 3661 Therapeutic Communications
 HSC 4008 Professional Development
 HSC 4558 Disease and Disability 2
 PHC 3603 Critical Issues in Public Health
 PHC 3440 Global Public Health
 PHC 4024 Applied Epidemiology
 PHC 4101 Public Health Concepts
 PHC 4117 Public Health Management and Leadership
 PHC 4943 Service Learning Practicum
 RCS 4415L Therapeutic Communications Lab
 RCS 4451 Public Health Aspects of Substance Abuse
 STA 3024 Statistics 2

An example plan of study form can be found at the end of this handbook.

*There are additional course requirements to graduate Magna or Summa Cum Laude; please see Graduation Requirements section.

ELECTIVES: A minimum of 20 hours of electives is required. Nine of these must be approved college electives. The college electives requirement can be satisfied in one of two ways – complete the CMS minor or complete or complete 9 hours from the approved college list below. The remaining 11 hours are general electives and require no College approval as long as they are at least 3000-level.

Pre-Public Health College Approved Electives

CLP 4134 Introduction to Clinical Child/Pediatric Psychology
 CLP 4302 Introduction to Clinical Psychology
 CLP 4314 Introduction to Health Psychology
 CLP 4420 Introduction to Neuropsychology
 HSC 3801 Clinical Observation
 HSC 4905 Individual Research

HSC 4600 Psychiatric Disorders
 HSC 4930 Fundamentals of Health Literacy and Public Health
 OTH 3200 Applied Human Development 1
 OTH 3201 Applied Human Development 2
 OTH 3416 Pathophysiology
 OTH 4412 Musculoskeletal Anatomy
 OTH 4412L Musculoskeletal Anatomy Lab
 OTH 4418 Nervous System and Disorders
 OTH 4418L Nervous System and Disorders Lab
 SPA 3011 Speech Acoustics
 SPA 3032 Fundamentals of Hearing
 SPA 3101 Speech Anatomy and Physiology
 SPA 4004 Language Development
 SPA 4302 Audiometry of Hearing Disorders

COMMUNICATION SCIENCES AND DISORDERS MAJOR

MISSION: To provide an academic foundation in the processes involved in human communication in order to prepare students for graduate work in speech-language pathology or audiology.

EDUCATIONAL GOALS: The CMS major is designed to prepare students to:

1. Apply theories and principles of basic acoustics/psychoacoustics, anatomy and physiology of speech/hearing, neuroanatomical/physiological bases of speech and normal language development.
2. Understand key issues in etiology and the characteristics of speech, language, and auditory disorders.
3. Demonstrate the basics of assessment and treatment of speech, language and auditory disorders.
4. Understand and describe professional practice patterns and ethical standards.
5. Describe the fundamental relationships between aging and communication, cultural influences on communication and modalities of communication.
6. Transcribe normal and disordered speech phonetically.
7. Apply clinical problem-solving skills to defend assessment and treatment choices.
8. Articulate ideas effectively in an oral presentation on a critical topic.
9. Produce a coherent analytical essay on critical content.

COURSEWORK: The CMS program requires a combination of core courses (41 hours), approved college electives (9 hours), and general electives (10 hours) in order to complete 60 hours of junior-senior 3000 (or higher) level coursework. (Three hours of advanced psychology from general education completed in the freshmen-sophomore years is counted in the 60 hours and is not shown on the table below.) Phonetic Theory and Transcription (LIN 2210) is required if not already completed. The core courses are listed in the following table. The approved electives are intended to help students prepare for specific career goals and ensure well-rounded training.

ELECTIVES: A minimum of 19 hours of electives is required. Nine hours must be approved 3000 level or higher college electives. The remaining 10 hours of coursework are general electives

and require no College approval as long as they are at least 3000 level. The college electives requirement can be satisfied by completing one of the available minors or completing 9 hours from the college list below.

College Approved Electives for the CMS Major

CLP 4134 Introduction to Clinical Child/Pediatric Psychology
CLP 4302 Introduction to Clinical Psychology
CLP 4314 Introduction to Health Psychology
CLP 4420 Introduction to Neuropsychology
HSA 3111 US Health Care System
HSC 3502 Survey of Disease and Disability 1
HSC 3801 Clinical Observation
HSC 4558 Survey of Disease and Disability 2
HSC 4905 Individual Research
HSC 4600 Psychiatric Disorders
HSC 4930 Global Health Disparities and Disabilities
HSC 4930 Fundamentals of Health Literacy and Public Health
PHC 3440 Global Public Health
PHC 3603 Critical Issues in Public Health
PHC 6001 Principles of Epidemiology
PHC 6050 Statistical Methods for Health Sciences
PHC 6114 Introduction to US Health Care System
PHC 6410 Psychological, Behavioral, and Social Issues in Public Health
PHC 6313 Environmental Health Concepts in Public Health
OTH 3200 Applied Human Development 1
OTH 3201 Applied Human Development 2
OTH 4412 Musculoskeletal Anatomy
OTH 4412L Musculoskeletal Anatomy Lab
OTH 4418 Nervous System and Disorders
OTH 4418L Nervous System and Disorders Lab
RCS 4451 Public Health Aspects of Substance Abuse

OTHER COURSE INFORMATION FOR ALL MAJORS

PUBLIC HEALTH: Students in tracks other than public health can benefit from acquiring fundamental public health knowledge beyond the Public Health Concepts course. Public health addresses a variety of health issues at the local, regional, national, and international level through education, research, and service. Examples of public health activities include community outreach designed to increase healthy behaviors, investigating disease outbreaks and tracking disease transmission, researching barriers to health care access, and promoting policies that support healthy communities and prevention of disease and disability. There are two opportunities for students to become involved in the public health program while still an undergraduate: the public health minor and the combined degree program. Specific requirements are provided on the BHS website.

MINOR IN PUBLIC HEALTH: The minor requires 15 credits and is open to qualified students in all tracks except the pre-public health track and the on-line BHS-CMS track. The purposes of the minor are to (1) provide an educational foundation in public health for students going into health care disciplines other than public health, and (2) to provide an opportunity for students uncertain about their career path to explore the field of public health as a potential option. Acquiring a solid understanding of public health issues associated with the prevention and development of disease and disability is critical to modern health care delivery. The obesity crisis and challenges in health care access are two public health examples that directly impact individual health care. All students pursuing health careers can benefit from broad public health grounding.

Students are required to complete PHC 4101 Public Health Concepts and then select 4 additional courses from the list below. If you are selecting the minor to explore public health as a career option you should strongly consider taking the 5 graduate level courses. These would be required if you were to switch to the combined degree program in public health (see combined degree section). Descriptions of the graduate level courses are provided below the list.

PHC 3603 Critical Issues in Public Health (3)

PHC 3440 Global Public Health (3)

RCS 4451 Public Health Aspects of Substance Abuse (3)

PHC 4930 Global Health Disparities and Disabilities (3)

PHC 4930 Ecology of HIV/AIDS (3)

PHC 4930 Fundamentals of Health Literacy (3)

PHC 6001 Principles of Epidemiology in Public Health (3)

PHC 6050 Statistical Methods for Health Science I (3)

PHC 6114 Introduction to the U.S Health Care System (3)

PHC 6313 Environmental Health Concepts in Public Health (3)

PHC 6410 Psychological, Behavioral, and Social Issues in Public Health (3)

NOTE: Taking a 6XXX-level course requires the student to pay graduate tuition rates rather than undergraduate rates.

[PHC 6001—Principles of Epidemiology in Public Health \(3\)](#)

Overview of epidemiological methods used in research studies that address disease patterns in community and clinic-based populations. This includes distribution and determinants of health-related states or events in specific populations and application to control of health problems.

[PHC 6050—Statistical Methods for Health Science I \(3\)](#)

Appropriate use of data summarization and presentation of basic statistical methods, including ANOVA, nonparametric methods, inference on discrete data, inference on survival data, and regression methods for continuous, binary, and survival data.

[PHC 6114—Introduction to U.S Health Care Systems \(3\)](#)

Covers basic concepts and ideas concerning the distribution of health and illness, the organization of the health care system, and the relationship of one to the other. Definitions of

health and illness, as well as the historical context for developments of our health care system are discussed and debated. The course concludes with a discussion on trends that could impact the health care system in the future.

PHC 6313—Environmental Health Concepts in Public Health (3)

Survey of major topics of environmental health. Sources, routes, media, and health outcomes associated with biological, chemical, and physical agents in environment. Effects of agents on disease, water quality, air quality, food safety, and land resources. Current legal framework, policies, and practices associated with environmental health and intended to improve public health.

PHC 6410—Psychological, Behavioral, and Social Issues in Public Health (3)

Health behavior from an ecological perspective; includes primary, secondary and tertiary prevention across a variety of settings; incorporates behavioral science theory and methods.

BHS/MPH COMBINED DEGREE PROGRAM: The College offers a combined Bachelor's/Master's degree program in health science and public health for students who are interested in public health as a career path and want to attend UF for their graduate work. Qualified students take 15 credits of graduate level public health coursework in their senior year (see course descriptions above). To meet Graduate School course transfer requirements, students must earn a grade of B or better in each course.

Please note that students interested in the epidemiology, biostatistics, or environmental health MPH concentrations must take PHC 6052, Introduction to Biostatistical Methods, instead of PHC 6050 to meet their biostatistics core requirement in the combined degree program.

To apply for the combined degree program, a minimum 3.2 GPA and strong GRE scores are required. Students typically take the GRE in spring or summer before their senior year. The combined degree program is open to all qualified applicants, including those in the pre-public health track. The application deadline is July 1 before the senior year. For more information, please refer to the MPH website www.mph.ufl.edu or contact Dr. Hanson at shanson@phhp.ufl.edu.

ADDITIONAL COLLEGE MINORS – Specific requirements are provided on the BHS website.

Minor in Disability Science: The disability science minor is open to on campus CMS majors only. This minor is designed to provide students with a basic scientific foundation to understand the impact of disability on physical and psychosocial health.

Minor in Health Science: The health science minor is open to on campus CMS majors only. This minor is designed to provide students with foundational knowledge and skills regarding the development of disease and disability, the scientific bases of health and illness, and the impact of the changing health care delivery system on health care.

Minor in Communication Science Disorders: This minor is appropriate for students with majors in computer science, education, engineering, health professions, linguistics, music, psychology and special education. The minor is open to all majors except communication sciences and disorders. Open to all Health Science tracks except CMS.

APPROVED PLAN OF STUDY: You must meet with the program administrator or his or her designee by the middle of the second term, after admission to the limited access program, to discuss your overall career goals, select remaining elective coursework, and complete a Plan of Study form. For a copy of this form see Appendix 1 or the BHS website. You should complete a draft of your Plan of Study and bring it to your Plan of Study meeting.

Pre-OT students – Plans of study done in a small group with an advisor; Dr. Foss will be available for career advising by appointment.

General Health Science students – Dr. Michael Moorhouse

Pre-Public Health students – Dr. Jamie Pomeranz

CMS students – Dr. Kenneth Logan

You and the appropriate faculty or professional will complete the Plan of Study form indicating agreement with the course load, elective coursework, and timeline to graduate. (Please see Appendix 1 for a copy of this form.) This form must be completed by the end of the 8th week of classes in spring term of the junior year. Please be sure you receive a copy of the Plan of Study when it is originally completed and when any changes are made. **We strongly encourage you to complete the plan in the fall term of the junior year.**

If you later decide to make changes to your Plan of Study that involve core courses or required electives, you must meet again with your faculty or professional advisor. Changes in general electives may be done independently as long as the change does not negatively impact your progression towards graduation. You are required to graduate upon completion of all College and program requirements. Your graduation term is determined by your Plan of Study.

- Program extensions require the written permission of the program director and are granted only under very limited circumstances.
- College electives listed on the Plan of Study are not guaranteed because courses can fill quickly. Do not wait until your final term to finish your College electives, as the courses you want to take may not be available.

COURSE REGISTRATION: ISIS – Integrated Student Information System, www.isis.ufl.edu.

The University will assign you a registration appointment time. You can register any time during or after the time assigned within UF's registration period. You will be able to register for general electives, statistics, and some college courses on ISIS. Additional information regarding college registration is provided below. Please remember that you will need your UF ID number to register on ISIS.

In general, if you are a health science major you will register yourself for courses in your track after fall semester of the Junior year. Exceptions to this will be posted on the BHS website or distributed via Gatorlink e-mail prior to advanced registration.

If you are an on campus CMS major, you will be registered for your core courses by a departmental staff member; however, it is your responsibility to ensure appropriate registration for all coursework. Distance learning CMS majors will be able to register for core classes on ISIS. Both on campus and distance learning CMS majors will be able to register for some electives on ISIS. However, a few other electives are college controlled. Registration information about electives will be provided via e-mail or posted on the BHS website prior to advanced registration.

Do not register anyone except yourself for college controlled courses. If you register someone, you will lose your space in the class. Registration will be on a space-available basis. Please remember to:

1. Check for HOLDS before your assigned registration time to ensure you will not be prevented from registering for courses
2. Make sure approved electives have College sign off, if required, before registration
3. Make sure electives of interest in other colleges are open (some departments have closed sections that require permission)
4. Register on time or UF will charge you a late fee.
5. Follow the registration directions online in the ISIS registration system
6. Double check section numbers of all courses offering more than one section to ensure correct selection. Carefully check the lab times for Therapeutic Communication Skills as these do not follow regular course periods
7. Make sure you receive confirmation of your registration.
8. Contact a college or program advisor if there are any problems with registration (see Program Staff relevant to your track, p.37)

REGISTERING FOR MORE THAN 18 CREDITS: If you are considering taking more than 18 credit hours, you must receive approval before you register. See a college advisor for permission.

TRANSFER OF CREDIT: All core coursework must be taken in the College. Transfer credit is not accepted except in unanticipated extenuating circumstances and then only with the explicit permission of the program director. Up to 12 credits of general electives (3000 level or higher) may be transferred from another institution.

GRADING SCALE: All Majors in the College of Public Health and Health Professions utilize the following grading scale. The BHS program does not round up grades.

GRADE VALUES FOR CONVERSION

Letter Grade	A	A-	B+	B	B-	C+	C	D+	D	D-	E,I,NG, S-U,WF
Grade Points	4.0	3.67	3.33	3.00	2.67	2.33	2.00	1.33	1.00	.67	0.00

EXTRA CREDIT: Some instructors may incorporate assignments for extra credit to assist students in raising their point total. These assignments are offered only during the course (not after) and are made available to everyone in the class so that there is equal opportunity for grade enhancement. Extra credit can enhance the total point value for each course by a maximum of one-half a letter grade (e.g. 5 points out of 100).

EVALUATION of FACULTY and CURRICULUM: Student evaluations of courses and faculty performance provide essential information to identify success as well as areas for improvement. . Courses and curricula are evaluated in several ways as noted below. Please respond to evaluative opportunities in a professional manner.

- Required semester Course and Instructor Evaluations – Students’ ratings and written comments on Course and Instructor Evaluations give feedback to individual faculty members about the courses they teach. These ratings also become part of the faculty member’s personnel file and are used by administrators to evaluate faculty for promotion, tenure, and teaching awards. You are encouraged to use your ratings and comments to give constructive feedback to faculty while considering the long-range implications of these ratings and comments.
- Student evaluations of the curriculum prior to graduation – Ratings of the overall program, curriculum, and faculty and staff just prior to graduation provides us with information from your perspective as a student who has completed the entire program. We use your feedback to enhance the curricula for future students.
- Informal feedback – Students give faculty informal information as they interact with faculty in and out of class and through their performance on tests and other assignments.

GRADUATION REQUIREMENTS

GENERAL REQUIREMENTS: Date of graduation is based on the approved Plan of Study, which reflects the timeline required to complete all HES or CMS program requirements. The following requirements must be satisfied to graduate with a Bachelor of Health Science degree:

- Successfully complete 120 semester credit hours.
- Of the 120 required hours, successfully complete 60 hours at the 3000 level or above.
- Successfully complete BHS program required core and college elective requirements.
- Successfully complete all coursework with an overall GPA of 2.0
- Successfully complete all BHS core courses with a grade of C or higher in each course.
- Successfully complete 9 credits of college electives with a grade of D or higher in each course.
- Clear all incomplete grades.
- If on probation during the graduating term, successfully complete College probation contract at least two days prior to graduation.
- Complete an HES or CMS program evaluation form (Degree Candidate Exit Survey) by the last day of classes in the graduating term. This form is placed on the BHS website a few weeks before the end of spring term.
- Successfully complete all University requirements for graduation.

- Successfully complete the online degree application on ISIS by the deadline. After the deadline, you will receive an e-mail confirmation of UF's receipt of your application. The confirmation includes information on how to verify your name and degree and information about ordering regalia.

GRADUATING WITH HONORS: The College has three levels of honors: cum laude, magna cum laude, and summa cum laude. The qualifications for each are listed below. The honors designation (at any level) upon graduation will be reserved for students without honor code violations. This policy applies to honor code violations that occur at any time at the University of Florida, from freshman through senior year. If you are interested in graduating with honors and have questions about the process, please talk with Dr. Russell Bauer for Health Science major information and with Ken Logan for CMS major information

Cum Laude Requirements:

- GPA of at least 3.50 in junior-senior year after admission to the limited access college; based on 3000 level or higher coursework.
- Approval of dean's office based on review of overall record

Magna Cum Laude and Summa Cum Laude Requirements:

- GPA
 - Magna Cum Laude: 3.75 in junior-senior year after admission to the limited access program; based on 3000 level or higher coursework
 - Summa Cum Laude: 3.85 in junior-senior year after admission to the limited access program; based on 3000 level or higher coursework
- Completion of the Honors Seminar (HSC 4969): Spring term of the junior year (health science, pre-OT and pre-public health students only; CMS honors students are not required to take HSC 4969).
- Completion of a minimum of 6 credits of the Honors Thesis course HSC 4970 for all health science majors. Students must register for credit each semester they are working on their honors project, including 3 credits required in summer following the junior year.
- For CMS majors, students must sign up for three credits of SPA 4931: Honors in Communication Sciences and Disorders in the semester in which they complete the thesis. The honors thesis generally requires two or more semesters to complete. Thus, CMS students may register for credits of Independent Study (SPA 4904) prior to registering for SPA 4931.
- Appropriate participation in College Research Fair.
- Completion of honors project and corresponding thesis of high quality by College deadline.
- Recommendation of magna or summa cum laude distinction by the faculty mentor and approval of dean's office based on review of overall college record and project quality.

PROGRAM POLICIES

PROGRAM POLICIES and RESPONSIBILITY FOR BEHAVIOR: We are committed to providing you a quality education; however you are ultimately responsible for your academic performance and behavior during your HES or CMS program. As an undergraduate in PHHP, you are pursuing a career path for which there are high standards and expectations for professional conduct and behavior. Consistent with these standards, we expect you to conduct yourself professionally in the program at all times and to fulfill all requirements. You are expected to follow all policies and to make responsible decisions supporting adequate and appropriate progression towards graduation. Unprofessional conduct will not be tolerated, and students exhibiting such conduct will be subject to dismissal from the college. Some of the specific program requirements associated with professionalism and responsible behavior are listed below.

GATORLINK ACCOUNT: Students must have an active GATORLINK e-mail account. This account will be used for college and course-specific correspondence. You are responsible for the content of all college correspondence sent via e-mail. Set up your e-mail system so that our correspondence goes directly to the Gatorlink account. We will not send e-mail to any other account. Do not forward your mail from an outside account (e.g. AOL, Gmail, etc.) to Gatorlink. It will not be delivered.

COMPLIANCE WITH HIPAA (Health Insurance Portability and Accountability Act of 1996): All students in the College are required to complete HIPAA on-line training and to sign a HIPAA Confidentiality Agreement. You must complete HIPAA every year you are in the program. The HIPAA training website is located at <http://privacy.health.ufl.edu>.

A copy of your Certificate of Completion and signed Confidentiality Agreement must be returned to Robin Shenk in the Dean's Office (4119 HPNP) by the designated date. Please keep a copy of your HIPAA compliance documents. Students in noncompliance will have their records flagged immediately. The College will drop all classes of students remaining in noncompliance by the end of the second week of classes. Please note: Even if you have completed HIPAA at another institution including Shands Hospital, you must repeat the on-line training and sign another confidentiality agreement.

HEALTH REQUIREMENTS: All immunizations must be up-to-date as a condition of your admission and progression. There are ongoing health requirements for all students in programs located in the UF Health Science Center (including all HES and CMS students) as noted below:

- **TUBERCULOSIS TEST:** All students must provide TB test results as a condition of their junior year admission. Health Science and Communication Sciences and Disorders students who work with patients in their research or clinical observations beyond their junior year are required to be tested annually for Tuberculosis (or to provide documentation from a physician that this test is contraindicated). This TB test needs to be completed by the end of the first week of Fall semester classes.

- **BLOODBORNE PATHOGEN (BBP) TRAINING:** BBP Training, **required of all students each fall.** You will not be allowed to register for the next term without completing this training.
- **NO SMOKING:** Smoking is not permitted anywhere on the UF campus, including the Health Science Center and the HPNP Complex.

POLICY STATEMENT ON TOLERANCE AND DIVERSITY: The BHS programs are based on the belief in human dignity and on respect for the individual. Our faculty members support openness to and tolerance of differences in ethnicity, culture, sexual orientation, gender, and disability status, as well as respect for differing personal, spiritual, religious, and political values. When we share our personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion. We further believe that embracing and celebrating such diversity enriches the quality of the educational experiences we provide our students and enhances our own personal and professional relationships.

DRESS CODE: You are expected to dress in a manner appropriate to the class assignment. In general, you may dress in casual attire for class. However, you should dress professionally when appropriate to a site you are visiting or when meeting health representatives or guests of the college as part of your college activities. Please also be respectful of the diversity of our students in selecting attire.

CELL PHONES and BEEPERS: Audio ringers on cell phones and beepers must be **deactivated** before entering the classroom. Cell phone use is not permitted during class time unless an instructor permits it as part of class activities..

COMPUTER POLICY: All students must have access to an appropriately equipped computer. Please review the policy, *Computer Requirements for Students*, listed in the Appendix. We also expect students to use appropriate computer etiquette in all e-mail correspondence.

USE OF COLLEGE SPACE: You may use college space, if available, for student activities related to your academic program, the Health Science Student Organization (HSSO), the CMS student organization, and the College Council. Please refer to the policy, *Use of College and Common HPNP Space for Student Activities*, provided in the Appendix.

ACADEMIC HONESTY/RECOGNIZING OTHERS' WORK: HES and CMS students are bound by the academic honesty guidelines of the University and the student conduct code summarized in the *Undergraduate Catalog and the Student Guide*, which is located on line at the Dean of Students' Office web site www.dso.ufl.edu. The Honor Code states: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity." The following will be placed on exams, course assignments and/or work submitted for grade/credit: "On my honor, I have neither given nor received unauthorized help in completing this assignment."

Violations of the code include taking of information, tendering of information, plagiarism, conspiracy, misrepresentation and bribery. Ignorance of Honor Code guidelines is not a defense for violators. It is imperative that you properly reference material you submit for class. All work cited from other sources (journals, books, lectures, videotapes, web-sites, etc.) must be referenced. Phrases or sentences taken word-for-word from another source must be

placed in quotation marks, and the page number must immediately follow the statement. Paraphrased work must include the reference. Permission from the publisher must be obtained when direct quotes exceed a few paragraphs. If you have any question about whether a work should be cited, then it probably should be. If you have questions, ask. We will not be sympathetic to omission of citations after you have turned in written work.

ATTENDANCE: As a pre-professional student, classroom attendance is **expected**. You are personally responsible for material covered and announcements/changes to course curricula and assignments announced in class regardless of attendance. Only university sanctioned absences based on UF policy will be eligible for make-up work. If you are sick or have a **health care emergency**, you must notify the instructor in advance of the assignment due date or exam and provide a medical excuse for the date and time period for the absence from the originally scheduled exam to be eligible for a make-up. Scheduled health care appointments and/or elective health care procedures are not considered emergencies. If you believe that a health care appointment/procedure is warranted that is not an emergency, you must discuss this with the instructor of your class before missing an exam or an assignment deadline. If you are unable to attend class because of another type of serious emergency, you must notify your instructor in advance of missing the due date to be eligible to make up in-class assignments or examinations.

PUNCTUALITY: Punctuality is expected for class, tests, meetings and all other assigned responsibilities. This reflects respect for the other students and the instructor and responsible behavior on your part. Additional time will not be given if you are late for an assignment/test. If a quiz is missed because of lateness to class, you will not be allowed to make it up. Attendance will be taken at the start of classes or as otherwise designated on the syllabus for courses in which instructors incorporate attendance points in grading. Attendance credit will not be given if you are late for class or are otherwise noncompliant with course attendance policy.

EXAMINATIONS: Examinations are conducted in accordance with the honor system explained in the Undergraduate Catalog. Any individual changes in the examination schedule during the semester will be announced by the instructor or his or her designee. The HES final exam schedule for Fall and Spring will be posted on the BHS web site partway through each semester. Cell phones must be turned off and put away. Drinks of any type, including water bottles, are not permitted during exams. (See also Punctuality above.).

LATE ASSIGNMENT POLICY: Assignments are due at the beginning of the class period unless otherwise specifically noted by the course instructor or his or her designee. Students coming in late to a class in which an assignment is due will have their assignment grade penalized. Assignments turned in during the class period in which the assignment is due but after the class starts will be subject to a grading penalty as specified by the instructor or designee. In addition, any assignment that is not completed and turned in on time will be subject to a reduction of one grade for every day late unless an extension has been granted in advance of the due date. Individual instructors may implement a more restrictive assignment policy; however, the policy must be clearly stated in the syllabus (or contract for individual study courses) to be enforceable.

SELF-ADVISEMENT: You are responsible for checking the number of credits completed and needed to graduate from the HES or CMS program and for checking and understanding the accuracy of University tracking forms. If you have questions about your credits or graduation requirements, please see an advisor.

PROGRAM PROBATION: There are three reasons a student may be placed on program probation. First, if your overall GPA drops below a 2.0 for any term you may be placed on academic probation. Second, regardless of your GPA, if you receive a grade of E, D, D+, or W in any core course, you will automatically be placed on College academic probation. Third, you can be placed on college probation for misconduct based on the Honor Code or Student Conduct code or other unprofessional behavior as determined by the program. In each case, a meeting with the program director/coordinator or his or her designee is required, during which the terms of your probation will be reviewed. After your questions have been answered, the director/coordinator will note the terms of the probation contract in your file and the conditions required to return to good academic or overall program standing. Students are encouraged to take advantage of the resources available from faculty and staff of the College and University to support efforts to return to good standing. Faculty in the HES and CMS programs are committed to providing appropriate academic support and mentoring to help you succeed in the College.

If the terms of your probation are met within the time frame established, good academic or program standing will automatically be returned. If the terms are not met, the contract will either be modified or you will be dismissed from the college. If you are dismissed from the College, but meet UF's criteria for continuation, advisement will be provided in seeking a new major at the University, if needed.

DROPPING COURSES: Students may drop a maximum of two **non-core** courses as an undergraduate in the BHS programs. These can be general electives, approved electives, or a combination based on the procedures described below. If more than 2 courses are dropped without permission, you are subject to dismissal from the college. Excessive withdrawal from coursework is considered failure to meet the terms of limited access admission. It is your responsibility to keep track of dropped courses and to follow appropriate University procedures for dropping courses by the required deadlines. **If a faculty member or staff person mistakenly signs a drop form that results in exceeding the drop limit, you will still be considered in violation of the policy regarding dropped hours and subject to dismissal.**

- **Core Courses:** Core courses cannot be dropped as they are either sequential or have limited space. Dropping even one core course can substantially delay graduation. If you are struggling in a core course, consult with the instructor or course teaching assistant to discuss strategies to improve your performance. If dropping a core course becomes unavoidable because of poor performance, you may do so only with the written permission of the program director. If permission is granted, the dropped core coursework will count towards your maximum of two. Permission to drop a core course will depend on whether you took early and clear steps to address your academic challenges in the course in question. You will also be placed on college academic probation.
- **General Electives:** A maximum of two general elective courses may be dropped without permission unless you are on academic probation. It is your responsibility to ensure dropping a general elective does not negatively affect the credits you need to graduate on time. If there

is any question about this, make sure you see a college advisor. If you are on academic probation, you must consult with the program director before dropping a general elective.

- **Approved Electives:** Dropping one approved elective and replacing it with another in the semester does not require approval. If dropping an approved elective and not replacing it, obtain the permission of the program director/coordinator and modify your Plan of Study accordingly. Make sure you receive a copy of the modified plan as documentation of this approval. If the course will be dropped after the normal drop/add period for the University, a drop form with the program director/coordinator signature is required. Remember that the combined number of general and approved courses you drop cannot exceed two courses.

A drop form (available on line www.registrar.com) must be completed if the drop will occur after the end of the regular drop/add period allowed by the University. Take the form to the HPNP Student Services Center (for HES students) or to Dauer Hall (for CMS students) and have a PHHP academic advisor review and sign it. Only after this form is signed is permission to drop the course granted. Remember- you are responsible for ensuring you have enough credits to graduate. Routinely review your progress – and particularly prior to dropping a course.

ADDING COURSES: Students in good academic standing may add general electives or approved electives as desired. However, if the total number of credit hours for a term exceeds 18 credit hours with the addition of the course of interest, signed approval of the director/coordinator on the drop/add form prior to adding the course is required. If you are on academic probation, courses cannot be added without the permission of the program director. While on probation, it is highly unlikely that course additions will be approved without simultaneous drops of other courses for full-time students.

SEMESTER WITHDRAWAL or LEAVE OF ABSENCE: Occasionally students face unanticipated situations necessitating withdrawal from all coursework. Withdrawal for a semester or longer period of time is considered to be a withdrawal from the HES or CMS program. The steps you follow differ depending upon whether you want to re-enter the program.

- **Withdrawals – Without Re-Entry to the Program:** Inform the program director/coordinator via written statement that you are dropping out of the program and are not requesting re-entry. Then follow University procedures for withdrawing entirely from the University.
- **Withdrawals – With Desired Re-Entry to the Program:** You may withdraw from the University at any time but re-admission to the HES or CMS program at a later date is not guaranteed. Permission to re-enter the HES or CMS program also may be directly affected by whether you acquired approval to re-enter at a later date prior to your withdrawal.
 1. University requirements for readmission must also be satisfied. If the University re-admits you, the decision to re-enter the health science program is up to the program director or executive associate dean or his or her designee. **Please note that if you withdraw without notifying the program director, it is unlikely that you will be readmitted to either the health science or CMS program.** In order to initiate a withdrawal with desired re-entry, follow the steps below.
 2. Meet with the faculty advisor and inform him or her of your situation. Your advisor will discuss possible options short of withdrawal if available/feasible. If your advisor concurs with the withdrawal with re-entry, proceed with steps 3-5.

3. Provide two letters of documentation in one packet to the program director: (a) a letter from you requesting the withdrawal, including the reason for withdrawal, and when you would like to re-enter the program; (b) any supporting documentation based on the reason for withdrawal. (e.g. physician or psychologist documentation, program for funeral service, etc.).
4. Do not withdraw from classes until a decision on the withdrawal with re-entry has been made, and letter or e-mail notification from the program director sent and acknowledged. Additional information may be requested before a decision can be made.
5. Follow University procedures for withdrawal.

DISMISSAL FROM THE COLLEGE: There are 3 reasons a student may be dismissed from the College: first, failure to meet the terms of program probation or minimum academic standards required for progression; second, exceeding the maximum number of courses eligible to drop, and third, demonstrating inappropriate behavior or conduct deemed serious enough for dismissal. In all College-related activities, students are expected to demonstrate appropriate professional behavior, including respect for all faculty, staff, students, and guests of the College, and adherence to all University and College policies and procedures. The Standard of Ethical Conduct and Code of Student Conduct are both included in the University Student Guide (<http://www.dso.ufl.edu/STG/>). It is your responsibility to be familiar with all behaviors that violate the University guidelines of appropriate behavior. A designated faculty member will take appropriate steps to discuss the reasons for the dismissal prior to the dismissal taking effect. The right to appeal a dismissal decision to the dean is available.

APPEALS PROCESS: There are three types of appeals that will be considered. First, if you believe a poor grade is the result of discrimination or inappropriate behavior on the part of the instructor, you may appeal the grade based on inappropriate faculty conduct. You cannot appeal a low grade on the basis of grade alone; for example because you believe you should have been scored higher by the instructor. Second, you can appeal a decision regarding dismissal from the College. Third, you can appeal a decision denying a leave of absence with re-entry. Listed below are the steps you need to take for each type of appeal.

- *Inappropriate instructor behavior resulting in an unfair grade:*

1. Try to resolve the situation with the course instructor. Speak with your course instructor within one month of the last day of the semester in which you received the grade in question
2. If you are dissatisfied with the response of the instructor, talk with the department chair. If still unresolved, file a formal complaint with the Associate Dean for Educational Affairs. Provide a letter explaining the grievance, including the course name and number, instructor, grade received, description of inappropriate conduct, and any potential witnesses to the misconduct. The associate dean will interview the student and the faculty member in an attempt to resolve the situation. The associate dean will provide you with a written decision. You must appeal to the associate dean within two months of the last day of the semester within which you received the grade in question. The associate dean must respond within two weeks of receipt of your appeal or inform you of any reasonable delay. (If the associate dean is the focus of your grievance, submit your grievance to the executive associate dean).
3. If you are not satisfied with the outcome of the decision of the associate dean, you may submit your letter of grievance to the executive associate dean within three

months after the end of the semester. The executive associate dean will investigate your claim following University procedures for student grievances. At the discretion of the executive associate dean, a multidisciplinary faculty committee may be appointed to review your complaint and to provide both you and the course instructor the opportunity to present your views. The executive associate dean will provide a written response to your grievance within three weeks of your appeal or inform you of any reasonable delay.

4. If you are dissatisfied with the decision of the executive associate dean, you may appeal the decision to the dean of the College, who will resolve the issue or refer you to the appropriate campus unit, if indicated. You must appeal within three weeks of the date of the decision letter from the executive associate dean, and your appeal should include a copy of your initial grievance letter along with any supplemental material you want to include. The dean of the College will respond to you within one month of the date of the letter from the associate dean or inform you of any reasonable delay.

- *Appealing dismissal based on program probation/performance:*

1. Provide a written statement addressing why you should be re-instated in the College to the executive associate dean or his or her designee. This statement must be made within one month of the date of your dismissal letter and should include any extenuating circumstances leading to your failure to meet the terms of your probation contract. The executive associate dean may interview you as well as the program director/coordinator and faculty and staff involved in your program prior to a final decision. You will receive a written decision to your request within three weeks of the date of your appeal letter.
2. If you are dissatisfied with the decision of the executive associate dean, you may appeal your dismissal to the dean of the College within three weeks of the date of the decision letter by the associate dean. Provide a copy of your written statement to the dean and set up an appointment to discuss your situation. The dean's decision is the final college decision, but you have the right to appeal further through appropriate University channels.

- *Appealing dismissal based on misconduct:*

1. You are entitled to a hearing by committee if the College believes dismissal is warranted for a conduct violation. The appropriate procedures depend on the type of violation alleged to have occurred. Please consult with the UF Director of Student Judicial Affairs in the Dean of Students Office regarding your rights related to allegations of misconduct.

PERSONNEL

BHS Administrators:

DR. MICHAEL MOORHOUSE:

(mmoorhou@phhp.ufl.edu) Dr. Moorhouse has been with the University since 2008 and has been the BHS Program Director since 2013.

Registration Assistance and Advising:

Ms. BECKY COOPERMAN:

273-6400, press 1, (beck89@phhp.ufl.edu)

MR. ROB DOYLE:

273-6400, press 1 (rob.doyle@phhp.ufl.edu) Mr. Doyle has been with the University since 2007 and joined the college in 2014. Mr. Doyle serves as one of the primary advisors for students in the health science major.

MS. WANDA WASHINGTON:

273-6400, press 1, (wanda@phhp.ufl.edu) Ms. Washington provides academic advising to students in the Colleges of Public Health and Health Professions, Nursing, and Pharmacy. Ms. Washington has served the College since 1999 although she has been with the University since 1987. She serves as one of the primary advisors for students in the health science major.

MS. CARRIE HOWARD:

(866) 479-4737, (clh@phhp.ufl.edu) Ms. Howard joined the College in 2008. Ms. Howard is a program assistant for online programs in the department of Speech, Language, and Hearing Sciences. She is responsible for class registration for juniors and seniors and advising for the online BHS-CMS program.

DR. KEN LOGAN:

273-3726, (klogan@ufl.edu) Dr. Logan has been with the University since 1995 and worked at the college since 2008. Dr. Logan serves as one of the primary advisors for students in the CMS track of the health science major.

MS. JEAN BURNS:

273-2843, (jeburns@phhp.ufl.edu) Ms. Burns has been with the University since 1998 and joined the college in 2009. Ms. Burns works as one of the advisors for students in the CMS track of the health science major.

Scheduling Appointments with Program Directors/Administrators

MS. IDELLA KING:

273-3722, (iking@ufl.edu) Ms. King joined the College in 2009 although she has worked at the University since 1977. Ms. King is a program assistant in the department of Speech, Language, and Hearing Sciences. She is responsible for class registration for students in the CMS track of the health science major.

MS. JOANNE RUMAN

273-6379, (jhiironen@phhp.ufl.edu) Ms. Ruman joined the College in 2011. She works as a program assistant for BHS and is responsible for scheduling health science student appointments with Dr. Moorhouse, Dr. Pomeranz and Dr. Foss

MS. ROBIN SHENK

273-6209, (rshenk@phhp.ufl.edu) Ms. Shenk joined the College in 2005 although she has worked at the University since 1998. Ms. Shenk is a program assistant in the dean's office, and is responsible for tracking information related to admissions and student progression and for ensuring students can access required forms and return completed documents required by the dean's office.

Financial Aid Assistance

Ms. Erica Alexander in the Office of Financial Aid (273-6115)

BHS STUDENT ORGANIZATIONS

PHHP College Council

The College Council is the primary student organization in the College of Public Health and Health Professions at the University of Florida. The purpose of the Council is to promote an interdisciplinary approach to health services, enhance community awareness regarding the different professions within the College, and organize and participate in community service projects. Money raised by the Council supports charitable organizations consistent with the College of Public Health and Health Professions' mission, student education, and future Council projects. The Council works directly with a faculty advisor and Associate Dean of the College and represents students across the College.

The Health Science Student Organization (HSSO)

The Health Science Student Organization (HSSO) provides opportunities for students in the Health Science program to learn more about varying health professions while making a difference on the University of Florida campus and in the Gainesville community.

L.E.A.P.

The L.E.A.P Mentorship Program at the University of Florida was formed in 2014 from the desire to provide mentorship to undergraduate freshman and sophomores intending to enter the Bachelor of Health Science program. It seeks to provide academic and professional development opportunities for freshman and sophomore students, as well as leadership experience to juniors and seniors hoping to attend graduate and professional schools.

GENERAL INFORMATION

IDENTIFICATION BADGES: You must purchase a Gator One card, which is your photo identification badge. The badge must be obtained through Biomedical Media Services (BMS), a division of the Office of Academic Technology (C3-3 Communicore). BMS requires an appointment (273-5044). Make sure you take your acceptance letter from the college and your driver's license or other picture identification. You must have your Gator One card with you at all times in the Health Science Center/Shands Hospital complex when involved in student activities.

The Gator1 card is optional for distance learning students. To apply for a Gator 1 card, distance learning students should go to the Gator 1 Central website at www.gator1.ufl.edu and click on the Distance Gator 1 Card link under ID Card Services.

EXPENSES: In addition to the usual tuition, books, and supplies, you should anticipate the expenses listed below:

- photo identification badges
- laboratory fees
- vaccinations
- health insurance
- hand-outs and materials for classes and/or presentations
- required computer hardware and software

BIOTERRORISM: The following telephone numbers are provided for response to suspicious looking letters, packages, or other items. If you find something suspicious during the class day, please also notify the dean's office or your instructor. Do not attempt to open or remove the material.

Internal Contacts:

Director on call: 877-364-1252

Infection Control: 265-0284; Office hours 7:30 am to 5 pm Monday – Friday. Weekends and Nights: Page 877-364-0406 for the Infection Control Director or call the Shands Operator for the Infectious Disease on call Physician.

Or call 911.

- **HPNP Complex:** Most of the BHS classes and the administrative areas for your programs are located in the HPNP complex. This is a state-of-the-art, wireless facility shared by the Colleges of Public Health and Health Professions, Nursing, and Pharmacy. The building is located just north of the Communicore building, the other major facility in which you may have classes. The HPNP complex has 5 floors (G-4), with the ground floor and a section of the first floor representing common space. The upper floors house college-specific personnel with Public Health and Health Professions occupying the east wing, Nursing the middle section and Pharmacy the west wing.
- **Class Locations:** The majority of your HES classes will be located on the ground or first floor. Please note that several of the CMS courses are located on the north side of the UF campus in various buildings if they are not in HPNP. In order to assist you in finding your classes in HPNP, the layout is as follows:
 - All classrooms assigned on the ground floor begin with the letter G. All classrooms on the first floor begin their numbering with a 1.
 - The numbering continues from east to west with all rooms on the east side of the building (the Public Health and Health Professions side) beginning with a 1, the central part (Nursing) beginning with a 2, and the west side (the Pharmacy side), beginning with a 3. For example, if your classroom is scheduled to be in G300, your classroom location is on the ground floor on the west side of the building.
 - The auditorium (1404) is located in the far west part of the building and has a reception area with tables below it on the ground floor allowing you to study and eat.
- **Student Services Center:** The Student Services Center is located in the center section of the ground floor (G205). This is where you will find the academic and financial aid advisors. Academic advisors for the online BHS-CMS program are available online in the SLHS Student Center in e-Learning.
- **Library:** The Health Science Center Libraries system is one of the largest health science center libraries in the United States. It is located on the 1st, 2nd, and 3rd floors of the Communicore Building. You must have your Gator One Card available when in the library because some library services are limited to Health Science Center personnel and students. Books placed on reserve for health science courses will be on the 2nd floor of the library. There also is a computer lab on the second floor for conducting literature searches. Distance learning students have access to the library resources online. Please see library information for online BHS-CMS students in the SLHS Student Center in e-Learning as well as at www.distance.ufl.edu. Holiday schedules are posted on the door of the library and published in the independent student newspaper, The Florida Alligator. Xerox machines are located on the 2nd and 3rd floors of the library. For additional information, check the brochures available at the library.

- **Bookstore:** The bookstore/convenience store for the Health Science Center is located in the Medical Sciences Building near the Post Office on the ground floor. This bookstore carries texts for HSC courses and is open: Monday – Friday 8:00 am – 5:30 pm.
- **CIRCA Computer Labs:** CIRCA computer labs are open to all UF students for coursework and personal use. All computer lab users must show a Gator One card. CIRCA computer labs are staffed with student lab operators who manage lab activity and provide limited software and hardware assistance. CIRCA staff do not teach classes or help students with their homework. For more information, call CIRCA Operations at 392-2428.
- **Teaching Center:** The Teaching Center provides students with assistance in written communication skills, such as developing and organizing papers, building vocabulary, grammar, and study skills, and GRE preparation. The Center is located in SW Broward Hall. For more information, call 392-2010.
- **Student Health Care Center:** The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located at 3190 Radio Road on campus. Student Health Care at Shands offers a variety of clinical services, including primary care, women’s health care, immunizations, mental health care, and pharmacy services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: www.health.ufl.edu/shcc
- **Counseling & Wellness Center:** Students may occasionally have personal issues that arise in the course of pursuing higher education or that may interfere with their academic performance. If you find yourself facing problems affecting your coursework, you are encouraged to talk with an instructor and to seek confidential assistance at the University of Florida Counseling and Wellness Center, 352-392-1575. The Counseling and Wellness Center also offers a range of academic support services, such as study skills and test anxiety assistance. Visit their web sites for more information: <http://www.counsel.ufl.edu/> or <http://www.health.ufl.edu/shcc/smhs/index.htm#urgent>. **Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.** Crisis intervention is always available 24/7 from: Alachua County Crisis Center: (352) 264-6789.
- **Disability Resource Center:** The Disability Resource Center provides services to students with disabilities, including documentation of coursework accommodations to maximize academic performance, education on legal rights and responsibilities, and support services to empower students and facilitate a positive college experience. The Center is located in Reid Hall. For more information, contact 392-8565 or visit the web site at www.dso.ufl.edu.
- **Career Resource Center:** The Career Resource Center provides career planning and employment assistance to all students and alumni. The Center offers a wide range of seminars on topics such as interviewing techniques and resume preparation. In addition, the Center contains an extensive library on different career options, data on economic trends, and facilitates recruitment activities for a variety of businesses. The

CRC was recently ranked #1 in the country by the Princeton Review, which is based on student evaluations. The Career Resource Center is located on the first floor of the Reitz Union. For more information, contact 392-1601 or check out the web site at www.crc.ufl.edu

- **Food Service:** The hospital cafeteria and a variety of fast food restaurants are located on the first floor of Shands Hospital and on the Sun Terrace. The terrace is located in the courtyard near the entrance to the Health Science Center Library. The Reitz Union, located on Museum Road, offers a variety of restaurants as well.
- **Gift Store and Miscellaneous Items:** Shands Hospital houses a gift store called the Gift Stop, which is located on the main floor (first floor) of Shands Hospital adjacent to the main entrance and elevators. An ATM is also located near the central elevators near the cafeteria. The Reitz Union has many different shops that carry a variety of items. The main UF Bookstore can be accessed via the Reitz Union and offers many Gator items. There are also ATMs located at the Reitz Union. Each of these stores has its own business hours.
- **Post Office:** A post office is located on the ground floor of the Medical Sciences Building near the bookstore. Hours: Monday – Friday 8:00 am – 3:00 pm.
- **Parking and Transportation:** Parking facilities adjacent to HPNP Building Complex are extremely limited. Students are encouraged to use the public transit system. Students may ride any Regional Transit System bus for free with a valid GatorOne Card. For RTS Information and schedules see: <http://go-rt.com/>. Students wishing to drive on campus will be required to park in the area assigned to them at the time the vehicle is registered. Parking decals are available through UF Transportation and Parking Division located on the corner of Gale Lemerand Drive and Mowry Road. Their website is: www.parking.ufl.edu.
- **Other Resources:** There are a variety of other services not represented in this manual that are available at the University of Florida. Examples include legal services, speech and hearing services, dental care, and recreational facilities. You may consult the Undergraduate Catalog, the Student Guide, and the University website for descriptions and additional information. Contact the Office of Student Services at <http://education.ufl.edu/student-services/> or calling 392-1261, Peabody Hall for your copy of the Student Guide or check out the web site at www.dso.ufl.edu.
- **CPR:** You are encouraged to become CPR certified. CPR certification is offered through the [American Heart Association](http://www.heart.org) and the [Red Cross](http://www.redcross.org).

ACADEMIC COMPUTER REQUIREMENTS FOR STUDENTS

POLICY NAME: Academic Computer Requirements for Students

EFFECTIVE DATE: Fall, 2010

REVISION DATE: August 13, 2013

PURPOSE: To specify students' computer requirements and responsibilities regarding computer management within the College of Public Health and Health Professions

SPECIFIC REQUIREMENTS:

- All students must be in compliance with the University Student Computer Policy and all Health Science Center policies related to computer use.
- All students must have access to a computer to allow them to complete all coursework and general curricular requirements within their designated program and to receive academic-related e-mail in the College of Public Health and Health Professions. Students may acquire access through the most appropriate option to match their individual circumstances. These include, but are not limited to, computer purchase, lease, loan, etc.
- All students must have access to a computer with the following capabilities
 - a. An operating system such as Windows Vista, Window 7 or MacOSX that is currently supplied by the vendor.
 - b. Minimum system resources to run all required applications
 - c. A basic word processing software package
 - d. A reliable method to print documents when required
- In addition to the general College computer capabilities, the following programs have additional requirements as noted below:
 - a. Health Science programs: Microsoft Word and PowerPoint.
 - b. Clinical and Health Psychology: Database management capabilities; statistical package software, such as SPSS or SAS. Additional requirements may be found in the department's student handbook and at the department's website at:
http://chp.phhp.ufl.edu/programs/doctoral/computer_literacy_policy.html
 - c. Health Services Research, Management and Policy (all programs): Microsoft Word, PowerPoint and Excel.
 - d. Occupational Therapy: Microsoft Word, spreadsheet capabilities, and PowerPoint. Students must have access to a computer for on-line coursework during clinical rotations.
 - e. Communication Science and Disorders: Spreadsheet capabilities.
 - g. Public Health: Windows XP or higher; Office 97 or higher; spreadsheet capabilities; SPSS; PowerPoint. Online courses work best in a PC/XP/Internet Explorer environment and require computer to have disabled pop-up blocker and the ability to download a Lock-Down Browser to the computer.
 - h. Biostatistics- Biostat students need a laptop running Windows XP or higher with Microsoft Office software installed. Biostatistics MPH students need SAS version 9.2 or higher; all biostatistics students are encouraged to obtain SAS. Biostatistics MPH, MS, and PhD students need the most recent version of the freely available software R. Additional programs may be required for certain courses.
 - i. Epidemiology students will be required to have the software configuration that is needed on a per-faculty basis. Check with your mentor as to the type of statistical packages you need to

have.

j. Rehabilitation Science: Database management capabilities; statistical package software, such as SPSS or SAS

k. Online BHS-CMS students are required to have a webcam and microphone.

l. MPH – all MPH students are strongly encouraged to have a laptop).

(Note: If one of your programs was not specifically cited, there are no additional requirements beyond the college computer capabilities already listed. Software is available for free and reduced rates to UF students at

<https://software.ufl.edu/agreements/microsoft/student/downloads/>)

- Students are responsible for knowing how to operate the computer system they choose and the software packages required.
- Students are responsible for any repair necessary to their computers and are expected to complete assignments in a timely manner regardless of the state of repair of their individual computer systems.
- It is likely that over the course of a student's program, computer upgrades will be necessary. Students are responsible for upgrades required for curriculum completion.
- Individual coursework may require additional specialized software not already delineated. In this case, it is the faculty member's responsibility to insure the software requirements are clearly delineated on the particular class syllabus. Students are then responsible for acquiring the specialized software necessary to complete specific course requirements.
- Students are responsible for providing faculty with appropriate hard copies of materials generated via computer technology if required as part of the course assignment. Students are responsible for the cost of printing these materials.
- Similar to non-computer based assignments, all work completed by students on the computer must be the student's own original work. Students may not receive assistance in completing computer-based assignments unless specifically allowed as part of that assignment. Copying material from others, such as scanning in others' material, copying others' files or discs, and/or downloading material from other sources, and claiming it as the student's own work is strictly prohibited.
- Instructors may require students to submit written assignments via the Turn-It-In, SafeAssign or DirectSubmit or other appropriate online systems to verify the originality of student submissions.
- Students are expected to have knowledge and understanding of the interface between electronic communication and relevant privacy laws (HIPAA, FERPA). Students are forbidden from sharing material protected under HIPAA without appropriate encryption as required by Health Science Center policy. Peer-to-peer file sharing is not permitted as part of any course assignment.

PHHP POLICY ON USE OF COLLEGE & COMMON HPNP SPACE FOR STUDENT ACTIVITIES

POLICY NAME: Use of College and Common HPNP Space for Student Activities

PURPOSE: To provide clear guidelines and delineate responsibilities for determining use of College-related space for student activities

EFFECTIVE DATE: October 29, 1997

REVISION DATE: June, 2004

PROCEDURE:

- College space, if available, can be used by students for student activities specifically related to the College or the discipline of interest. These include activities of the College Council, the HSSO, and student professional organizations, such as SOTA, SPTA, and the Alpha Eta Society. College space may also be used for student activities not affiliated with a student organization as long as the activities are related to the College or discipline of interest. College space may not be used for student activities unrelated to Public Health and Health Professions or the specific discipline of interest.
- The Department Chair or his/her designee is responsible for managing all student space usage requests associated with the Chair's departmental space and the ground floor of the HPNP Complex and for ensuring appropriate management of the space by the students. Any concerns regarding space usage should be resolved by the Chair, with input from the Associate Dean and Dean, if necessary. The Executive Associate Dean or his or her designee will oversee student space requests for the Dean's suite.
- If it is unclear whether an activity is College related/supported, then the Chair should consult with the Executive Associate Dean and/or Dean. It is the Chair's or his /her designee's responsibility to ensure that students leading meetings understand their obligations in appropriate use of space. Issues to be reviewed with the student leader include, but are not limited to, permissibility of food and drinks, leaving lights on or off and doors locked or unlocked upon leaving, room cleanliness/care, use of available equipment such as Xerox machines, etc.
- If a Chair has evidence that a particular student or student group has not managed use of the space in a responsible manner, the Chair may withdraw permission for future use of departmental space by those students.
- While every effort will be made to accommodate student requests for College-related meeting space, academic and college-wide events take priority in space assignments.