

Orientation to the Graduate Programs of the Department of Health and Nutrition Sciences 2009

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Public Health (MPH)
Health Education (MHE)

IDAHO STATE UNIVERSITY
AUGUST 24, 2009

Agenda

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- 6:00 - Welcome & Introduction of Graduate Faculty - Willis McAleese
- 6:15 - Everything You Need to Know – The “handbooks” - Linda Rankin
- 6:30 - APA Style Citation/Plagiarism - Janette Olsen
- 6:45 - Advisor Assignments and Internships - Larry Murillo
- 7:00 - Library Research Resources/Requirements and Moodle– Galen Louis
- 7:15 The Wellness Center and Other Campus Resources – John Batacan
- 7:30 - Open Discussion: Q and A – All
- 7:45 - Adjourn

The Faculty

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- Dr. Willis McAleese, PhD: Department Chair*
- Dr. Linda Rankin, PhD: Asst. Dean*
- Dr. Larry Murillo, DrPH, MPH: Faculty
- Dr. Galen Louis, PhD: MPH Program Director*
- Dr. Leigh Cellucci, PhD: Faculty*
- John Batacan, PhD-ABD, EdS, MHE, CHES
- Janette Olsen, PhD-ABD, MS
 - * Graduate Faculty

Staff

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- Maria Gifford – Graduate Clerk
- Mike Salazar – Administrative Assistant (Pocatello)
- Dorys Gutierrez – Administrative Assistant (Meridian)

Everything You Need to Know

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- The MPH Student Handbook and Thesis Manual
 - http://www.isu.edu/hns/MPH_Handbook_and_Thesis_Manual_2.3.2009.pdf
- The MHE Student Handbook
 - http://www.isu.edu/departments/hns/pdf/MHE_Handbook_13March2009rev.pdf
- The MPH Internship Manual
 - http://isu.edu/hns/MPH_Internship_Manual_8.15.09.doc
- The MHE Internship Manual
 - http://isu.edu/hns/HE_Practicum-Internship_Handbook.docx
- Instructions for Preparing Theses, Dissertations, Doctor of Arts Papers, and Professional Projects
 - http://www.isu.edu/graduate/pdf/Thesis_Dissertation_Instructions.pdf
- *See next slide for major categories*

Forms and Guidelines

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- Procedures and Deadlines
- Course Checklist
- Program of Study
- Topic Approval Form
- Waiver and Transfer of Units
- Thesis Guidelines (*MPH only; Dr. Louis*)

General Guidelines for Thesis

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- Specifics are detailed in MPH Handbook
 - Topic Approval
 - Appointment/Selection of Thesis Committee
 - Development of Proposal
 - Proposal Defense (Oral)
 - Final Defense

 - CITI requirement for theses/projects
 - Collaborative Institutional Training Initiative)
 - ✦ <http://www.citiprogram.org/>

Writing Policies & Resources: APA

- All papers submitted for class, thesis and/or projects
 - American Psychological Association (APA)
 - ✦ 6th Edition (new)
 - ✦ 'APA crib sheet' - <http://www.docstyles.com/archive/apacrib.pdf>
 - Library
 - ✦ Cite a Source
 - <http://www.isu.edu/library/help/citations.htm>
 - <http://www.liu.edu/cwis/cwp/library/workshop/citapa.htm>
 - ✦ Quick links (Instructional Services, tutorials)
 - HNS Web-page: *Student Resources*
 - ✦ <http://owl.english.purdue.edu/owl/resource/560/01/>
 - ✦ <http://www.isu.edu/departments/hns/pdf/AcademicDishonestyPolicyAmended8.31.06.pdf>

Writing Policies & Resources: Academic Dishonesty

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- **Cheating**
 - intentionally using or attempting to use unauthorized materials
- **Fabrication**
 - making up data or results, and recording or reporting them; submitting fabricated documents
- **Falsification**
 - manipulating research materials, equipment, or processes, or changing or omitting data or results

Writing Policies & Resources: Academic Dishonesty

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- **Multiple Submissions**
 - submitting substantial portions of the same work (including oral reports) for credit
- **Plagiarism**
 - appropriation of another person's ideas, processes, results, or words without giving appropriate credit
- **Complicity**
 - intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty

Writing Policies & Resources: Plagiarism

- (Part 6, Section IX, page 6.9.1)
- **PLAGIARISM** is defined as representing another person's words, ideas, data or work as one's own. Plagiarism includes, but is not limited to, the ex-act duplication of another's work and the incorporation of a substantial or essential portion thereof without the appropriate citation. ... The guiding principle is that all work submitted must be properly credited to the original source(s) of the information.
- In written work, direct quotations, statements which are paraphrased, summarizations of the work of another, and other information which is not considered common knowledge must be cited or acknowledged, usually in the form of a footnote. Quotation marks or a proper form of identification shall be used to indicate direct quotations.

Writing Policies & Resources: Plagiarism (Examples)

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1. Failing to acknowledge the assistance of a classmate, tutor, or instructor when a significant part of the final product incorporates their ideas
2. Failing to acknowledge a solution taken from a solutions manual or another text- book
3. Failing to use quotations marks or appropriate identification when quoting verbatim from a source
4. Taking a solution to a homework problem from a web page without acknowledgment

Advising

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- Advisors and advisees have a shared responsibility when it comes to the advising relationship.
- *Students can expect advisors to:*
 - provide information,
 - be accessible,
 - encourage educational engagement,
 - and assist with attaining educational goals.

Advising

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- *Advisors can expect students to:*
 - meet with them each semester,
 - read the catalog or website information,
 - be prepared for the advising session and bring questions,
 - and to assume final responsibility for course scheduling, program planning, and the successful completion of graduation requirements.

MHE Internship Procedure

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- 1. Contact advisor to determine eligibility. (Must have completed 8 credits)
- 2. Pick up Practicum/MHE Internship Handbook from advisor, department office, or Practicum/MHE Internship Coordinator.
- 3. Select site and meet with site contact person to get accepted and set up duties and/or projects.
- 4. Fill out Appendix A–Approval Form, and obtain signatures of advisor and site supervisor; the student needs to sign the form as well.
- 5. Provide Practicum/MHE Internship Coordinator with signed Approval Form.
- 6. Obtain add card from Practicum/MHE Internship Coordinator in order to add class.

MPH Internship Procedure

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- Contact your Advisor to determine eligibility and to receive a brief orientation to the Internship process. (Must have completed 18 credits)
- Print a copy of the MPH Internship Handbook from the ISU MPH Program's website.
- Fill out a student Bio-sketch (Attachment A). This can serve as a negotiation tool when setting up any agreements with the Preceptor.
- Select site and meet with site contact person or Preceptor to get accepted and set up duties and /or work projects.
- Fill out Attachment B, the approval form, and obtain signatures of advisor and site Preceptor; the student needs to sign the form as well.
- Provide the MPH Director with the signed approval form.
- If necessary obtain an add card from the MPH Director to add the Internship class for 3 credits.

Library Links

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- Off-Campus Access to Library
 - <http://breeze1.isu.edu/offcampus/>
- Getting Started
 - <http://breeze1.isu.edu/p15039383>
- Inter-Library Loan
 - ✦ <http://breeze1.isu.edu/ill/>
- Keyword Search by Keyword
 - <http://breeze1.isu.edu/keywordpubmed/>
- Searching EBSCO Host
 - <http://breeze1.isu.edu/ebscohost/>

Moodle

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- Brief Moodle Demonstration
 - Assignments
 - Forums
 - Resources

The Wellness Center & Other Campus Resources

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The Wellness Center

<http://www.isu.edu/wellness/>

Computer Labs

- ✦ Microsoft Office Suite (MSWord, PPT, Excel)
- ✦ Statistical software packages (SPSS, SAS, Mini-tab, Epi-Info)

Student Services/Organizations (partial list)

- ✦ Student Health Center (<http://www.isu.edu/stuhlth>)
- ✦ Counseling and Testing Center (<http://www.isu.edu/ctc/>)
- ✦ Campus Recreation and Intramurals (<http://www.isu.edu/camprec/>)
- ✦ Center for Teaching and Learning (<http://www.isu.edu/ctl/>)
- ✦ International Student Office (<http://www.isu.edu/iso/>)
- ✦ ASISU Student Organizations (<http://www.isu.edu/stdorg/>)

Statistical Assistance

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- Teri Peterson: Office of Research
Research Statistician Consultant
Mail Stop 8020, BA 539
Pocatello, ID 83209
(208)282-4861
peteteri@isu.edu
- Rick Tivis: Institute of Rural Health
Biostatistician: 1311 E. Central Drive
Meridian, ID 863642
(208)283-5756
tivirick@isu.edu

Qualitative Research Methods Assistance

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- Galen Louis, PhD, – MPH Program Director*
 - Meridian Campus
 - Nezperce@yahoo.com
 - 373.1779 (office) 484.7957 (cell)
 - <http://www.isu.edu/hns/glouis.shtml>

- Janette Olsen, PhD-ABD, MS
 - (208) 282-5194
 - olsejane@isu.edu
 - <http://www.isu.edu/hns/jolsen.shtml>

- John Batacan, EdS, MHE, CHES
 - (208) 282-3135
 - batajohn@isu.edu
 - <http://isu.edu/~batajohn>
 - <http://www.isu.edu/hns/jbatacan.shtml>

*Also available for quantitative statistical analysis for SPSS and Excel in Meridian

Administration

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- Department Chair – Willis McAleese, PhD
 - Reed Gym 105
 - (208) 282-2729
 - mcalwill@isu.edu
 - <http://www.isu.edu/hns/wmcaleese.shtml>

- Asst. Dean – Linda Rankin, PhD
 - Beckley Nursing Building 202
 - (208) 282-3054
 - ranklind@isu.edu
 - <http://www.isu.edu/hns/lrankin.shtml>

MHE Faculty and Contact Info

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- Leigh Cellucci, PhD
 - (202) 282-3586
 - Beckley Nursing 336 Stop 8082
 - cellemil@isu.edu
- Janette Olsen, PhD-ABD, MS
 - (208) 282-5194
 - Reed Gym 105
 - olsejane@isu.edu
 - <http://www.isu.edu/hns/jolsen.shtml>
- John Batacan, EdS, MHE, CHES, PhD-ABD
 - (208) 282-3135
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 - <http://www.isu.edu/hns/jbatacan.shtml>

MPH Faculty and Contact Info

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- Galen Louis, PhD, – MPH Program Director
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 - 373.1779 (office) 484.7957 (cell)
 - <http://www.isu.edu/hns/glouis.shtml>
- Larry Murillo, DrPH, MPH
 - Pocatello Campus - Beckley Nursing 336-A
 - murilarr@isu.edu
 - 282-4781 (office)
 - <http://www.isu.edu/hns/lmurillo.shtml>

Open Discussion

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- Q and A