



Global Health Certificate

STUDENT HANDBOOK

Academic Year 2015-2016



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I. WELCOME

To the Global Health Certificate students:

On behalf of the faculty and staff associated with the Global Health Certificate, I welcome you to the certificate program and the Graduate School of Public Health. We look forward to working closely with you during the course of your studies and staying in touch after your graduation from the program.

The purpose of this handbook is to provide information, guidelines, and procedures specific to the Global Health Certificate and general information on school-wide procedures. There are also sections on global health resources and tips to help you prepare for a career in the field of global public health. For information specific to your degree program, refer to the department handbook.

It's our goal that you graduate with a strong grounding in the fundamental concepts and skills required to work in today's challenging global environment. We are also committed to delivering exceptional student service throughout your time at Pitt Public Health. Please feel free to contact Ms. Alexandra Tambellini or me should you have any questions, suggestions, or concerns.

Best regards,

A handwritten signature in cursive script that reads "Joanne Russell".

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III. CERTIFICATE PROGRAM

A. Overview

Global health refers to health issues that transcend national boundaries. Today, the field faces unprecedented challenges brought on by issues such as shifting immigration patterns, climate change, conflict, and global commerce. The Global Health Certificate prepares students for occupations in public health, health care, and affiliated fields that increasingly demand interdisciplinary and international thinking skills and competence in responding to challenges brought on by this dynamic global environment.

The Global Health Certificate is designed to augment the student's degree program and emphasizes an integrative problem-solving approach to global health challenges. It provides a global perspective to the degree through focused coursework, field practice, and co-curricular activities. Throughout the program, students are exposed to a number of specialty areas—such as infectious diseases, non-communicable diseases, and global health informatics—and have opportunities to engage with faculty across the University who are involved in global health research and practice. In addition, lectures by leaders in the field of global health, volunteer opportunities, and student global health organizations round out classroom activities to enhance the learning environment.

B. Requirements

A minimum of 15 credits are required to earn the certificate. However, most students finish with 15-18 credits of course and practicum work.

Coursework consists of three core courses (7 credits) and 8 credits of additional coursework to meet the 15-credit minimum for the certificate. This flexibility allows students to choose courses that are aligned with specific topics of interest or build skills. Descriptions for the courses can be found on the Pitt Public Health Web site under Student Affairs, Courses and Registration (<http://www.publichealth.pitt.edu>).

Students must complete a field experience, which can be combined with the required practicum for the degree program provided the experience is relevant to global health. Students are encouraged to base their master's thesis or essay on the practicum experience. Those in doctoral programs may be able to use their dissertation research to satisfy the practicum requirement.

Co-curricular events (e.g., films, lectures, discussion groups) with a global health focus are offered throughout the academic year. Students are encouraged to participate in as many activities as possible to broaden their knowledge base and enrich their academic experience.

C. Time to Completion

Most certificate students are also in a master's degree program and complete both the degree and certificate in 2 years. There are some instances where students can complete both

programs in 3 terms. In both cases, students generally complete the practicum in the summer between the first and second academic year. Because of course sequencing, master's students should begin the Global Health Certificate in their first fall semester. It is important for master's students to work closely with the certificate and departmental advisors to develop a sequence of study that will allow the student to complete both programs within the 3 or 4 terms of study. Doctoral students have more flexibility regarding the start date due to the length of doctoral study.

IV. POLICIES AND PROCEDURES

A. Advisement

The director of the Global Health Certificate serves as the certificate faculty advisor for all students in the program. Note that students who are enrolled in a degree program at Pitt Public Health or another school at Pitt also have a faculty advisor for their degree program. The degree program advisor is considered primary, and the certificate director works closely with that individual to ensure coordination between the degree and certificate programs. However, it's important that students let their degree program advisor know that they are in the Global Health Certificate to ensure proper sequencing of courses.

Initial advisement appointment. The manager of student programs will contact students to schedule an initial advisement appointment as soon as they accept admission to the certificate program. The appointment can be via telephone or in-person and will take about 30 minutes. The goals of the appointment are to 1) discuss the student's previous global health experience, language abilities, career goals, and geographic or topical preferences for coursework and the practicum, 2) review the certificate requirements and draft a sequence of study, and 3) make course selections for the upcoming term.

Mid-point advisement appointment. Students should contact the manager of student programs to schedule a second advisement appointment to take place at the end of the first or beginning of the second year of study. The goals of this appointment are to 1) review progress to date, 2) discuss the practicum experience, if completed, 3) make course selections for the final year of study, and 4) discuss post-graduation plans.

Of course, students can make an appointment to see the program director or manager of student programs at any time during their course of study.

B. Course Registration

Students who are also in a degree program at Pitt Public Health or another Pitt school must register through their academic department. Some departments use an "advisement hold" that prevents students from self-registering before they've met with their degree program

advisor. After the meeting, the hold is lifted and students can self-register. Students who are only in the certificate program can self-register after meeting with the certificate advisor.

Because some courses are restricted to students in the Global Health Certificate, students will need a permission number to register. Permission numbers can be obtained by contacting Alex Tambellini, manager of student programs, via e-mail (amt88@pitt.edu). Please include your full name, PeopleSoft ID, and the course number and title in the request. In most cases, permission numbers will be given the same day as the request.

It is particularly important to register early for the courses offered by the Graduate School of Public and International Affairs (PIA prefix), as a limited number of seats are held for certificate students. Registration and Add/Drop deadlines can be found within the academic calendar at www.provost.pitt.edu/information/calendar.html.

C. Course Waivers and Substitutions

Waivers are not permitted for core, methods, or elective course requirements. However, substitutions are permitted for methods and electives courses. There may be instances where students identify a course that is particularly relevant to their interests or meets a gap in their skill set, but the course is not on the approved list. In these instances, students must contact the manager of student programs and obtain the certificate director's approval in advance. Note that some courses might have enrollment restrictions, so it's advisable to talk with the instructor prior to submitting a course substitution request.

In other cases, students might want to explore an issue or hone a specific skill by doing an independent study in lieu of a course. Some departments require students to register for independent studies under a faculty member in that department. Students must identify a faculty member to work closely with them to develop a course of study, establish a timeline, and oversee the work. They should also discuss this option with the certificate director early in the planning process to ensure that the proposed substitution is appropriate.

Students who want to do an independent study should consult with the certificate director as early as possible. Independent studies can also be supervised by the certificate director and in this case students generally register for Special Studies (PUBHLT 2012, 1-5 credits). After completion of the work, students can request that the independent or special study be given a formal name to accurately reflect the topic and nature of the work completed.

D. Practicum Procedures

All Global Health Certificate students must complete a practicum that is related to global health. Students generally fall into two categories: 1) those enrolled in a degree program (at Pitt Public Health or other Pitt school) that requires a practicum and 2) those are enrolled in the certificate only or a degree program (at Pitt Public Health or other Pitt school) that doesn't

require a practicum. This section addresses the process for each category and offers some general guidelines for identifying a practicum site and project.

Category 1: Students enrolled in a degree program (at Pitt Public Health or other Pitt school) that requires a practicum. The practicum for the degree program can be used to satisfy the certificate requirement *if it is related to global health and approved by the certificate director in advance*. Other requirements (e.g., number of hours, preceptor qualifications, etc.) are aligned with those of the degree program. Students in this category generally complete the practicum in the summer after the first year of study.

Recommended Steps for Setting Up the Practicum:

1. Become familiar with the practicum requirements for the degree program. Most Pitt Public Health departments hold information sessions in the fall and spring terms. The certificate program also holds information sessions in the mid-fall and early spring terms.
2. Assess your academic preparation, experience, and career goals and identify the areas/skills that you would like to address during the practicum.
3. Identify suitable sites and preceptors.
4. Discuss the potential placement with the department liaison or faculty advisor to ensure that it meets department requirements. If so, send an e-mail summary (site, topic, pertinent details) to the certificate director for approval. Students will receive e-mail notification once the practicum is approved by the certificate director.
5. Follow department procedures for completing forms, reports, etc.
6. Submit a copy of all department forms to the manager of student programs before the practicum begins.
7. Note that any changes in the placement organization must be submitted to the department and certificate director for approval.

Category 2: Students who are enrolled in the certificate only or in a degree program (at Pitt Public Health or another Pitt school) that does not have a practicum requirement. Students in this category usually complete the practicum in the summer after the first year of study. There is some flexibility with regard to the objectives, number of hours, site, etc.; however, the practicum must be supervised by a preceptor and related to global health. Students will register for one to three credits of PUBHLT 2026, Global Health Practicum. The number of credits will depend on several factors, such as the learning objectives, host organization or preceptor requirements, and student needs. (Note that a minimum of 40 hours is required for each credit.) Preliminary planning for the practicum begins with the initial advisement session. The specifics are usually decided in collaboration with the program director and site preceptor and should be finalized in the term prior to the practicum experience. Students must complete a Global Health Certificate Practicum form and submit it to the program director for approval in advance. Students must also submit a Global Health Practicum Summary to the manager of student programs within 60 days of completing the practicum.

Recommended Steps for Setting Up the Practicum:

1. Assess your academic preparation, experience, and career goals and identify the areas/skills that you would like to address during the practicum.
2. Identify suitable sites and preceptors.
3. Discuss the potential placement with the program director and site preceptor.
4. Complete the Global Health Practicum form and submit it to the program director for approval.
5. Note that any changes in the objectives or placement organization must be approved by the certificate director in advance. In addition, students must also submit a Global Health Practicum Summary to the manager of student programs within 60 days of completing the practicum.

General Guidelines for Identifying a Practicum Site and Project

Domestic vs. International. The practicum can be done in the U.S. or abroad, provided that it has global health relevance. For example, a domestic practicum can involve an underserved population, be done with an agency or organization with a mission related to global health, or be done with a faculty member who is involved in a relevant research or service program. There are several local opportunities; among them are:

- Birmingham Clinic
- East Liberty Family Health Clinic
- Hôpital Albert Schweitzer headquarters
- Global Links
- Brother's Brother Foundation
- Catholic Charities
- Operation Safety Net

Students planning to do a practicum outside of the Pittsburgh region or in another country should allow sufficient lead time to set up the experience and make the necessary logistical arrangements, such as obtaining a passport and visa, making travel arrangements, and securing lodging.

Expenses are an important factor to consider when deciding where to do the practicum. While there are many benefits to doing the practicum at an international location, there are also additional expenses. Examples of potential expenses are: passport and visa fees, immunizations, airfare, ground transport, meals, lodging, incidentals, and health insurance. The cost of an out-of-town or international practicum depends on the specific location and can range from \$500-5,000. Student loans can generally be used for practicum expenses; check with the financial aid office or lender for details. Potential funding sources include departmental scholarships, GSA or GSR positions, and Pitt scholarships (see www.globalhealth.pitt.edu, funding, student grants). External foundations and agencies are also potential sources of funding.

How to Identify Potential Sites. Depending on your interests, the certificate director may have made suggestions about practicum sites during the initial advisement session. The degree advisor, student services liaison/practicum coordinator, and students who've already completed their practicum are also good sources. Attending local lectures and events is an excellent way to network and meet faculty who are working in the field of global health and learn about potential opportunities. Refer to the *Getting Connected* section of the handbook to learn more about where and how critical information is disseminated to certificate students.

E. Career Planning and Development

Global Health Certificate students are required to complete a Career Development Plan form prior to their annual advisement meeting with the certificate director. This form allows the certificate director to better advise students on their academic course selection and to suggest beneficial opportunities that may be of particular interest to the student. This form is distributed by the program manager prior to the fall semester when arranging annual advisement appointments.

F. Thesis, Essay, or Dissertation

The certificate does not have a thesis, essay, or dissertation requirement, and students should follow departmental guidelines for this work. It's recommended—but not required—that the topic is related to global health.

G. Meeting Credit Requirements for the Certificate

The certificate program adheres to Pitt Public Health's grading policy. All students must maintain an overall grade point average of 3.0 or better. A grade of B or better is desired for the certificate core courses. If a student earns a C, the student must meet with the certificate advisor to discuss. It's strongly recommended that the student re-take the course; however, the final decision will be made by the advisor and student. If a student receives a grade below C for a core certificate course, the student must retake the course.

H. Course and Program Withdrawals

All course and practicum requirements must be completed to meet the 15-credit certificate minimum and to graduate from the program. Students should follow Pitt Public Health procedures to add, drop, or withdraw from a course. To withdraw from the certificate program, students must send an e-mail or letter requesting withdrawal to the program director and Karrie Lukin, Pitt Public Health Admissions Manager.

I. Human Subjects Research and Research Integrity Modules

All Pitt Public Health students are required to complete these web-based modules that are offered via the Collaborative Institutional Training Initiative (CITI). The modules can be

accessed via the link on Pitt's Institutional Review Board home page (www.irb.pitt.edu) or at www.citi.pitt.edu/citi/.

Students in a degree program should follow the department's guidelines in terms of completion deadline and proof of completion. Students who are only in the certificate program must complete these modules by the end of their first term of study and provide a copy of the certificate print-out to the manager of student programs.

J. Academic Integrity Module

All Pitt Public Health students must abide by the University of Pittsburgh's policy on academic integrity. This policy can be accessed at <http://www.cfo.pitt.edu/policies/policy/02/02-03-02.html>. In accordance with this policy, the school maintains an outline of the procedural sequence of events to occur when violations of academic integrity are brought to the attention of administrative leaders.

Pitt Public Health has a policy requiring students and faculty to complete an online academic integrity module. All new students must complete the module and submit a paper or electronic copy of the Academic Integrity Module certificate of completion to their department or program liaison staff. This policy and information on deadlines, a link to the module, and a list of liaison staff can be found on the Pitt Public Health Web site (<http://www.publichealth.pitt.edu/interior.php?pageID=287>).

K. Graduation

Visit the Pitt Public Health website for information on graduation and to obtain required forms <http://www.publichealth.pitt.edu/interior.php?pageID=3290>.

In addition to fulfilling academic requirements, students must submit a graduation application consisting of all required forms and paperwork, including the final essay, thesis, or dissertation. Be sure to read all of the information carefully, and contact the Office of Student Affairs (stuaff@pitt.edu) 412-624-3005, with any questions.

There are four graduation dates per year (April, June, August, December), and each candidate for a degree or a certificate must complete an application for graduation and a prior degree form and submit it to the Pitt Public Health Office of Student Affairs, 114 Parran Hall. Be sure to list your Pitt e-mail on the application for graduation and a non-Pitt e-mail on the prior degree form. **Students graduating with two Pitt Public Health degrees, or a Pitt Public Health degree and certificate, may enter all information on one application form. If degrees and/or certificates will be awarded by another school in addition to Pitt Public Health, an application must be submitted to each school for the degrees/certificates that it is awarding.**

Applications for graduation are valid for only one graduation date. If you must postpone graduation, you must reapply by completing another graduation application and submitting it

to the Office of Student Affairs. Your name on the application must be the same as it appears in the PeopleSoft system. You will be required to provide legal documentation (e.g., marriage certificate, divorce decree, valid passport) to the Office of the Registrar to use a different name on the graduation application.

Every student seeking a Pitt Public Health degree or certificate must complete an online exit survey. Upon completion of the survey you will be redirected to a page where you will be prompted to enter your name, department and PeopleSoft ID number. Your identifying information will not be linked to the survey, so your responses will be confidential. When you submit the form, your department or the Office of Student Affairs will receive notification that you met the survey requirement.

You will also be asked to complete an online survey for the Global Health Certificate. Identifying information is optional and won't be linked to the survey, so your responses will be confidential. Results will be reported in aggregate and used to guide program improvement. We value the input of our students and hope that you will take the time to provide feedback.

V. GETTING CONNECTED

There are several ways that Global Health Certificate students can get and stay connected. Items marked with an asterisk (*) are available to certificate students only. Note that all enrolled students automatically receive a University of Pittsburgh e-mail address, and all certificate program notices are sent this address. Students who use a different e-mail address should set up their Pitt e-mail account to forward to the other address.

A. E-mail Distribution List*

All active certificate students are placed on an e-mail distribution list. The list is used to send program-specific announcements, reminders, and updates. In addition, the list is used to disseminate global health internship, fellowship, and job opportunities to certificate students at least two weeks before the announcements are released to the general student population.

B. Bulletin Board

A bulletin board is located on the second floor of Parran Hall, directly across from the program offices (Suite 205 Parran). Here students can find internship, fellowship, and job announcements; scholarship and funding opportunities; information on upcoming events; recent articles; and other items pertaining to global health and the certificate program.

C. Pitt Public Health Weekly Update

The school's weekly e-mail newsletter is sent to all active students. It contains information on upcoming events, scholarship and funding opportunities, student employment opportunities, and other announcements relevant to the general student population.

VI. MAKING THE MOST OF YOUR EDUCATIONAL EXPERIENCE

There are many opportunities to engage in global health outside of the classroom. This will not only enhance your experience at Pitt Public Health, but it can also pay off as you start your career. Some of these are listed below.

A. Pitt Public Health Global Health Student Association

The goal of the Global Health Student Association (GHSAs) is to facilitate the exchange of information among faculty, researchers, worldwide health organizations, and the study body at Pitt Public Health. GHSAs members engage in activities such as volunteering in with organizations that serve local immigrant and refugee communities, a weekly Fair Trade coffee sale, food drives, and World AIDS Day events. The GHSAs also co-sponsors the Global Health Film Series and the school's annual International Dinner. Early in the fall semester, the GHSAs hosts an informational meeting for those interested in joining. Find out more about membership and leadership opportunities in the GHSAs by contacting GHSAs@pitt.edu.

B. University of Pittsburgh Center for Global Health

The Center for Global Health provides a unifying framework for global health research and scholarship at the University of Pittsburgh. The center's mission is to effectively address health issues that affect populations around the globe.

This mission is carried out through activities in support of four goals:

1. Foster innovative, interdisciplinary global health research
2. Create the next generation of global health leaders and scholars
3. Facilitate sustained global health partnerships
4. Promote translation of global health research findings into policy and practice

Led by Dr. Donald S. Burke, associate vice chancellor for global health, the center employs a collaborative "problem-solving" approach to address the complex issues that affect global health. By partnering with schools and centers across the University, the Center leverages existing resources and draws on a range of expertise. The result is a dynamic environment that bridges the gap between basic and applied science and breaks interdisciplinary barriers.

Because the center is located in Pitt Public Health (205 Parran Hall) certificate students have convenient access to the staff, resources, and services that the center offers for students.

Some examples are:

- Global Health Film Series
- An e-mail distribution list specific to global health
- Information on practicum and job opportunities
- Networking events

- Career workshops in collaboration with Pitt Public Health Career Services
- Global Health and Underserved Populations Lecture Series
- Lectures by national and international leaders in global health
- A small library of health reports, text books, and videos on global health

The center also supports Pitt's institutional membership in the Consortium of Universities for Global Health (CUGH), the premier academic membership organization for global health. This entitles students to complimentary membership and reduced fees for CUGH events. Visit www.cugh.org for more information.

Learn more about the Center for Global Health and sign up for the e-mail distribution list by visiting www.GlobalHealth.pitt.edu.

C. University Center for International Studies

The University for International Studies (UCIS) is home to Pitt's area studies programs (Asian Studies, Center for Latin American Studies, Global Studies Center, Center for Russian and Eastern European Studies, European Studies Center, European Union Center of Excellence, and the African Studies Program). UCIS offers language study programs and scholarships for less-commonly taught languages, the Nationality Room Scholarships for international study, and a number of other funding opportunities. Learn more about UCIS by visiting www.ucis.pitt.edu.

VII. CAREER PLANNING

Career planning begins when students enter Pitt Public Health and the certificate program. Early planning is essential so students can use their time at Pitt Public Health to position themselves as competitive candidates for job, advanced education, or fellowship opportunities. All certificate students have a minimum of two advisement sessions during which they'll have opportunity to ask questions and discuss their career goals. Students should plan to meet with the director of career services during their first term at Pitt Public Health and participate in the workshops offered by the Career Services Office.

While the faculty and staff at Pitt Public Health provide guidance and support, ultimate responsibility lies with the student. Students are strongly encouraged to participate in relevant extra-curricular events, attend lectures, network, and seek out research and practice opportunities during their time at Pitt Public Health. These events and opportunities are broadly advertised via the mechanisms outlined in advertised via the mechanisms outlined in section V. *Getting Connected*, of this handbook.