Chapter 1 – General Information

Department Office Hours

Public health offices are located in White Hall – suites 344 and 444, and the 4th floor office corridor. Personnel includes 16 faculty members, 2 administrative staff, and 2 internship coordinators.

Public health directory

Department Office Hours

Fall and Spring semesters: 8:30 am—5:00 pm

Summer semester: 8:00 am—4:30 pm

Chapter 2 - Bachelor of Science in Public Health

This section contains a program description, learning outcomes, concentration competencies, and degree requirements

Course Sequencing

To graduate within 4 years, students take 15-17 degree applicable credits each semester. Pre-clinical health students take 16-19 credits each semester. Recommended course sequencing is as follows:
Public health majors, non-clinical health

**Year 1:** HTW 219, HTW 221, NAT SCI, NSD 225, Stats 1 & 2, WRT 105; additional courses to reach 15-17 credits each semester

**Year 2:** 4 PH CORE courses (HTW 223 and 3 others), WRT 205; choose concentration; additional courses to reach 15-17 credits each semester

**Year 3:** 4 PH CORE courses, 2 concentration courses; additional courses to reach 15-17 credits each semester

**Year 4:** HTW 422 (Fall or spring semester), additional concentration courses if required; additional courses to reach 12-17 credits each semester. The semester of HTW 422 registration ideally should be 12 credits only, 15 credits maximum

Pre-clinical health students (nursing, physician’s assistant, occupational therapy), 4-year plan

**Year 1:** HTW 219, HTW 221, BIO 121, BIO 123/124, CHE 106/107, CHE 116/117, WRT 105, NSD 225, additional courses to reach 15-17 credits each semester

**Year 2:** 4 PH CORE courses (HTW 223 and 3 others), WRT 205, CHE 275/276 (if PA), Stats 1 and 2; choose concentration; additional courses to reach 15-17 credits each semester

**Year 3:** 4 PH CORE courses, 2 concentration courses; BIO 216, BIO 217, add courses to reach 15-17 credits each semester

**Year 4:** HTW 422 (fall semester), additional concentration courses if required; BIO 407 (pre-NUR and Pre-PA), additional courses to reach 12-17 credits. The semester of HTW 422 registration ideally should be 12 credits only, 15 credits maximum each semester

Pre-Med, 4 year plan

**Year 1:** HTW 219, HTW 221, BIO 121, BIO 123/124, CHE 106/107, CHE 116/117, WRT 105, NSD 225, additional courses to reach 15-17 credits each semester

**Year 2:** 4 PH CORE courses (HTW 223 and 3 others), WRT 205, CHE 275/276, CHE 325/326, Stats 1; choose concentration; additional courses to reach 15-17 credits each semester

**Year 3:** 4 PH CORE courses, 2 concentration courses; BCM 475, PHY 101, PHY 102, Calculus 1; prepare for MCAT (summer following year 3)

**Year 4:** HTW 422 (fall or spring semester), additional concentration courses if required; add courses to reach 12-17 credits each semester. The semester of HTW 422 registration ideally should be 12 credits only, 15 credits maximum each semester

Pre-Med, with gap year

**Year 1:** HTW 219, HTW 221, BIO 121, BIO 123/124, CHE 106/107, CHE 116/117, WRT 105, NSD 225, additional courses to reach 15-17 credits each semester

**Year 2:** 4 PH CORE courses (HTW 223 and 3 others), CHE 275/276, CHE 325/326, Stats 1; choose concentration; additional courses to reach 15-17 credits each semester

**Year 3:** 4 PH CORE courses, 2 concentration courses; PHY 101, PHY 102, Calculus 1, WRT 205

**Year 4:** HTW 422 (spring), BCM 475, additional concentration courses if required; additional courses to reach 12-17 credits each semester. The semester of HTW 422 registration ideally should be 12 credits only, 15 credits maximum. Prepare for MCAT (summer following year 4)

Accelerated Graduate Degree Options

The 150 credit BSPH/MPH and BS/MSPH options provide opportunity for public health majors to complete the BSPH and an advanced public health degree (MPH or MSPH) in 5 years, vs. the usual 6 needed if both degrees were completed separately. See [BSPH/MPH](#) and [BSPH/MSPH](#) for course substitutions in these programs.

Substitutions and Exceptions to Degree Requirements

Students wishing to request an exception to a degree requirement must do so by completing the [General Petition to Faculty](#) form. **Note:** the public health program uses the [College of Arts and Sciences Liberal Arts Core Guidebook](#) to determine if a course is a humanity, social science, or natural science requirement. Select Falk College classes may apply toward the liberal arts elective requirement. Work with your faculty advisor to identify these. Petitions requesting an exception to these guidelines will not be granted.

Double Majors

Public health majors may opt to pursue a double major. Second majors should be discussed with the academic advisor early in the academic career (generally by sophomore year). It is most efficient for Public Health majors to select the Single Degree Program with Double Major option ([Table J, UG Course Catalog, Academic Rules](#)). For this option, the student completes all the degree requirements for public health (liberal arts, public health core & concentration, and electives) and the degree requirements specific to the second major only. The Falk College is retained as the home college. With careful planning, most students can complete this option without adding additional time for degree completion. To declare a second major, complete a [Declaration of Major form](#), retaining the major in Public Health and adding the second major.

Minors
Public Health majors are encouraged to pursue a minor. A minor provides an excellent opportunity to blend another subject area into your degree program without the additional requirements of a double major. A minor may be related to the major, or it might be in a completely different academic/professional area. Because a completed minor appears on the transcript, it highlights another dimension of educational background to support an application for graduate study or employment. Pursuing a minor should be discussed with the academic advisor as early as possible. Once a minor is decided upon, students complete a Declaration of Minor form. Information about requirements for specific minors can be obtained from the sponsoring department/college.

Chapter 3 - Academic Service Learning

Community-based learning opportunities are an integral requirement of the public health major. Experiential, community based learning requirements are included across the four years of undergraduate study and provide students with opportunities to apply knowledge gained in the classroom to real-world public health related challenges. Academic service learning promotes:

1. Student personal and professional development, including competencies in working with diverse populations
2. Student application of classroom learning to develop solutions to community based health problems

Student reflection on these experiences is important for learning and personal growth and is accomplished through reflective writing and other means.

By participating in planned and evaluated experiential, community-based learning activities, public health majors progress through a hierarchy of experiential learning competencies – beginning with exposure to community members and groups in year 1 to integration and consolidation of public health knowledge and skills in year 4.

<table>
<thead>
<tr>
<th>Year</th>
<th>Competency</th>
<th>Course, Required Hours, &amp; Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Exposure/Appreciation</td>
<td>HTW 221 Health Promotion Across the Life Span</td>
</tr>
<tr>
<td>Year 2</td>
<td>Appreciation/Application</td>
<td>HTW 309 Health Disparities/Underserved Populations</td>
</tr>
<tr>
<td>Year 3</td>
<td>Application</td>
<td>HTW 310 Promoting Health/Literacy &amp; Culturally Competent</td>
</tr>
<tr>
<td>Year 4</td>
<td>Integration/Consolidation</td>
<td>HTW 422 Senior Internship Experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Addiction Studies: 90 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Health and Society: 135 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Focus: Public Health Practice</td>
</tr>
</tbody>
</table>

Additional academic service opportunities within the concentrations:

Addiction Studies: HTW 321 Addiction Prevention Services (15 hours)
Community Health Education: HTW 304 Community Health Education (25 hours)

Expectations

Faculty

- Describe the service learning activity and its relation to the course objectives in the course syllabus and on the first day of class.
- Familiarize themselves with the service sites.
- Monitor student progress through discussions, journal assignments, progress reports or individual check-ins.
- Provide individual and/or group forums for students to reflect on what they are learning from the experience.

Community Partner

- Orient students to the agency mission and goals so that they may better understand their role within the agency/project.
- Provide work that is significant and/or challenging to the student.
- Provide training, supervision, feedback and resources for the student to succeed in the service.
- Ensure a safe work environment and reasonable hours for the student to perform their service.

Student

- Behave professionally:
  - Observe the public health program policies on appropriate attire for field work (see p. 6).
  - Punctuality: arrive on time and don’t leave early.
  - Adherence to service schedule. Provide a minimum of 24 hours’ advance notice of absences.
  - Keep all cell phones, iPods, and other electronic devices not pertaining to your service activity turned off and out of sight.
- Participate in required training/orientation sessions.
Use formal names/work titles unless directed otherwise.
Fulfill all hours and complete assignments/projects.
Respect the policies and expectations of the site, especially in regards to confidentiality.
Serve in a manner which preserves the reputation and integrity of Syracuse University.

Service Selection Policies

Students must adhere to the public health program placement policies:

- Community sites are identified, arranged, and confirmed by course faculty.
- Students may not change their placement site without course faculty approval.
- Placement sites are selected for their specific fit with the course outcomes and may not be shared between two courses. Service requirements must be met for each course (no double counting)

Service Courses, Semester Planning

Fulfilling service learning hours in light of other commitments can be challenging. It is recommended that students enroll in only 1 service learning course per semester.

In the HTW 422 semester of enrollment, it is recommended that students enroll in no more than 12 (ideally) or 15 (maximum) credits. Courses will need to be scheduled on days that internship is not planned or late in the afternoon or evening.

Grading Policy

Academic Service learning is a supervised and evaluated experience. As such, regular attendance is expected and related assignments/performance are graded and included in the evaluation component of the course.

Grading standards

- Students who complete <80% of the required hours will receive a grade of 'F' for the service learning component of the course.
- Students who complete 80-90% of the required hours will receive a grade no greater than 'C' for the service learning component of the course. Grades will be lower if assignments and/or performance do not meet course expectations.
- Students who complete 91-99% of the required hours will receive a grade no greater than 'B' for the service learning component of the course. Grades will be lower if assignments and/or performance do not meet course expectations.

Termination from site

- Students who are dismissed for reasons of unprofessional conduct will receive a grade of 'F' and will not be assigned to another site.
- On occasion, sites may not be able to accommodate the student for the full hour requirement. In these situations, students will be assigned to another site to complete the service requirement.

Dress Code Policy

It is the policy of the Public Health program that students representing Public Health (e.g., public health interns or practica students, service learning students, etc.) should dress in business casual attire, or follow the policy of the sponsoring entity. Some sponsoring entities may expect that students wear attire with the organization logo, otherwise branded clothing, or uniform.

Business casual attire includes the following:

<table>
<thead>
<tr>
<th>Type of Clothing</th>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Midriff fully covered</td>
<td>Ripped clothing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pajamas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clothing that may impede ability to complete assigned responsibilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See through clothing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open back tops</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clothing that shows undergarments</td>
</tr>
<tr>
<td>Pants</td>
<td>Full length</td>
<td>Jeggings/leggings (if solely worn as bottoms)</td>
</tr>
<tr>
<td></td>
<td>Capri length</td>
<td>Denim</td>
</tr>
<tr>
<td></td>
<td>Worn at waist level</td>
<td>Sweatpants</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shorts</td>
</tr>
</tbody>
</table>
Chapter 4 - Additional Opportunities

Extracurricular Activities

Participation in extracurricular activities provide additional opportunity to learn and gain experience. Syracuse University hosts more than 300 extracurricular groups. Check it out!

**SOPHE** is the Society for Public Health Education student group that serves to increase awareness of health resources on and off campus. The organization conducts health promotion events and fosters networking and peer support for students across all majors at Syracuse University.

**Healthy You Magazine** is an award-winning health newsmagazine written for students by students, and produced in the HTW 227 Healthy You 1 credit course. The course introduces students to a hands-on learning experience in health writing, illustration, photography, and layout/design to developing a health newsmagazine for the campus community.

**Global Medical Brigades** is a student organization that serves to promote health in rural, impoverished villages in Central America. The group travels annually to Central American countries in an effort to provide medical care, sustainable resources and education to people in rural, impoverished areas. As a volunteer, students not only provide integral support to a community, but also gain first-hand clinical and public health experience while being immersed in a culture much different from your own.

Leadership Opportunities

Public health students gain leadership skills by serving on the executive boards of student organizations and through various other opportunities including:

**Falk College Peer Advisor:** Peer Advisors help incoming Falk College freshmen and transfer students understand and transition into college life. The Peer Advisor contacts their advisees (usually 8-10 students) in the summer and then meets with their group of advisees during Syracuse Welcome Weekend in the fall. After that, Peer Advisors are available to their advisees as needed, especially during their first semester of study.

**Falk College Student Ambassador Program:** Student Ambassadors assist Falk College Admissions Office staff with important recruitment activities during the year. Ambassadors provide assistance at all of the Falk College open houses, give tours of our facilities and provide the student prospective at special events throughout the year.

**OrangeSeeds** is a leadership empowerment program that equips first-year Syracuse University students with the knowledge and experience to become engaged student leaders on campus.

**The WellsLink Leadership Program** is an academic excellence and leadership program for first-year students who not already sponsored by athletics or state- or federally-funded programs. Through mentoring and a series of structured academic, social, and cultural enrichment activities, WellsLink Scholars are poised for success and leadership at Syracuse University. Freshman students may apply through the 1st week of the fall semester.

Research Opportunities

Public health students are encouraged to participate in faculty mentored research. Students can apply to join faculty research teams in public health, other Syracuse University departments, or at Upstate Medical University Research Institutes and Centers or with individual Upstate Medical Center faculty. Students may apply for academic or summer research grants through the Office of Undergraduate Research.

The **Ronald E. McNair’s Scholars** program prepares high-achieving undergraduate students for graduate/doctoral studies with hands-on research, academic services, and scholarly activities. See the McNair web site for eligibility criteria.

The **Renee Crown Honor’s Program**’s mission is to promote the development of students as scholars and professionals who will carry forward the principles of innovation and imagination. Students may apply as entering freshman or in January or May following the freshman year. Honor’s students complete an honor’s thesis. For more information about the thesis requirement, see Honors Thesis – Public Health Majors.

Study Abroad
Many options exist for public health students who wish to study abroad. For students who wish to spend a semester abroad, Syracuse University Abroad operates eight Study Abroad Centers where Syracuse University and other university students reside and study. In addition, Syracuse University maintains partnerships with over 60 World Partner programs. Short-term and summer programs are also available. Liberal arts courses are offered at the Syracuse University Center programs and at the World Partner Programs. For students interested in studying public health while abroad, public health core courses are available at World Partner programs in Kenya (Nairobi University or SIT Kenya), Denmark (DIS Copenhagen), Sweden (DIS Stockholm), South Africa (SIT South Africa), or Australia (University of Queensland, University of New South Wales, or University of Sidney).

To receive academic credit, students must participate in a Syracuse University or World Partners study abroad program. Students wishing to study with a non-affiliated program and receive academic credit must complete the Special Case Petitioning Process. Note: this process should be initiated 9-12 months in advance of the anticipated study abroad semester.

Timing: Public health majors may elect to study abroad during sophomore or junior year or during summer. Pre-clinical health students may elect to study abroad during summer.

Chapter 5 - Academic Policies & Procedures

Academic Rules - Syracuse University Links and List

Academic Standards

- 1.0 Academic Integrity
- 2.0 Attendance in Classes
- 2.1 Reporting Non-Attendance/No Participation or Stopped Attending
- 3.0 Academic Renewal
- 4.0 Student Academic Work
- 5.0 Research Involving Human or Animal Subject

Academic Record

- 6.0 Transcripts
- 7.0 Courses
- 8.0 Credit
- 8.1 Advanced Credit Examinations
- Table A College Board Advanced Placement Examination
- Table B CLEP Examination Credit
- Table 3 International Baccalaureate Credit
- Table D GCE-A-Level Examinations
- 8.2 Undergraduate and Graduate Coursework
- Taken E Retaken Courses and Flagging Rules
- 8.3 Transfer Credit
- 8.4 Grades
- Table F Letter Grades
- Table G Grading Symbols
- 8.5 Registration

Academic Status

- 9.0 Class Standing
- 10.0 Grade Point Average
- 11.0 Honors
- 12.0 Student Status
- 13.0 Intra-University Transfer
- Table H Intra-University Transfer Standards
- 14.0 Academic Probation
- 15.0 Leave of Absence, Withdrawal and Readmission
- Table I Academic and Financial Effects of Dropping or Withdrawing from a Course, Leave of Absence and Withdrawal from the University

Degree and Certificate Programs

- 16.0 Degrees
- Table J Degree Types
- 16.1 Undergraduate Degree and Certificate Programs
- Table K Undergraduate Degree Programs
- Table L Single Degree Programs with Dual Majors
- 16.2 Second Undergraduate Degrees
- Table M Combined Undergraduate/Graduate Degree Programs
- 16.3 Undergraduate Certificate Program
- 16.4 Degree Certification
- 16.5 Diplomas and Certificates
- 17.0 Majors
- Table N Double Majors (in a Single Degree Program)
- 18.0 Minors

Changes to the Registration
Adding, dropping, or withdrawing from a class: strict guidelines are established by the University Registrar. See the academic calendars for specific dates.

Note: Falk College of Sport and Human Dynamics Student Services division will not approve a drop or withdraw petition if that action results in a student falling below 12 academic credits for the semester.

Independent Study Courses

Independent study courses are typically restricted to unique learning opportunities not offered through other courses and must be approved by the Director of Undergraduate Studies and the Assistant Dean of Student Services. In very rare cases students can do an independent study course to substitute for a course normally offered in the core curriculum. Using an independent study course to meet a core public health requirement is an option only as a last resort after students have exhausted all other avenues to take courses during the regularly scheduled time or through transfer credit. Independent study courses are not be used to facilitate students to study abroad or to accommodate students' personal, extra-curricular or athletic obligations.

The workload required in an independent study course should be equivalent to that required in regularly offered courses. Since students taking an independent study course do not attend formal classes it is vital that the student and the instructor with whom the student is doing the independent study keep in close contact during the course of the semester.

Before the start of the independent study course the student in consultation with the instructor must complete the standard Independent Study Form which will include a detailed plan of what is to be accomplished in the independent study. Such a plan should contain a list and schedule of readings, any required tests/exams/reports, a description of how the instructor will determine the student’s understanding of assigned readings, and an evaluation plan.

Credit hour determination: Independent study courses that are primarily practice or research based (ie: research experience) use this formula to determine the # of credits to be awarded: 1 credit = 45 hours of direct research or practice contact

2 credits = 90 hours of direct research or practice contact
3 credits = 135 hours of direct research or practice contact

Public Health majors may complete no more than a combined total of 12 credits of independent study (290/490) or experiential credit (270/470) for the undergraduate degree.

Make-up Exams

Make-up exams are to be taken 9:00 am – Noon and 2:00 pm – 4:00 pm Monday thru Friday, scheduled through the course instructor. All make-up exams are at the discretion of the course faculty. Policies regarding make-up exams are described in the syllabus.

Pass-Fail Option

Public health students may elect to take a maximum of 6 credits of elective requirement as pass/fail. To elect this option, students complete a Grade Option Application form (available in Suite 344, White Hall) and submit by the grading option deadline. See the Academic Calendar for deadlines.

Registration Holds

Students with registration holds will be prevented from registering for classes. In order to register, students must obtain clearance from the holding office(s). Detailed information about holds is listed on the Syracuse University Registrar’s web site. Use the information provided in MySlice to resolve the hold.

Retaking Courses

Students may repeat a course previously taken at Syracuse University in order to fulfill degree requirements or to demonstrate improved competence. A repeated course is defined as a Syracuse University course with the same prefix and course number as the original course, or in the case of prefix or number changes within a department, the equivalent course as defined by the academic department. The original course and repeated course are retained on the academic transcript. The higher of the two grades is counted in the GPA.

Transfer Credit

For transfer credit policies, see Falk Student Services. Many courses have been pre-approved for transfer – for these courses no petition is needed. See the Transfer Evaluation System list. For courses that are not pre-approved a transfer credit petition is completed before the course is taken. Credit hours accepted in transfer are noted on the academic transcript. Grade points of transfer credit are not reflected in the Syracuse University CUM GPA. Note: Syracuse University will accept transfer credit for WRT 105 and 205 from only selected academic institutions which can be found at: WRT Course Substitutions.

Chapter 6 - Academic Advising & Forms

Advising Statement

Academic Advising is an essential component of a Syracuse University education. The University is committed to providing the individual advice and assistance that students need at every step throughout their degree programs. A successful system of academic advising is highly dependent upon a shared commitment of students, faculty, and staff to the process and the availability of timely, accurate information. Falk College requires all undergraduate students to meet with their academic advisor before they register to ensure that they are choosing courses that lead towards completion of the degree.
## Advising: Roles and Responsibilities

<table>
<thead>
<tr>
<th>Advisor Responsibilities</th>
<th>Student Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain regularly scheduled office hours for academic and career advising as needed throughout the semester</td>
<td>Know degree requirements and remain informed about changes in the curriculum</td>
</tr>
<tr>
<td>Schedule additional office hours as needed during the pre-registration periods</td>
<td>Map out a plan of action for completing degree requirements and review it with the advisor. This is important to determine what courses need to be taken in sequence, as well as which courses are only offered once every year or every other year so that opportunities to take a needed or desired course are not missed</td>
</tr>
<tr>
<td>Provide assistance to advisees in setting both short-term and long-term educational and career objectives</td>
<td>Prepare, in advance, for academic and career advising meetings. Map out courses wanted and needed to take for the degree and any minors or CASs; or to meet prerequisite course requirements for additional advanced study</td>
</tr>
<tr>
<td>Assist advisees with schedule planning and course selection on both a long-term and short-term basis</td>
<td>Make and keep advising appointments</td>
</tr>
<tr>
<td>Be informed about academic policies and procedures and changes in departmental or university curriculum requirements</td>
<td>Make advisor aware of any special needs or problems encountered at Syracuse University. The advisor can help with any problems that may hinder academic success and continued enrollment</td>
</tr>
<tr>
<td>Be knowledgeable about campus academic and career support services and refer advisees to these services as needed</td>
<td>Provide sufficient notice (ideally 14 days) when asking the advisor to provide a recommendation</td>
</tr>
<tr>
<td>Be knowledgeable about career opportunities and prospects in public health</td>
<td></td>
</tr>
<tr>
<td>Be knowledgeable about post-graduate training or education choices common to public health majors. And assist students in the exploration of graduate training or education options and pathways</td>
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</tr>
<tr>
<td>Provide letters of recommendation when asked and sufficient notice has been given. If advisors cannot provide a letter, the student is notified and an explanation provided</td>
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</tr>
<tr>
<td>Remove academic advising holds, UG Students (only): At the completion of the academic advising session for the upcoming semester: Submit the electronic S.O.Q.R.E. card OR the Study Abroad Course Advising Form</td>
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</tr>
</tbody>
</table>

## Advising Reports

All public health majors have a digital Advising Report posted in MySlice under “DegreeWorks”. This report is an advising tool to be used in collaboration with the academic advisor. Students review this report before the advising session to determine which courses have been used to satisfy all degree requirements and to develop a plan for future courses to discuss with your academic advisor.

## Health Professions Advising

The Health Professions Advisory Program (HPA) advises, counsels and provides resources for students about academic requirements and other credentials necessary for application to medical and other health-related professional schools (dental, optometry, podiatry, osteopathy and veterinary.) All pre-med students should register with the HPA program (122 Life Sciences Complex).

**HPA Contact Information**

Phone: 443-2212

Email: prehealthadvising@syr.edu

Website: Health Professions Advising Services

## Helpful Advising Links for Public Health Majors

- SU Course Catalog
- Liberal Arts Core Book

## Orange Success

Orange Success is a web-based advising tool that provides an efficient means to connect and share information with students, teaching faculty, academic advisors, and other support advisors. In addition, students can make appointments directly with their faculty and advisors via Orange Success.
Additional information and advising resources can be found on the Department of Public Health website [Forms & Information](see links for health professional advising, pre-requisites for post-graduate clinical health programs, global diversity courses and additional resources- bottom of page). Links to academic forms (declaring a minor, petition to faculty, petition for transfer credit, and other academic forms) are posed on the [Falk Students Services](web site

The student should complete the form on-line, print it, sign it, and take for additional signatures to the public health administrative assistant, Suite 344 White Hall.

Chapter 7 - Communication

**Electronic Mail (Email)**

**To Students**

The Dept. of Public Health uses email and BlackBoard to communicate with students and student groups in a timely fashion. All emails will be sent to the students’ S.U. Email address. It is the responsibility of the student to check their S.U. email in a timely fashion.

It is expected that the students will:

- Address all faculty as Dr., Professor, Mr., Ms., Mx. unless the student is given permission to address the faculty member by another name. This includes any oral or written communication.
- Speak directly with involved faculty concerning a perceived need or conflict in a timely fashion, rather than waiting until the end of the course.
- Be courteous and respectful of faculty, staff and other students.

**To Faculty**

Students are asked to understand that faculty receive large volumes of Email every day from various sources and are not available via Email at all times. Students should expect a reasonable lag in response time to their Emails.

It is expected that faculty will:

- Contribute to the creation of an atmosphere for comfortable communication with students.
- Be available during office hours, and at other times by appointment.
- Return student assignments, telephone calls and emails in a timely fashion (generally within 48 hours)
- Be courteous and respectful of students, faculty and staff.

Chapter 8 - Student Services

**Academic Support Resources**

**Falk College**

**Office of Student Services**: Academic counselors provide the following: help with time management, student concerns about grades, and study/learning approaches and strategies Falk College Student Services.

The Falk College, Office of Student Services also maintains the College’s academic probation and, with faculty agreement, sets academic monitoring policies. Students placed on **academic probation** are assigned to an academic counselor who works with them to develop and implement a plan that promotes future academic success.

**Syracuse University**

**Ann & Milton Stevenson Educational Center for Student-Athlete Development**: Provides academic support to student-athletes. The center is equipped with computer labs and tutor rooms. The center staff serves as a liaison between students coaching staff and campus faculty regarding academic performance including progress towards graduation.

**Math Clinics**: The mathematics department conducts weekly math clinics to assist students enrolled in selected math courses

**Center for Learning and Student Success**: Provides learning resources (tutors, learning guides and tips for academic success); may also offer workshops on topics such as time management, test-taking, reading and note-taking strategies

**Office of Disability Services (ODS)**: Syracuse University values diversity and seeks to promote equal access to educational opportunities for all students. Students who believe that an accommodation for a disability is needed, should contact the Office of Disability Services, located at 804 University Avenue, room 309, or call 315-443-4498 for an appointment to discuss your needs and the process for requesting accommodations. ODS is responsible for coordinating disability-related accommodations.

**Writing Center**: Provide a variety of services to support students to become effective writers.

Chapter 9 - Dean's List & Other Awards

A wide range of opportunities and awards are available to students in the David B. Falk College of Sport and Human Dynamics, providing you with the means to enhance your personal, academic, and career growth. Some of these include Dean’s List, Peer Advisor Award, University Scholar, and Remembrance Scholar.
Opportunities include:

**Dean’s List**

Students at the College are named to Dean’s list when they have achieved a minimum of a 3.4 semester grade point average and have earned at least 12 credit hours of course work. Students receive a certificate of achievement.

**Degree Honors**

Degree honor designations are noted on your academic transcript and diploma

<table>
<thead>
<tr>
<th>Degree Honors</th>
<th>GPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum laude</td>
<td>3.4</td>
</tr>
<tr>
<td>Magna cum laude</td>
<td>3.6</td>
</tr>
<tr>
<td>Summa cum laude</td>
<td>3.8</td>
</tr>
</tbody>
</table>

**Public Health Awards**

Senior student achievements are recognized at our annual Senior Year Awards Celebration. Awards include:

**Academic Excellence in Public Health**

This award is given to the graduating senior from Public Health with the highest cumulative GPA in the Public Health core courses.

**Excellence in Public Health Practice**

This award is given to a senior who demonstrates superior knowledge and skill in public health practice. May include but is not limited to: (a) Mobilization of community partnerships and action to identify and solve health problems, (b) Evaluation of individual or population based health services, (c) Informing, educating and empowering people about health, and (d) Monitoring health status to identify and solve community health problems.

**Public Health Leadership Award**

The award is given to the graduating senior who best exemplifies the qualities of a future public health leader and have applied their public health knowledge in the University and community service.

**Public Health Research Award**

This award is given to a graduating senior who has engaged in public health research

**Social Justice in Public Health**

This award is given to a graduating student whose volunteer work, research and career goals focus on the elimination of inequalities in health.

**Falk Senior Class Marshal**

Senior class marshals serve as the all-University student representatives for graduation and lead the Commencement procession onto the floor of the Dome. Additionally, marshals chair the committee that recommends Commencement speakers to the Chancellor.

They are distinguished individuals who exemplify the spirit of the senior class, embody One University, exhibit academic excellence, and have excelled during their time at Syracuse. More information on the application and nomination process is posted on the [Senior Class Marshal](#) web site.

**University Scholars**

A group of 8 to 12 academically outstanding graduating seniors are designated each year as Syracuse University Scholars. Each school and college nominates academically outstanding students according to criteria developed within that school or college. Information on the selection process, including nominating forms, guidelines for student portfolios, and criteria for evaluation of co-curricular activities, is available on the [Syracuse Scholar’s](#) web site.

**Scholarship Opportunities**

Syracuse University awards a number of merit based scholarships. A full listing of scholarship opportunities is available on the [Syracuse University financial aid](#) web site.

**Chapter 10 - Safety & Emergency Information**

The Divisions of Campus Safety and Emergency Services and Enrollment and the Student Experience provides a [download app](#) that makes storing relevant campus safety information on your cell phone easier. With a simple download, you will be able to import contact cards that contain information for the following campus resources:
• Department of Public Safety
• Safety Escorts
• Syracuse University Ambulance
• Counseling Center
• Sexual and Relationship Violence Response Team
• Title IX Office
• Student Assistance