



MASTER OF PUBLIC HEALTH

Orientation Handbook

Class of 2022

WELCOME!

Congratulations on joining the Schulich Interfaculty Program in Public Health. The Orientation Handbook is meant to serve as a survival guide for new students in the Master of Public Health Program and will contain information that will be useful throughout your studies here at Western University.

The Administrative Team is available to help answer any questions or concerns that you might have. The MPH Program Office will be open from 8:00-4:00 daily. In the event of a service disruption you will be notified as soon as possible. To help guide you to the appropriate person for a specific question please see below:

- General Inquiries – Nellie Oliveira, Program Assistant
- MPH Program Inquiries – Shazia Donachie, MPH Program Coordinator
- Practicum/Career Inquiries – Courtney Hambides, Career Development Coordinator
- All of the above and anything in-between – Diana Lee, Manager

This handbook summarizes policies and procedures concerning the Master of Public Health Program. Its purpose is to provide ready-to-use information, policies, and procedures for graduate students. Students are advised it is their responsibility to familiarize themselves of all policies, procedures, and deadlines.

Please consult the School of Graduate and Postdoctoral Studies (SGPS - <http://grad.uwo.ca>) for further information; the majority of the regulations stated or referred to in this handbook are official University policies. SGPS' website represents the official and most current regulations and will take precedence over any information presented in this handbook.

GENERAL INFORMATION

The start of the term is the beginning of September and the MPH Program will start on September 7, 2021. Students are expected to be settled and ready to begin their exciting journey into the world of public health. Late arrivals will not be permitted to join the MPH Program as key information will have been missed that is essential to your success.

International students should provide a scanned copy of their Citizenship and Immigration Student Authorization (study permit) to SGPS as soon as it is approved. If a student applies for and receives Landed Immigrant Status (Permanent Residency) at any time during their graduate studies, they must inform the MPH Program Office and provide a copy of the documentation issued. This can dramatically impact your tuition and fee rates. International students who need to apply for an extension of their study permit should do so well in advance, as the process can be lengthy.

Academic Records

Students should be aware it is their responsibility to regularly check their academic record and report any discrepancies to the MPH Program Office. Every student has access to their academic record through Student Center: (<https://student.uwo.ca/>).

Office of the Registrar

You will be able to change your student information, check your marks, order transcripts and find other useful information here. Their up-to-date system includes the Student Services site. To find out which site is used for what, see: <http://www.registrar.uwo.ca/>

Health & Safety Training

All students will be required to complete the following three online modules, which are available through OWL:

1. WHMIS
2. Worker Health and Safety Awareness Training
3. Safe Campus Community: Preventing Harassment, Violence & Domestic Violence at Western

To access the above modules log in to OWL Sakai (<https://owl.uwo.ca/portal>) then click on:

- **My Workspace**
- **Membership**
- **Joinable Sites** - use the search function on the left to find the modules above and click **Join**. Keep doing this until all three have been added. They will now show up under **My Workspace**. Complete each learning module and pass the test.

As leaders in public health we must model the way for others. Workplace health and safety is critical for any organization and Western University takes it very seriously. Once you complete the modules, please PDF each certificate and submit them to the MPH Program Office **by the last working day of September** (email to publichealth@schulich.uwo.ca). Students who fail to complete their Health & Safety Training are at risk of an academic sanction.

Academic Integrity Training Module

All graduate students are required to complete the Academic Integrity Training module. This will be available through SGPS's Graduate Student Web Services Portal the first week of September:

<https://grad.uwo.ca/student/index.cfm>

This short module is designed to provide you with the necessary knowledge and resources to abide by academic principles during your graduate career and to help combat scholastic offences. It will cover the basics of academic integrity and academic dishonesty, detail specific scholastic offences, and explain the ways that Western University detects and deals with offences. It will also present case studies for you to consider. When you are finished with the module, you will be required to complete a 10-question quiz designed to evaluate your knowledge of academic integrity. Once completed, please take a print screen and send it to publichealth@schulich.uwo.ca. Please complete the Academic Integrity Training Module **by the last working day of September**.

Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)

In preparation for your practicum placement, you will need to complete the TCPS 2 online tutorial available here: <https://tcps2core.ca/welcome>. The tutorial will need to be completed before the start of the Winter term; more details will be provided later in the Fall term.

Fees Due Date

The due date for the fall term fees is September 8, 2021. Fee payments can be paid using the following methods:

- at any Canadian financial institution or through online banking
- International payments:
https://www.registrar.uwo.ca/student_finances/fees_refunds/fee_payment_methods/international_payments.html
- by cheque or money order payable to 'The University of Western Ontario': payment can be mailed to:

Student Financial Services Office
Western Student Services Building – Room 1140
The University of Western Ontario
London, Ontario N6A 3K7

*Please ensure you include your **NAME** and **STUDENT NUMBER** on all cheques or money orders. Receipts are not issued for payments received by mail. Cheques must be received in the Registrar's office by the due date.*

Student Cards (Western ONECard)

Your Western ONECard is more than just a Photo ID Card. The Western ONECard functions as an identification card for your bus pass; is your library card; your meal plan card; and can be used for door access and vending machine purchases. It is also required to access Campus Recreation and to pick up a parking permit. This link provides instructions on how to obtain your Western ONECard:

https://www.registrar.uwo.ca/services/western_onecard_and_photo_standards.html

If you lose your Western ONECard, a replacement charge of \$32 applies.

Society of Graduate Students (SOGS)

As a graduate student, you are automatically a member of SOGS. SOGS administers items such as the health plan and also runs the Grad Club. The SOGS office is located in Middlesex College, Room 8. Please visit the following link: <http://sogs.ca/>.

Health Plan Opt-Out

If you already have health insurance from another source, you may opt-out of the SOGS health plan. Forms can be found in the SOGS office or online and must be submitted before the last business day of September. For your convenience, one form may be used in September to opt-out of the fall, winter, and summer terms. This must be accompanied by proof of insurance. See the SOGS website (under Health Plan) for more details: <https://sogs.ca/healthplan/#Opt-Out>.

Bus Pass

Your Western ONECard functions as your tap bus pass. **Your student card may not be active for up to 48 hours after you pick it up.** London Transit Commission website: <http://www.ltconline.ca/>.

Parking

The Parking Office is located in Room 4150 of the Support Services Building across Western Road. Business Hours are 8:30am to 4:00pm. Students can pre-register for a green pass online at <http://www.uwo.ca/parking/> (requires 24 hours to process) or can register at the office directly. Your Western ONECard and vehicle registration are required for parking pass pick-up. Please note that parking in the lot beside our building (Western Centre for Public Health and Family Medicine) is **NOT** available. The closest green lot is Medway

(https://www.uwo.ca/parking/find/pdf/Parking_December_2020.pdf).

COMPUTER ACCOUNTS

Your UWO account allows you to access a wide variety of services such as your email account, library services (off-campus access and renewing books), and the UWO wireless network.

Wireless Access

All students have access to Western's wireless network. For more information on the wireless network please check: <https://wts.uwo.ca/wireless/index.html>. You must have activated your Western Identity in order to access the wireless network.

PROGRAM RELATED ITEMS

Leave of Absence

A student may apply for a Leave of Absence on medical or compassionate grounds by providing justification/medical certification to the MPH Program Office. Please see Diana Lee as soon as possible so a plan can be created to ensure timely completion of the Program. This could mean reintegration with the subsequent year's cohort. This change of status request is made through the graduate student web services portal: <https://grad.uwo.ca/student/index.cfm>.

Scholastic Offences

Members of the University community accept a commitment to maintain and uphold the purposes of the University, and in particular, its standards of scholarship. It follows, therefore, that acts of a nature that prejudice the academic standards of the University are offences subject to discipline. Any form of scholastic dishonesty, including plagiarism, that undermines the evaluation process, also undermines the integrity of the University's degrees. The University will take all appropriate measure to promote academic integrity and deal appropriately with scholastic offences.

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholoff.pdf

WESTERN STUDENT EXPERIENCE

The mandate of the Student Experience portfolio is to encourage student engagement and to enhance overall student life at Western. The Student Experience umbrella encompasses Indigenous Services, Entrepreneurship Centre (Propel), Sports and Recreation, Student Development Centre, Student Success Centre, and the Wellness Education Centre, which operate together to create an environment in which students can thrive. Visit <http://studentexperience.uwo.ca/> for more information.

Student Development Centre (SDC)

The Student Development Centre (<http://www.sdc.uwo.ca/>) is home to a variety of services specially designed to meet the needs of undergraduate and graduate students on campus. SDC offers the following: Psychological Services, Learning Skill Services, Writing Support, and Accessible Education.

Academic Accommodations

If you have a disability and require any accommodations please visit Accessible Education as early as possible: http://academicsupport.uwo.ca/accessible_education/academic_accommodation.html. You are encouraged to do this as soon as possible to avoid any last minute requests for accommodations.

Student Success Centre (SSC)

In addition to the Career Development assistance that you will receive through the MPH Program, you have access to the numerous career services provided by the SSC: job postings, classes and workshops, Western's Employment Resource Centre, career and education fairs, employer information sessions, experiential learning opportunities, a resource library, individual career counselling and career assessments. Throughout the year, the MPH Career Development Coordinator will forward information on events offered by the SSC that may be of interest to you. Visit <http://www.success.uwo.ca/index.html>.

Equity and Human Rights Services (EHRS)

Equity and Human Rights Services provides information on the University's discrimination and harassment policies, employment equity and diversity, and other human rights related issues. EHRS is here to help you. EHRS is dedicated to making Western an equitable, safe, and supportive environment for all members of the University community. Their services are confidential except in specific circumstances. Visit <http://www.uwo.ca/equity/> for more information.

Centre for Teaching and Learning (CTL)

The Centre for Teaching and Learning provides programs and resources to support graduate students. Offered throughout the year, these programs address a variety of topics, including improved communication skills, developing advanced presentation skills, and preparation for both academic and non-academic careers. To learn more please visit: <https://teaching.uwo.ca/>.

Student Health Care

Student Health Care is located on the lower level of the UCC. To book an appointment visit:

https://www.uwo.ca/health/shs/shs_appointment.html. Pre-scheduled and in-person appointments are available. The Health Care Clinic will also provide COVID-19 testing for students. Residents of Ontario are provided an OHIP card for health care coverage (Ontario Health Insurance Plan). For international students, UHIP (University Health Insurance Plan) is charged as part of your tuition fees https://www.uwo.ca/international/iesc/new_students/health_care_and_wellness/university_health_insurance.html.

Campus Recreation

The student recreation centre is located on the south side of campus adjacent to the Thompson Arena. A range of facilities and fitness classes are available to students who have paid the fees (<https://www.uwo.ca/campusrec/>).

PLACES YOU MAY VISIT FREQUENTLY

UCC (University Community Centre)

- Bookstore (located in UCC Room 7) <http://www.bookstore.uwo.ca>
- Services in UCC <https://westernusc.ca/your-services/>

Grad Club

The Grad Club, a wholly-owned subsidiary of the Society of Graduate Students, is a not-for-profit organization whose goal is to promote the interests of graduate students. A vibrant pub and restaurant exclusive to graduate students and faculty members, the Grad Club is the perfect place to meet new people and connect with friends and colleagues. Located on the lower level of Middlesex College: <https://gradclub.sogs.ca/>.

Western Libraries

See <http://www.lib.uwo.ca> for locations and hours. Access is also available to the library catalogue, electronic resources, and e-journals (requires login if off-campus).

City of London

See <http://www.london.ca/> to locate a variety of information on services, parks, etc. offered by the City. There is also a map available through this website to help you get around London.

London Transit

See <http://www.ltconline.ca> to locate information on London's transit services, including bus schedules, online route planning, and bus route maps.