Student Handbook

Master of Science in Global Health, 2015-2016

If you want to walk fast, walk alone.
If you want to walk far, walk together.

- African proverb -

Master of Science in Global Health
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ABOUT THE ECK INSTITUTE FOR GLOBAL HEALTH

The University of Notre Dame's Eck Institute for Global Health is a university-wide enterprise that recognizes health as a fundamental human right and endeavors to promote research, training, and service to advance health standards for all people, especially people in low- and middle-income countries, who are disproportionately impacted by preventable diseases.

The Eck Institute for Global Health was established in 2010 and is funded through a generous endowment from the Frank Eck, Sr. Family. The Institute brings together a diverse group of faculty, staff, and students from several different Colleges and Departments whose research and teaching address questions that are relevant to addressing health disparities. Notre Dame has a long tradition of excellence in research and training in the area of tropical infectious diseases and the biology of their arthropod vectors. The Eck Institute for Global Health seeks to build on the University’s strengths in infectious diseases research and training to foster the interdisciplinary research and training that is demanded to holistically address health disparities around the world.

The Institute provides a central home for organizing and coordinating global health activities across the University of Notre Dame. It encourages partnerships and interdisciplinary research to address health problems endemic to the global poor. Training the next generation of global health researchers and leaders is undertaken at the undergraduate, graduate, and postdoctoral level, including a Master of Science in Global Health program.

For more specific information on research activities please see information on the interests of each of the Institute’s faculty members (http://globalhealth.nd.edu/research-members/members/).

The many exceptional intellectual and academic resources on the Notre Dame campus position the Eck Institute for Global Health to make significant contributions towards the goal that all people enjoy the highest attainable standard of health.

MASTER OF SCIENCE IN GLOBAL HEALTH

The Master of Science in Global Health program provides an engaging science-centric training in the context of global health. The program is a one-year, intensive training that includes two semesters of coursework and one (summer) semester of a field practicum, the Capstone Project. The coursework focuses on providing students with a working knowledge of the global health challenges facing our world and the skills to participate in research that addresses those challenges. The program allows students to make connections between classroom training in global health topics and the real health needs of resource-poor populations around the world through hands-on experience. Science is understood in the context of its promise to improve the health of those people who are disproportionately affected by preventable diseases.

The MS in Global Health program is supported by staff and faculty with expertise and research in a variety of fields that represent the interdisciplinary nature of global health. Further, faculty have research partnerships throughout the world that provide international field work opportunities for students’ Capstone Projects.

The MS in Global Health program and curriculum is in alignment with the global health competencies outlined by the Association of Schools & Programs of Public Health (Appendix A).
Degree Objectives

1. Enable students to understand the extent and force of poverty, injustice, and the burden of disease.
2. Develop students’ understanding of the central importance of equitable partnerships, and the concepts of accompaniment and compassion.
3. Develop students’ capability to create and implement science and evidence-based solutions to complex global health challenges in resource-limited settings.
4. Prepare students to enter a variety of professions within the field of global health upon graduation. Students planning to continue their studies will find that this program broadens their perspective and gives them practical global health skills that will complement their continued learning. Students who plan to work in global health after graduation will have a core set of skills to bring to positions, both domestic and abroad.

Program Expectations

All students in the MS in Global Health program must:

- Assume primary responsibility for the successful completion of the degree in the one-year time frame.
- Professionally and respectfully interact with other students, faculty, staff and University partners. This extends to all forms of communication (e.g., email, telephone, Skype, etc.).
- Be responsible for knowledge of and compliance with the policies and requirements of the Master of Science in Global Health Program, Graduate School, and the University.
- Maintain a ND Gmail account and use it for university communications. This includes the use of Google Calendar for scheduling meetings and events.
- Uphold a high standard of academic integrity and maintain ethical standards in all aspects of student’s work.
- Complete all readings and assignments according to deadlines sent out by professors.
- Attend all classes unless previously approved by the professor and program advisor.
- Appropriately use technology in the classroom.
- Communicate regularly with program advisors, especially in matters related to research, curriculum, and progress within the degree program.
- Create an atmosphere of respect, collegiality, and collaboration within the cohort.
- Engage and actively participation in all courses, which includes listening respectfully to diverse opinions and experiences.
CURRICULAR REQUIREMENTS

Degree Eligibility
All students must satisfy the following to be eligible for the MS in Global Health degree:

1. The completion of 32 credits of coursework (as outlined in the degree requirements below).
2. A grade of “pass” on the Capstone Project (paper and oral presentation).
3. Minimum cumulative grade point average of 3.0 on the University's 4.0 scale (letter grade “B” average).

Total credits required for degree = 32 credits
   Required classes = 23 credits
   Elective classes = 9 credits

Only 6 credits of 40000 level courses may count towards the required 32 credits. All other credits must be graduate level courses (60000 and above).

Required Courses

**FALL SEMESTER** (required credits = 11)

- Global Health Challenges
  GH 60591-01 – 2 credits
  Professor Katherine Taylor

- Topics in Global Health: Modern Infectious Disease Epidemiology
  BIOS 60590-01 – 3 credits
  Professor Edwin Michael

- Quantitative Research Methods in Global Health I
  GH 60610-01 – 3 credits
  Professor Roya Ghiasseden

- Qualitative Research Methods in Global Health
  GH 60611-01 – 1 credit
  Professor Naomi Penney

- Global Health Project Management
  GH 60592-01 – 1 credit
  Professor Shannon Senefeld

**SPRING SEMESTER** (required credits = 8)

- Quantitative Research Methods in Global Health II
  GH 60610-02 – 2 credits
  Professor Roya Ghiasseden

- Bioethics
  GH 60545 – 2 credits
  TBD

- Global Health Colloquium
  GH 60601 – 1 credit
  Professor Katherine Taylor

- Capstone Research
  GH 68551-01 – 2 credits
  Professor Lacey Ahern

- Leadership Seminar
  GH (TBD) - 1 credit
  Professor Heidi Beidinger

**SUMMER SEMESTER** (required credits = 5)

- Capstone Seminar
  GH 68550-01 – 1 credit
  Professor Lacey Ahern

- Capstone Field Research
  GH 68552-01 – 5 Credits
  Professor Lacey Ahern
Elective Courses

This list contains recommended electives (for both spring and fall) but is not exhaustive. Students may search across the university for other appropriate electives they want to take (this requires approval from the program). Please visit Class Search on insideND for the most updated information.

**FALL SEMESTER**

- Medical Microbiology
  GH 60455-01– 3 Credits
  Professor Shaun Lee

- Using Social Marketing to Influence Health-related Behaviors and Policies
  GH 60593-01– 1 Credit
  Professor Karen Gutierrez

- International Development in Practice: What Works in Development
  GH 60595-01– 3 Credits
  Professor Stephen Reifenberg

- Improving Maternal and Child Health Services: Maternal and Infant Matrix Storyboard Methodology
  GH 60594-03– 1 Credit
  Professor Brian McCarthy

- The Culture of Medicine
  GH 63307 - 3 credits
  Professor Vania Smith

- Water, Disease and Global Health
  BIOS 60610-01– 3 Credits
  Professor Joshua Shrout and Professor David Severson

- Topics in Parasitology & Vector Biology
  BIOS 60579-01 – 1-3 Credits
  Professor Frank Collins and Professor Gregory Madey

- Topics in Genetics and Molecular Biology
  BIOS 60577 – 1-3 Credits
  (various sections/professors)

- Topics in Infectious Diseases
  BIOS 60569 - 02 - 1-4 Credits
  Professors Elizabeth Archie and Alex Perkins

- Global Health Colloquium
  BIOS 60601-01 - 1 Credit
  Professors Patricia Champion and Miguel Morales

- Medical Molecular Parasitology
  BIOS 40420-01 1– 3 Credits
  Professor Miguel Morales

- GLOBES Module
  BIOS 60521– 1 credit

**SPRING SEMESTER**

- Advanced Qualitative Methods
  GH (TBD)
  Professor Naomi Penney

- Arthropods and Human Disease
  GH 60408-01– 3 Credits
  Professor Frank Collins and Professor Nicole Achee

- Topics in Parasitology and Vector Biology: Medical and Veterinary Parasitology
  BIOS 60579– 3 Credits
  Professor Jennifer Robichaud

- Global Health, Mobile Phones, and Appropriate Technologies
  TBD

- Topics in Rare and Neglected Disease
  BIOS 60565-01– 3 Credits
  Professor Kasturi Haldar

- Agriculture, Food Security, Nutrition, and Resilience
  GH (TBD) – 1 Credit
  Professor David Leege
Topics in Infectious Diseases
BIOS 60569–1-3 Credits
(various sections/professors)

Immunobiology of Infectious Diseases
BIOS 60530–3 Credits
Professor Jeffrey Schorey and Professor Mary Ann McDowell

Anthropology of Reproduction
ANTH 45826–3 Credits
Professor Vania Smith

Anthropology of Poverty
ANTH 45875–3 Credits
Professor Rahul Oka

**For the most updated version of the MS in Global Health course offerings, please visit Class Search on insideND.

Course Approvals

All special requests for courses in other departments must go through the Global Health Training Coordinator (ghms@nd.edu, 574-631-5617).

Students may be allowed to take other ND courses that are not on the approved list if the program determines it fulfills the appropriate global health competencies. To request permission to take courses outside of the program, the student must share the syllabus and a justification for taking this course with his/her Program Advisor. Approval will be determined on a case-by-case basis.

Graduate students may take up to 15 credits per semester. To request permission to take more than 15 credits, the student should email the Program Advisor with an explanation of the class schedule that he/she would like to have, as well as the reason for requesting additional credits. Approval will be determined on a case-by-case basis.

All course changes that take place during the semester must first be approved by the students Program Advisor. Upon receiving approval for the change, students should go to the e-forms system through insideND and create and submit a form to request the change. Any questions on this process can be directed to the Global Health Training Coordinator (ghms@nd.edu, 574-631-5617).
CAPSTONE PROJECT

Introduction to the Capstone Project

The Capstone Project is a unique and exciting core component of the MS in Global Health curriculum. It enables students to make connections between classroom learning and real health needs of people in resource-poor settings around the world through a six to eight week field experience that is part of their research. Working with Notre Dame faculty and their international partners, students have the opportunity to design and implement a research project with the potential for real world impact.

All MS in Global Health students are required to successfully submit and present a Capstone Project in order to fulfill the requirements of the MS in Global Health degree. This project is a rigorous academic requirement and is the culmination of learning in which the student applies knowledge and skills acquired during the two semesters in the classroom to the study of a global health problem. The student will submit a scholarly report based on this project and present an oral defense to a faculty committee.

The Capstone Project consists of original research or literature-based research conducted by the student under the mentorship of an ND faculty member, referred to here as the “Faculty Supervisor”. This may involve data collection, use of secondary data, or reviewing literature related to a global health problem.

For a Capstone Project, students are guided by a Faculty Supervisor to:
- select an appropriate Capstone Committee
- review the literature on a selected topic
- frame a research question
- develop and apply a methodology
- analyze the information
- report the results
- discuss the findings in relation to the research questions and within a broad global health context
- prepare a scholarly paper (according to specified format)
- present the material in a formal setting (capstone defense)

Students must develop and demonstrate a deep and broad knowledge of their topic, as well as a solid understanding of how their research fits into the overall goal of improving global health. In addition to the competencies developed in the classroom, the Capstone Project helps students connect these to practical skills they will need for future work in global health.

An overview of the entire Capstone Project Process is given below. More detailed information will be covered in the Capstone classes.

Capstone Project Process

Selection

Students meet with the program early in the semester (beginning at orientation) to begin discussing interest areas. Students will be given a list of possible project areas from which they will select a few of interest. They will have 3 weeks to explore project ideas with the Faculty Supervisors. They will then submit a ranking of choices to the program. The program is responsible for assigning the final placement of students with a Faculty Supervisor by October 9. The student and Faculty Supervisor will continue to refine the specific research project. Once a Faculty Supervisor is identified and agrees to accept the
student, it is the student’s responsibility to set up meetings and establish a project timeline with their Faculty Supervisor. It is expected that the student will work closely with the Faculty Supervisor throughout the research process and in the submission of their final Capstone Project paper. There are a set of forms that must be signed by the student and their Faculty Supervisor throughout the year (located in the Capstone Manual). It is the student’s responsibility to have these forms filled out by their supervisor and submitted to the program on time.

**Implementation**

The Capstone Project is accompanied by 8 course credits throughout the year. The purpose of the Capstone classes is twofold: 1) prepare and support the implementation of the Capstone Project, and 2) prepare students for the final requirements of the Capstone Project – the written paper and oral defense. Class assignments timelines and deliverables for each semester are consistent with students' completing their projects in a timely and successful manner.

**Fall:** Students enroll in a 1-credit Capstone Seminar class in the Fall Semester that will lay the foundation for the MS in Global Health Capstone Project and support students as they develop a research project in consultation with a Faculty Supervisor. The class will focus on strengthening writing skills, proposal development, and introducing the many considerations and logistics of conducting research in global health. Students begin to work on their capstone project – largely background research and possibly some lab and/or data work - in the first semester. Students will form their Capstone Committee (details covered in Capstone class) and submit a formal proposal to the Capstone Committee at the end of the semester.

**Spring:** Students enroll in a 2-credit Capstone Research class that meets periodically throughout the semester to continue supporting logistics of the Capstone Project and in preparation for the field experience. Students are expected to work on their research primarily with their Faculty Supervisor and Capstone Committee. Much of the writing and research is done during this semester, before students go to the field. Students will work according to the expected deliverables assigned in this class and in coordination with the Faculty Supervisor. In addition to writing the introduction and methods sections of their paper, students will be responsible for submitting a budget for a travel award, obtaining IRB approval, and completing other travel safety and health requirements (covered in detail during Capstone class). The final grade for this class is determined seventy-five percent from Faculty Supervisor and twenty-five percent on the requirements of the class itself.

**Summer:** Students enroll in a 5-credit Capstone Field Research class and spend 6-8 weeks in May and June in a resource-poor setting conducting their Capstone research. Students communicate with both their program advisor and the Faculty Supervisor to ensure their research is progressing appropriately in the given timeframe. Weekly journal reflections are a required part of this class. There will be a minimum of four class sessions held in July upon the students return from the field. The final grade for the class (5 credits in the summer) will be determined seventy-five percent on the above score and twenty-five percent on requirements of the class itself (determined by the program) following fieldwork.

**Submission**

All students are required to submit a written paper and give an oral defense of their Capstone Project to the MS in Global Health Program and to their Capstone Committee. Each student will convene a Capstone Committee comprised of 3 to 4 individuals, two of whom must be Notre Dame faculty. The program must approve this committee before the end of the Fall Semester. The committee’s early
involvement will allow for greater feedback and involvement from the committee members in the development of the student’s project.

The final paper will be assessed on its merit as a scientific paper. The Capstone paper must have the following sections:

I. Title page
II. Abstract
III. Introduction
IV. Methods
V. Results
VI. Discussion and Conclusion
VII. References

All papers must follow APA 6th edition style. Format and style expectations will be covered in detail in the Capstone classes. Resources include: https://owl.english.purdue.edu/owl/resource/560/01/ and http://www.apastyle.org/

It is possible for a student to submit a paper in another format or style if the project calls for it, but this must first be approved by the Director of Global Health Training.

The Capstone Project paper must be submitted to the defense committee 5 working days prior to the student’s scheduled oral defense. The Faculty Supervisor must approve the Capstone Project paper before it is shared with the rest of the Capstone Committee.

**Defense**

A program representative will serve as chair for each defense, ensuring that the defenses run smoothly and consistently. All scoring members must be present in person or via webconference/phone. Each student will be allotted 30 minutes for his/her oral presentation followed by a 30 minute question and answer period. The student will then be asked to leave the room for deliberation by the committee. The committee will assign a score, give feedback, request any necessary revisions, and offer professional guidance to the student. The committee will deliberate on the student’s written and oral performance according to the given rubric. This is explained further in the Capstone Manual which is part of the course material for the Capstone courses. The final score will be a total of 150 points (100 for the paper and 50 for the presentation). The scoring from each committee member for the written portion is submitted to the chair before the defense. Criteria will be discussed and the presentation will be scored. The chair will calculate the final score for the student.

**Revisions**

If a student passes, but needs to make written revisions, they must do so in the given time agreed upon after the defense and send the revised paper to the entire Committee. The Supervisor will inform the program as to whether the new submission meets the required revisions. If there is a need for revisions to the presentation, another defense date will be scheduled as soon as possible.

If a student receives a grade of ‘fail’, written revisions and presentation revisions will be required. These must be completed in the required time and sent to the entire Committee. The paper will be rescored but the grade will be capped at 80%. If this is achieved, the student will pass the defense and it is likely they will graduate on time. If the Committee determines that significant revisions are necessary and the
student cannot complete them in one week, the student will take an ‘Incomplete’ for the Capstone Field Research Class and must enroll in the Fall semester to complete their project.

The timeline and details of revisions will be discussed with each individual at the end of their defense.

**Capstone Timeline**

**Important dates for MSGH Capstone Project (2015/16)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August/September 2015</td>
<td>Meet with Program Advisor to discuss possibilities for Capstone Project. Student pursues recommendations for a faculty supervisor and possible project</td>
</tr>
<tr>
<td>October 9, 2015</td>
<td>Turn in ‘Form I’ confirming Capstone Project topic and Faculty Supervisor</td>
</tr>
<tr>
<td>November 6, 2015</td>
<td>Submit ‘Form II: Committee selection form’</td>
</tr>
<tr>
<td>November 13, 2015</td>
<td>Literature Review due*</td>
</tr>
<tr>
<td>December 4, 2015</td>
<td>Capstone Project proposal due*</td>
</tr>
<tr>
<td>Before Dec 18, 2015</td>
<td>Present the proposal to entire committee. Faculty Supervisor will submit ‘Form III – Project clearance form’</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Continue review of the literature and update the literature review accordingly, revise project proposal with feedback from the committee</td>
</tr>
<tr>
<td>January 22, 2016</td>
<td>Final proposal due (Research question should be fully formed at this point)</td>
</tr>
<tr>
<td>February 5, 2016</td>
<td>Introduction due*</td>
</tr>
<tr>
<td>February 24, 2016</td>
<td>Methods due*</td>
</tr>
<tr>
<td>March 4, 2016</td>
<td>Deadline for submitting research to the IRB Turn in ‘Form IV - Progress report’</td>
</tr>
<tr>
<td>March 18, 2016</td>
<td>Capstone Project budget due <em>(also resubmit any changes to proposal as this is what will be considered final field travel award)</em></td>
</tr>
<tr>
<td>April 1, 2016</td>
<td>Deadline for travel requirements (immunizations, travel forms, plane ticket, etc.)</td>
</tr>
<tr>
<td>April 8, 2016</td>
<td>Data analysis plan due* (and revised methods?)</td>
</tr>
<tr>
<td>April 2016</td>
<td>The rest of this month will focus on any necessary IRB revisions, data analysis plan revisions and general preparation for departure</td>
</tr>
<tr>
<td>May/June 2016</td>
<td>Head to the field at the beginning of the May Return by June 27</td>
</tr>
<tr>
<td>July 2016</td>
<td>Return from the field, finish analyzing data/writing up project, defend, and graduate! ‘Form V – Final sign off’ is due upon submission of the paper. Class meetings (June 28, 30 and July 5, and 7) Each student is required to give a public presentation on his/her capstone project at the MS in Global Health Capstone Forum on July 29 Graduation is July 30th</td>
</tr>
</tbody>
</table>

* Students will work both with their Capstone Instructor and Faculty Supervisor throughout the year. *These sections of the Capstone Paper must be submitted to both the Faculty Supervisor and the Program Advisor.*

Minor changes to this timeline may occur. Any changes will be discussed in the Capstone class.
Required forms:

- Form I: Faculty Supervisor commitment form, project title (Due October 9)
- Form II: Capstone Committee commitment form (Due Nov. 6th)
- Form III: Project clearance form (Due Dec. 18)
- Form IV: Progress report (Due March 4)
- Form V: Final sign off form from Supervisor (Due upon submission of final paper)

Capstone Field Work

Travel Awards

The Master of Science in Global Health program will help facilitate the research and field components of the Capstone Project by providing a Travel Award. To apply for these funds, a student must develop a comprehensive proposal and budget for approval by the program. Once the budget has been approved and the travel award has been made, students are not eligible for further funding.

As part of the travel award, students are required to meet the following guidelines:

- Tickets must be purchased through Anthony Travel by the required deadline
- Complete all required immunizations by the required deadline
- Complete all of the required paperwork (to be discussed further in Capstone Research class)
- Submit a weekly journal with photos to the Program Advisor and Faculty Supervisor while in the field

Travel procedures and information

Careful planning for the logistics of the trip abroad – both project plans as well as personal plans – will help ensure the success of the field experience. Travel logistics, including travel arrangements, housing, finances, communication and language, health and safety, and even packing are important to plan for early. Below is an outline of logistical considerations to serve as recommendations based on experiences of students who have done a variety of projects around the globe.¹ Logistical considerations vary according to project type and location, so please use these recommendations with each specific situation in mind.

Passports and Visas

Please apply for a passport as early as possible. The U.S. State Department (http://travel.state.gov/passport/passport_1738.html) has information on costs, processing timelines, filing requirements, and FAQs for U.S. passports. U.S. passports can be conveniently acquired at the U.S. Post Office on campus.

It is the responsibility of the student to be aware of visa entry and exit requirements for the country of travel. Determine what requirements are needed as soon as a field site has been selected as these documents can take weeks or even months to secure. Visit this website to determine visa requirements

¹ Adapted from ‘Student Handbook for Global Engagement’, University of Michigan Center for Global Health.
and contact the in-country partner to see if additional permits or documentation are needed during the field research.

http://www.travel.state.gov/visa/

Country specific information is available for every country in the world. These pages include information not only about visa requirements, but also on locations of the U.S. embassy or consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties.

Another useful resource for foreign embassies in the U.S. is: http://www.embassy.org/embassies/ Citizens of nations other than the U.S. should contact the embassy of the host country to learn the proper protocol necessary to obtain a visa.

**Plane Tickets**

All Capstone Project related travel must be arranged through Anthony Travel, the University-approved travel agency. Anthony Travel provides additional services that are helpful with international travel including helping rebook flights if a connection is missed or a flight is canceled.

Unless otherwise noted, the Travel Award will cover the cost of a round-trip ticket from the initial city/airport of departure, to the site placement, and back to original point of departure. Fees, transportation, and hotel as a result of flight changes or missing connections; baggage fees; difference in airfare resulting in non-round trip travel; local/within site country travel; and extraneous travel are the expense of the students.

It is important to discuss and confirm dates and travel plans with the Capstone Supervisor and field site supervisor. The student is responsible for ensuring that travel arrangements are confirmed before April 1, 2016. Any delays in its submission due to planning of extra travel may be expensed to the student.

**Travel Safety Information**

The US Department of State (http://www.state.gov/r/pa/ei/bgn/) provides background notes on all countries through the link listed above. Please visit the Department of State site to access country specific information including facts about the land, people, history, government, political conditions, economy, and foreign relations of independent states, some dependencies, and areas of special sovereignty. Free email updates for the country at the above noted link are available.

The State Department’s Office of American Citizens Services and Crisis Management (ACS) administers the Consular Information Program, which informs the public of conditions abroad that may affect their safety and security. Please visit http://travel.state.gov/travel/travel_1744.html for country specific information. Travel Alerts and Travel Warnings are vital parts of this program. Their main page contains a great deal of information that might be helpful.

Always use best judgment regarding safety. Discuss safety with the in-country partners and hosts to be aware of any general safety concerns. Also be sure to register with the nearest U.S. Embassy office in the host country. By doing so, each student is on a list of people the Embassy contacts if there are anticipated challenges.
**Communications**

Students may wish to purchase a phone locally to maintain communication with the in-country partners as well as stay connected back at home. This is often a low cost investment. Discuss with the hosts to determine if this is necessary.

**Health Information**

As part of travel orientation, University Health Services will be providing an overview on health concerns and preventive measures that should be taken while traveling abroad. Additionally, each student will meet individually with the Travel Nurse to review personal immunization history and the necessary immunizations for the destination country. Any vaccinations needed for international travel can be obtained through University Health Services.

In addition, please visit the Centers for Disease Control and Prevention travel website for health information on the visiting country: [http://wwwn.cdc.gov/travel/](http://wwwn.cdc.gov/travel/). CDC Travelers’ Health offers information to assist travelers and their health-care providers in deciding the vaccines, medications, and other measures necessary to prevent illness and injury during international travel.

**Travel Health Insurance and Evacuation Insurance**

All students are required to have international health and emergency evacuation insurance during their field experience. Students must acquire international insurance coverage through the University of Notre Dame’s recommended HTH Worldwide Insurance carrier. Medical evacuation insurance is included in this coverage. Students will work with the Global Health Training Coordinator to set this up in March.

**Additional information will be discussed during class meetings in the Capstone Seminar and Capstone Research classes.**
ACADEMIC POLICIES

Academic Code of the Graduate School

Please read the Academic Code of the Graduate School. This can be found at: https://graduateschool.nd.edu/assets/72055/academic_code_for_current_students.pdf

The MS in Global Health Program adheres to these guidelines, with the exception of a few differing policies that are outlined below. Due to the short and intense nature of our program, certain policies may be less lenient than Graduate School policies.

A. Degree Eligibility. Failure to complete all requirements for the master’s degree within three years results in forfeiture of degree eligibility.

B. Admission to Candidacy. Students formally apply for admission to candidacy for the MS in Global Health degree by submitting an application to the Graduate School office. Admission to candidacy is a prerequisite to receiving any graduate degree at the University of Notre Dame. Forms will be provided to MS in Global Health students during the summer semester, and the deadline for submission of forms will be published in the Graduate School Calendar.

C. Enrollment. We expect students in our program to be enrolled full-time for two regular (Fall and Spring) and one Summer semesters. There is no provision for non-consecutive study towards the MS other than through a leave of absence.

D. Maximum Course Load. During each semester of the academic year, a graduate student should not register for more than 15 credit hours (this includes both graduate level courses, i.e., the 60000 through 90000-level courses and undergraduate level classes). In the summer session, a graduate student should not register for more than 10 credit hours. Any exceptions to this rule must be approved by an Academic Program Advisor.

E. Grades. MS in Global Health students must maintain a 3.0 or “B” average on the University of Notre Dame’s 4.0 grading scale. Students whose GPA falls below 3.0 in any semester will be placed on academic probation.

The Grade Point Average (GPA) weights grades for graduate students as follows:

- A 4
- A- 3.667
- B+ 3.333
- B 3
- B- 2.667
- C+ 2.333
- C 2
- F 0
- I “Incomplete” – counts as 0 pending removal of the incomplete grade
- NR No grade reported
- S No points – this is a “Satisfactory” grade
- U No points – this is an “Unsatisfactory” grade
- V No points – this indicates “Audit” status
- W No points – the student withdrew from the course

Note that the grade of “I” should be requested only in extraordinary circumstances; it is not an advisable option for MS in Global Health students given the short and intensive nature of the program.
Academic Good Standing
Continuation in a graduate degree program at Notre Dame, admission to degree candidacy, and graduation require the maintenance of at least a 3.0 (B) cumulative Grade Point Average. A student may be dismissed from the MS in Global Health program or the Graduate School of the University of Notre Dame if in any one semester the GPA is below 2.5 or if the GPA is below 3.0 for two consecutive semesters. An adequate GPA is only one of the factors taken into consideration in determining a student’s continued participation in the program. Each graduate student’s overall performance is also evaluated on the basis of regular participation in classes and program activities and progress toward meeting degree requirements. If student performance in any of these categories is deemed unsatisfactory by the Director of Global Health Training, in consultation with relevant faculty and the Dean of the Graduate School, the Program reserves the option of dismissing a student from the graduate program. A student at risk of dismissal will receive a warning letter and, depending on the situation, may be asked to submit a written plan of response. The student then has the remainder of the current semester to demonstrate satisfactory performance. A second letter would be a letter of dismissal.

Academic Integrity

Integrity in scholarship and research is an essential characteristic of academic life and social structure in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge taints intellectual effort and undermines confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors (see section 5.8 of Graduate School Academic Code).

MS in Global Health Program Grievance and Appeal Procedure

Violation of academic integrity
Any person who has reason to believe that a violation of this policy has occurred shall discuss it on a confidential basis with the Director of Global Health Training. If a perceived conflict of interest exists between the Director of Global Health Training and the accused, the Dean of the Graduate School shall be notified of the charge.

Process: The Director of Global Health Training (or his/her designee) shall evaluate the allegation within 10 working days. If it is determined that there is no substantial basis for the charge, then the matter may be dismissed with the fact of the dismissal being made known to the complainant and to the accused if he or she is aware of the accusation. A written summary of charges, findings, and actions shall be forwarded to the Dean of the Graduate School as a matter of documentation. Otherwise, the Director of Global Health Training will select an impartial panel consisting of three members, one of whom may be a graduate student, to investigate the matter. The Director of Global Health Training will inform the accused of the charges. The panel will determine whether to proceed directly to a hearing, to further investigate the case, or to dismiss the charges.

Hearings: If the panel decides to proceed directly to a hearing, the hearing will be held within 10 working days of the original notification. If the panel decides that further investigation is necessary, it shall immediately notify the Director of Global Health Training. If it decides that a hearing is not warranted, all information gathered for this investigation will be destroyed. The utmost care will be taken to minimize any negative consequence to the accused.
The accused must be given the opportunity to respond to any and all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a final judgment, recommend appropriate disciplinary action, and report to the Director of Global Health Training in writing. The report will include all pertinent documentation and will be presented within 30 working days after meeting with the accused. Copies of the report will be made available to the accused, the Director of Global Health Training, and the Dean of the Graduate School.

If a violation is judged to have occurred, this may be grounds for dismissal from the University or other measures short of dismissal, such as withdrawal of funding and/or restrictions on Capstone Project activities; research/scholarship violations will be reported to the sponsor the research effort, if appropriate.

If a satisfactory resolution cannot be reached at the departmental level, the complaint may be brought to the Graduate School according to the procedure outlined here: http://graduateschool.nd.edu/assets/9047/info_appeal_procedure.pdf

Other grievances

The student must first attempt resolution within the Program through the following procedure: If a student wishes to file a complaint, she/he should submit a letter outlining the nature of the grievance with relevant details to the Director of Global Health Training. If the student’s grievance concerns the Director of Global Health Training, the student may direct the letter to the Dean of the Graduate School.

Note: Grade disputes are not formally appealable through the grievance process. If a student believes that a grade was calculated incorrectly, he or she may discuss the matter with the professor of the course.

Academic Freedom, Respect and Tolerance

The Eck Institute for Global Health and the University of Notre Dame are committed to the free expression and interchange of ideas. Such freedom can only flourish in atmosphere in which respect for persons of all racial, ethnic, religious, gender, sexual, national, and political backgrounds is guaranteed. As such, the Institute assumes an attitude of tolerance toward all persons and viewpoints in the MS in Global Health program, and expects civility in all circumstances on the part of students, faculty, staff, and fellows. The Institute abides by University policies prohibiting sexual and discriminatory harassment and harassment in general, on and off campus. For details on policies, please see duLac, available online at http://orlh.nd.edu/dulac/index.html.
ECK INSTITUTE FOR GLOBAL HEALTH FACULTY AND STAFF

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John Grieco, ’90, PhD, Associate Director
Lacey Ahern, ’03, MPH, Associate Director of Global Health Training
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Ashley Scott, ’13 MS, Program Director
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University of Notre Dame
120 Brownson Hall
Notre Dame, Indiana 46556
## Global Health Competencies

These are the competencies recommended for graduates of master's level programs in global health. Please note that they build upon the [MPH Core Competencies](http://www.aph.org/competency), referenced below. They reflect the goal of global health—to promote population health, safety, and well-being at local and global levels, as well as eliminate health and social disparities worldwide.

### Capacity Strengthening

1.1 Design sustainable workforce development strategies for resource-limited settings.
1.2 Identify methods for ensuring health program sustainability.
1.3 Assist host entity in assessing existing capacity.
1.4 Develop strategies that strengthen community capabilities for overcoming barriers to health and well-being.

### Collaborating & Partnering

2.1 Develop procedures for managing health partnerships.
2.2 Promote inclusion of representatives of diverse constituencies in partnerships.
2.3 Value commitment to building trust in partnerships.
2.4 Use diplomacy and conflict resolution strategies with partners.
2.5 Communicate lessons learned to community partners and global constituencies.
2.6 Exhibit interpersonal communication skills that demonstrate respect for other perspectives and cultures.

### Ethical Reasoning & Professional Practice

3.1 Apply the fundamental principles of international standards for the protection of human subjects in diverse cultural settings.
3.2 Analyze ethical and professional issues that arise in responding to public health emergencies.
3.3 Explain the mechanisms used to hold international organizations accountable for public health practice standards.
3.4 Promote integrity in professional practice.

### Health Equity & Social Justice

4.1 Apply social justice and human rights principles in public health policies and programs.
4.2 Implement strategies to engage marginalized and vulnerable populations in making decisions that affect their health and well-being.
4.3 Critique policies with respect to impact on health equity and social justice.
4.4 Analyze distribution of resources to meet the health needs of marginalized and vulnerable groups.

### Program Management

5.1 Conduct formative research.
5.2 Apply scientific evidence throughout program planning, implementation, and evaluation.
5.3 Design program work plans based on logic models.
5.4 Develop proposals to secure donor and stakeholder support.
5.5 Plan evidence-based interventions to meet internationally established health targets.
5.6 Develop monitoring and evaluation frameworks to assess programs.
5.7 Utilize project management techniques throughout program planning, implementation, and evaluation.
5.8 Develop context-specific implementation strategies for scaling up best-practice interventions.

### Socio-cultural and Political Awareness

6.1 Describe the roles and relationships of the entities influencing global health.
6.2 Analyze the impact of transnational movements on population health.
6.3 Analyze context-specific policy making processes that impact health.
6.4 Design health advocacy strategies.
6.5 Describe multi-agency policy-making in response to complex health emergencies.
6.6 Describe the interrelationship of foreign policy and health diplomacy.

### Strategic Analysis

7.1 Conduct a situation analysis across a range of cultural, economic, and health contexts.
7.2 Identify the relationships among patterns of morbidity, mortality, and disability with demographic and other factors in shaping the circumstances of the population of a specified community, country, or region.
7.3 Implement a community health needs assessment.
7.4 Conduct comparative analyses of health systems.
7.5 Explain economic analyses drawn from socio-economic and health data.
7.6 Design context-specific health interventions based upon situation analysis.
### APPENDIX B. ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May, 2015</td>
<td>Students start registering for Fall classes</td>
</tr>
<tr>
<td>Monday, Aug 17 - Monday, Aug 24, 2015</td>
<td>Orientation/‘R’ Boot Camp</td>
</tr>
<tr>
<td>Saturday, Aug 22, 2015</td>
<td>Eck Institute for Global Health Family Picnic</td>
</tr>
<tr>
<td>Tuesday, Aug 25, 2015</td>
<td>First day of classes for Fall semester</td>
</tr>
<tr>
<td>Tuesday, Sept 1, 2015</td>
<td>Last day for students to add a class</td>
</tr>
<tr>
<td>Saturday, Oct 17 - Sunday, Oct 25, 2015</td>
<td>Fall Break</td>
</tr>
<tr>
<td>Friday, Oct 30, 2015</td>
<td>Last day for students to drop a class</td>
</tr>
<tr>
<td>Wednesday, Nov 25 - Sunday, Nov 29, 2015</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>Thursday, Dec 10, 2015</td>
<td>Last day of classes for Fall semester</td>
</tr>
<tr>
<td>Friday, Dec 11 - Sunday, Dec 13, 2015</td>
<td>Reading Days</td>
</tr>
<tr>
<td>Monday, Dec 14 - Friday, Dec 18, 2015</td>
<td>Final Exam Week</td>
</tr>
<tr>
<td>Saturday, Dec 19, 2015 - Monday, Jan 11, 2016</td>
<td>Winter Break</td>
</tr>
<tr>
<td>Friday, Jan 8, 2016 (<em>tentative</em>)</td>
<td>Eck Institute Annual Retreat</td>
</tr>
<tr>
<td>Tuesday, Jan 12, 2016</td>
<td>First day of classes for Spring semester</td>
</tr>
<tr>
<td>Tuesday, Jan 19, 2016</td>
<td>Last day for students to add a class</td>
</tr>
<tr>
<td>Saturday, March 5 - Sunday, March 13, 2016</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Friday, March 18, 2016</td>
<td>Last day for students to drop a class</td>
</tr>
<tr>
<td>Friday, March 25 - Monday, March 28, 2016</td>
<td>Easter Break</td>
</tr>
<tr>
<td>Wednesday, April 27, 2016</td>
<td>Last day of classes for Spring semester</td>
</tr>
<tr>
<td>Thursday, April 28 - Sunday, May 1, 2016</td>
<td>Reading Days</td>
</tr>
<tr>
<td>Monday, May 2 - Friday, May 6, 2016</td>
<td>Final Exam Week</td>
</tr>
<tr>
<td>May – June, 2016</td>
<td>Capstone Field Experience</td>
</tr>
<tr>
<td>July, 2016</td>
<td>Capstone Defenses</td>
</tr>
<tr>
<td>Friday, July 29, 2016</td>
<td>Capstone Research Forum</td>
</tr>
<tr>
<td>Saturday, July 30, 2016</td>
<td>Graduation</td>
</tr>
</tbody>
</table>
APPENDIX C. IMPORTANT COMMENCEMENT INFORMATION AND DATES

AUGUST/SEPTEMBER 2015
We suggest that hotel/motel accommodations for family and friends attending commencement be made as soon as possible. **We know it seems early**, but there are any number of events going on in and around Notre Dame all of the time. Below are some conveniently located hotels.

Suggestions:

<table>
<thead>
<tr>
<th>Inn at St. Mary’s</th>
<th>Ivy Court Inn &amp; Suites</th>
</tr>
</thead>
<tbody>
<tr>
<td>53993 Indiana State Route 933</td>
<td>1401 Ivy Court</td>
</tr>
<tr>
<td>South Bend, IN 46637</td>
<td>South Bend, IN 46637</td>
</tr>
<tr>
<td>Reservations: 800-947-8627</td>
<td>Reservations: 574-232-7700</td>
</tr>
<tr>
<td><a href="http://www.innatsaintmarys.com">www.innatsaintmarys.com</a></td>
<td><a href="http://www.ivycourt.com">http://www.ivycourt.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hilton Garden Inn</th>
<th>Fairfield Inn &amp; Suites</th>
</tr>
</thead>
<tbody>
<tr>
<td>53995 IN-933</td>
<td>1220 East Angela Boulevard</td>
</tr>
<tr>
<td>South Bend, IN 46637</td>
<td>South Bend, IN 46617</td>
</tr>
<tr>
<td>Reservations: 574-232-7700</td>
<td>Reservations: 574-234-5510</td>
</tr>
</tbody>
</table>

**Please Note:** The Morris Inn (on the Notre Dame campus) is completely booked for the weekend of July 29-30, 2016.

FEBRUARY/MARCH
Each year the students give a presentation during the commencement ceremony. This often is a slideshow or video they create from their capstone experiences, but feel free to be creative with this. We suggest organizing early for this!

JUNE 2016
RSVPs for commencement dinner and the reception are due by June 30th.

JULY 2016
**REMEMBER** to fill out the graduation application.

**Monday, July 18 - Wednesday, July 27** – Pick up cap and gown. Please make sure that tassel is included!

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, July 29th</td>
<td>9:00 a.m.</td>
<td>Capstone Research Forum - invite family and friends to attend public presentations from the class!</td>
</tr>
<tr>
<td></td>
<td>– 5:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6:00 p.m.</td>
<td>Commencement Dinner, East Wing, South Dining Hall</td>
</tr>
<tr>
<td>Saturday, July 30th</td>
<td>9:30 a.m.</td>
<td>Commencement Ceremony, Washington Hall Auditorium</td>
</tr>
<tr>
<td></td>
<td>11:30 a.m.</td>
<td>Commencement Reception, Rotunda, Main Building (Dome)</td>
</tr>
</tbody>
</table>