**Course Related Processes and Policies**

**CONTENT SUMMARY**

* Blackboard – an optional teaching tool
* Class roster access in PeopleSoft
* Course prerequisites – determining, changing
* Course change requests – number of credits, term, day, time, location, etc.
* Course descriptions – determining, changing
* Cross listing courses
* CRN numbers assigned to each course
* Independent studies (EPIDEM 2213)
* Internship experience – MPH requirement (EPIDEM 2214)
* Lab reservations – for student classes
* Low enrollment – course cancellation
* New course proposal and approval
* Office of Measurement and Evaluation of Teaching (OMET) services
* Schedules
* Schedule proof verification – collaborating with Student Services
* Syllabi – recommended format, updating, submission
* Teaching Practicum – PhD & DrPH requirement (EPIDEM 2215)

**BLACKBOARD – an optional teaching tool**

* Contact the Center for Instructional Development and Distance Education (CIDDE) staff to learn more about Blackboard and ask questions about incorporating it in your course.
* Contact the [CIDDE staff](http://www.cidde.pitt.edu/technology/courseweb) to schedule Blackboard training.

**CLASS ROSTER ACCESS**

* Enter the University web portal at [www.my.pitt.edu](http://www.my.pitt.edu). Enter your University assigned username and password, then click **Log In**.
* Click the **Faculty Center Login** link.
* Click **Self Service.**
* Click **Faculty Center**.
* Click **Class Roster**, then view information for the selected course.

**COURSE PREREQUISITIES**

* View course prerequisites on the [GSPH](http://www.publichealth.pitt.edu/interior.php?pageID=124) website.
* Click on **Course Descriptions** in left sidebar, then click **Epid** for Epidemiology course information.
* Contact the Student Services staff with questions about changing course prerequisites.

**COURSE CHANGE REQUESTS (number of credits, term, day, time, location, etc.)**

* Contact the Student Services staff concerning changes in term, day, time, location, grading basis or student enrollment capacity.
* Requests to change course credits accompanied by a change in course content must be reviewed and approved by the Educational Policies and Curriculum Committee (EPCC), and a **Request for Approval of New Courses and Course Change Form** must be submitted. Contact the Student Services staff for instructions for assistance with downloading the form. It may be viewed on the GSPH Intranet, which is accessible by entering the University Web Portal ([www.my.pitt.edu](http://www.my.pitt.edu)), clicking the **My resources** tab, clicking the **GSPH - Intranet** link and finally, clicking the **Faculty – Staff** link.
* Requests to change course credits **not** accompanied by a change in course content may be able to be approved by the EPCC chair without submission of a formal proposal. Contact the Student Services staff for additional information.
* ***ALL significant course changes should first be communicated to Dr. Kim Sutton-Tyrrell, Vice Chair of Academics, for approval before EPCC reviews are requested.***

**COURSE DESCRIPTIONS**

* View course descriptions on the [GSPH website.](http://www.publichealth.pitt.edu/interior.php?pageID=124)
* Click on **Course Descriptions** in left sidebar, then click **Epid** for Epidemiology course information.

**CROSS LISTING COURSES**

* The same course may be cross listed in two different University schools or in two different GSPH departments to offer scheduling convenience and breadth of coursework for students in different areas.
* Course cross-listing proposals must be approved first by the Educational Policies and Curriculum Committee **(EPCC)**. Contact the Student Services Office for information concerning this process and the Request for Approval of New Courses and Course Changes Form that must be submitted. Form downloading instructions are referenced in the **Course Change Requests** section above**.**
* Schools/departmental faculty must:
* Agree on the time, day, location and grading basis for the course, although student enrollment capacities may differ in each by request.
* Finalize who will teach the course.
* Submit the appropriate PeopleSoft forms to set up the course in each area. In Epidemiology, contact the Student Services office for assistance.

**CRN/CLASS NUMBERS ASSIGNED TO EACH COURSE**

* This five-digit number for each course changes each term, and uniquely connects a course to a specific term. These numbers are available on the [GSPH course schedule](http://www.publichealth.pitt.edu/interior.php?pageID=120) and must be included on GSPH and University forms, including student Enrollment Forms each term.

**INDEPENDENT STUDIES (EPIDEM 2213)**

* All agreements between instructors and students to initiate independent studies should be documented clearly so that both parties are aware of study content and expectations.
* Independent studies may be scheduled for 1-12 credits. When choosing the number of credits for a specific study, faculty should assume that one credit is equivalent to 30-40 total hours of effort
* On average, independent studies are taken for 3 credits.
* An **Independent Study Course Form** is available, and should be used to document the independent study agreement between students and faculty instructors. Contact the Student Services staff for more information.

**INTERNSHIP EXPERIENCE – MPH REQUIREMENT (EPIDEM 2214)**

* Information about all aspects of the Department of Epidemiology internship program is included on the [departmental website](http://www.epidemiology.pitt.edu/practicum.asp).

* Doctoral program students may occasionally indicate interest in registering for an internship. This is possible, as long as they agree to comply with all program requirements.

**COMPUTER LAB RESERVATIONS (FOR STUDENT CLASSES)**

* Access [www.technology.pitt.edu](http://www.technology.pitt.edu)
* Click on the **faculty** tab
* Click on the **reserved for teaching** link in the Resources for Teaching section to process requests and learn more about computer lab locations and availability.

**LOW ENROLLMENT – COURSE CANCELLATION**

* Course instructors may choose to cancel courses if fewer than six students are enrolled. Cancellation decisions should be made about two weeks prior to the beginning of any academic term, to allow students time to enroll in other courses and process schedule adjustments.
* Instructors should contact Lori Smith, Student Services Program Administrator, at [smithl@edc.pitt.edu](mailto:smithl@edc.pitt.edu) of their desire to cancel a course. Lori will notify Kim Sutton-Tyrrell, Vice-Chair of Academics.
* Instructors should e-mail students and:
* Inform them that that the class has been cancelled due to low enrollment. Faculty may arrange independent studies with students at their discretion, although this is not required.
* Inform students when the course will be offered again.
* Request them to complete and submit [Enrollment Forms](http://www.epidemiology.pitt.edu/handbook_FAQFormsAndDocuments.asp) (signed by academic advisors) to the Student Services Office to process a course drop.

**NEW COURSE PROPOSAL AND APPROVAL**

* Contact Kim Sutton-Tyrrell, Vice-Chair of Academics ([tyrrell@edc.pitt.edu](mailto:tyrrell@edc.pitt.edu)) to discuss a new course proposal and obtain departmental approval to proceed with GSPH approval process.
* Contact Lori Smith, Student Services Program Administrator, at [smithl@edc.pitt.edu](mailto:smithl@edc.pitt.edu) to inform her of the new course proposal.
* Contact Sally Leathers (scl19@pitt.edu), administrative assistant for the Educational Policies and Curriculum Committee (EPCC), to inform the EPCC that you are requesting the committee to review your course proposal. Sally will explain procedures for downloading and submitting a course proposal form.

**OFFICE OF MEASUREMENT AND EVALUATION OF TEACHING (OMET)**

* [**OMET**](http://www.omet.pitt.edu/) coordinates teaching evaluations for the University. Courses eligible for OMET evaluations must have at least five enrolled students.
* Faculty are alerted by the department via e-mail near the beginning of each term about the available timeframe for submitting evaluation requests. This is done via the OMET website (above).
* The Department of Epidemiology Chair strongly recommends that all department instructors request OMET evaluations or conduct their own course evaluations.
* Quantitative OMET course evaluations of courses with seven or more students will be posted on the [GSPH Course Evaluation Portal](http://www.publichealth.pitt.edu/interior.php?pageID=3426). This provides students with a valuable decision making tool for use in selecting courses.

**SCHEDULES**

* GSPH schedule information is most readily accessible via the [GSPH website](http://www.publichealth.pitt.edu/interior.php?pageID=120)
* Current term schedules are displayed by department, along with one or two previous term schedules.
* Term registration deadlines are displayed along with schedule information.

**SCHEDULE PROOF VERIFICATION – COLLABORATING WITH STUDENT SERVICES**

* Twice before the beginning of an academic term, faculty will be contacted via e-mail by the Student Services Office to confirm which courses will be taught that term.
* Instructors who taught courses in the (same) previous term will receive a report from Student Services identifying course parameters (e.g. location, day offered) and will be asked for a response indicating any parameter change requests or confirmation of existing parameters.
* Faculty who wish to offer their courses in a different term should notify the Student Services Office when they receive the term confirmation e-mail.
* Course parameters will remain the same if the Student Services Office receives no response to the term confirmation e-mail or notice of any course or schedule change requests.

**SYLLABI – RECOMMENDED FORMAT, UPDATING, SUBMISSION**

* After each academic term, faculty will receive e-mail requests from the Student Services Office on behalf of Tom Songer, Student Services Director, for submission of updated course syllabi along with OMET evaluation results.
* Faculty may obtain a GSPH approved syllabus template on the GSPH Intranet. The Intranet may be accessed by entering the University Web Portal ([www.my.pitt.edu](http://www.my.pitt.edu)), clicking on the **My resources** tab, clicking **GSPH – Intranet**, then clicking the **Faculty – Staff** link.
* Syllabi and evaluations should be forwarded to the Student Services Office staff by the date specified.

**TEACHING PRACTICUM – PhD & DrPH REQUIREMENT (EPIDEM 2215)**

* Doctoral program students (DrPH & PhD) must register for EPIDEM 2215 (Teaching Practicum) and act as a teaching assistant for one academic term in an Epidemiology course or a course taught by an Epidemiology faculty member. Two credits are earned. These are **not** paid positions.
* Eligibility requirements:
  + Students must have taken and passed all three sections of the Preliminary Exam (PhD) or the Qualifying Exam (DrPH).
  + Students must have already taken the course in which they will fulfill the Teaching Practicum experience
* Some international candidates are required to take an [English Language Comprehensibility Test](http://www.pitt.edu/~graduate/itatesting.html) prior to scheduling a Teaching Practicum experience to demonstrate English proficiency. More information about the test is included in the Faculty Handbook **Student Mentoring** document (**Epidemiology Teaching Practicum Program** heading)**.** Contact the Epidemiology Student Services Program Administrator, Lori Smith, with questions.