HEALTH PROMOTION MANAGEMENT PROGRAM

STUDENT HANDBOOK
The policies and procedures contained in this handbook are subject to change without notice at the discretion of the Program Director with the approval of the Dean. Any changes made will be communicated to students in a timely manner. It is the responsibility of each student to be acquainted with all requirements, policies, and procedures for his or her degree program and to assume responsibility for meeting those requirements.

February 5, 2013

Please contact the Program Director, Academic Advisor, or Dean with questions regarding the information in this Handbook or general NMC policies and procedures.

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PURPOSE

The purpose of this handbook is to provide students with information that supplements the College policies found at http://www.methodistcollege.edu/about/policies-and-guidelines/academic-policies and other institutional policies. It is the student’s responsibility to become familiar with these documents and abide by all policies while enrolled at NMC.

MISSION STATEMENTS

As a health profession institution, NMC provides educational experiences for the development of individuals in order that they may positively influence the health and well being of the community.

The Master of Science in Health Promotion Management program educates professionals in the design, implementation and evaluation of wellness programs geared toward improved employee health, increased employee satisfaction and reduced organizational health care costs. Graduates are equipped with advanced technological, legal, financial, communication and management skills to institute and improve organizational wellness.

ACCREDITATION

NMC is fully accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, the accrediting agency for the region in which the College is situated. The College is authorized to offer programs of study leading to certificate, associate, baccalaureate and master’s degrees.

CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Program Director</td>
<td>Student Point of Contact, Coordination of faculty, students, and curriculum for the program</td>
<td>Kara Meisinger, MPH, MCHES 402-354-7237 <a href="mailto:Kara.meisinger@methodistcollege.edu">Kara.meisinger@methodistcollege.edu</a></td>
</tr>
<tr>
<td>Dean</td>
<td>Administrative oversight</td>
<td>Patricia Sullivan, PhD 402-354-7024 <a href="mailto:Pat.Sullivan@methodistcollege.edu">Pat.Sullivan@methodistcollege.edu</a></td>
</tr>
<tr>
<td>Vice President of Academic Affairs</td>
<td>Administrative oversight</td>
<td>Paul Savory, PhD 402-354-7258 <a href="mailto:Paul.savory@methodistcollege.edu">Paul.savory@methodistcollege.edu</a></td>
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Faculty in the program can be contacted through their contact information on the course syllabus.
PROGRAM OBJECTIVES

The following program goals are introduced, emphasized, and reinforced throughout the program:

- Plan health education strategies, interventions and programs
- Implement health education strategies, interventions and programs
- Administer health education strategies, interventions and programs
- Communicate and advocate for health and health education
- Identify best practices through critical analysis or research, statistical data, and literature
- Identify strategies to better understand and overcome resistance to change

LISTING OF COURSES

The listing of courses for the program is located on the NMC website:
http://www.methodistcollege.edu/academics/health-professions/health-promotion-management

ACADEMIC CALENDAR

The academic calendar for when courses will be offered and taught is located on the NMC website:
http://www.methodistcollege.edu/student-life/registrar/academic-calendar/online-academic-calendar

PROGRAM REQUIREMENTS

The Master of Science degree requires 33 credit hours of coursework. A minimum of 24 hours must be completed at NMC.

The student will work with his or her advisor in the selection of courses. Required courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HPM 508 Theories and Principles of Health Promotion – 3 cr. hours</td>
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<td>HPM 538 Critical Analysis of Research - 3 cr. hours</td>
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<td>HPM 518 Organizational Diagnosis and Needs Assessment -3 cr. hours</td>
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<td>HPM 528 Program Design and Evaluation - 3 cr. hours</td>
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<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>HPM 505 Strategic Management</td>
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<td>HPM 515 Change Management</td>
<td>3</td>
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<td>HPM 525 Human Resource Management</td>
<td>3</td>
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<td>HPM 542 Human and Financial Return on Investment</td>
<td>3</td>
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<tr>
<td>HPM 535 Ethical Leadership and Conflict Management</td>
<td>3</td>
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<tr>
<td>HPM 590 Marketing Health Promotion</td>
<td>3</td>
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<tr>
<td>HPM 591 Capstone</td>
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**CAPSTONE OVERVIEW**

The HPM Capstone provides students with the opportunity to complete one of the following projects on a health promotion topic of their choice. This project is completed in written and oral form (oral presentations may include live or video presentations or voice-over PowerPoint presentations.

- Health Promotion Program Planning
- Health Promotion Strategic Plan OR Health Promotion Culture Change Plan

**Capstone Prerequisite Policy**

If a student does not complete more than two courses throughout the program, they are not eligible to enroll in the Capstone course until the missed courses have been completed. Students may contact the Academic Advisor to apply for an exception. The Academic Advisor will confer with the Program Director and render a decision on whether or not to grant the exception.

**TEXTBOOK POLICY**

Every effort is made to keep the cost for textbook at or below 50.00 for each course through the use of customized electronic textbooks, standard e-books (Kindle, iPad) and other online resources. Instructions will be provided to guide the student in acquiring the necessary course materials. It is our intent to provide flexibility in the acquisition and use of books to best match individual student preference- i.e. Kindle, iPad, pdf file, or hard copy.

**ON-LINE TECHNOLOGY REQUIREMENTS**

The computer and technology requirements for on-line programs are available on the College Website (http://www.methodistcollege.edu/about/online-technology-requirements) and through MyMethodist (FAQs and Help tabs.)

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PROGRAM SYLLABUS POLICIES

See course syllabus for detailed policies.

ONLINE STUDENT POLICIES

Expectations of a Student: It is expected that as a student in the course, you:
• learn how to navigate the course website (MyMethodist)
• keep abreast of course announcements
• complete assignments to the best of your ability and by the due dates
• take responsibility for your learning and ask questions if something is unclear
• let the instructor know if you are having difficulties with the material
• be an active participant in the weekly discussion board or other student-faculty interaction

Faculty Communication: Communication with faculty will take place in the form of email, MyMethodist postings, phone conversations, and possibly online face-to-face interactions. Email communication is the preferred method for communication or for requesting a one-on-one conversation. If you have ongoing difficulty reaching a faculty member, please contact the Program Director.

Online Community: The program is designed to create an effective online learning environment, as well as to facilitate networking and building relationships. This is largely achieved through the discussion-board portion of the courses; therefore, success in this program requires regular participation in course discussion forums and activities. The overarching goal is to discuss the topics at hand and answer questions posed by faculty each week. These interactions are to be meaningful, professional and timely. Specific guidelines are available in each course syllabus. Please take advantage of the opportunity to share relevant experiences and learn from your classmates and faculty.

Professionalism: Students should demonstrate integrity by being open, accountable, and accessible in interactions with others by:
• Understanding the value and impact of ethical decision-making processes
• Developing self awareness of strengths and weakness
• Ensuring that decisions and actions are in compliance with ethical standards of the College and the field of practice

ACADEMIC PROGRESSION

Students enrolled in the NMC Master’s programs must maintain a cumulative GPA of 3.0 to graduate. All programs at NMC require satisfactory progression be made during the student’s academic career. Graduate students may not receive more than one grade below “B” during their time in an NMC program.

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A student receiving a course grade of “C” for the first time will receive credit for the course, but will be advised that a second grade below “B” will result in dismissal from the College. If a student receives a course grade below “C” the student will be required to re-take the course the next time it is offered; however, they will remain in the program and may continue to take additional courses. All required coursework for the Master's degree must be completed within six calendar years from the program matriculation date.

The academic advisor will make every effort to keep the student apprised of their status; however given the short turnaround between courses, formal communication regarding progression may not occur until after the start of the next course. Ultimately it is the student’s responsibility to track their academic progression. Any questions may be directed to the academic advisor.

All required coursework for the Master's degree must be completed within six calendar years from the date of program matriculation (or the first day of class.)

### RESOLUTION PROCESS

Students are encouraged to attempt to resolve issues and conflicts directly with the person(s) involved. In the event that a student issue or concern is not resolved through ordinary means of communication or conflict resolution, formal resolution processes may be used. The processes for resolving student issues and concerns is available to all students and can be found at [http://www.methodistcollege.edu/about/policies-and-guidelines/academic](http://www.methodistcollege.edu/about/policies-and-guidelines/academic) on the NMC website. The Program Director and/or Academic Advisor can assist you with the process if necessary.

### ACADEMIC RECORDS AND THE REGISTRAR’S OFFICE

- **Leave of Absence:** Students may request a Leave of Absence (LOA) from their coursework by contacting the Academic Advisor. The Advisor will facilitate necessary paperwork completion by submitting a Leave of Absence Request form to the Registrar’s Office. In order to remain in the program, students on a LOA must re-enter their program within one year of declaring LOA status. Students who do not return within one year will be administratively withdrawn and must reapply for admission to NMC.

- **Student Withdrawal:** Students may withdraw from a five-week course before the fourth day of the third week without risking the grade of “F”. Withdrawing from a course prior to the specific deadline will result in a grade of “W” on the transcript, and require the student to re-take the course next time it is offered. A “W” will also likely result in a delayed graduation date. Students may initiate the withdrawal process by contacting the Academic Advisor, who will facilitate the necessary paperwork for the student. Specific dates for withdrawal are available in the Academic Calendar. Reference the Academic Calendar at [http://www.methodistcollege.edu/student-life/registrar/academic-calendar/online-academic-calendar](http://www.methodistcollege.edu/student-life/registrar/academic-calendar/online-academic-calendar).

  Withdrawals after the deadline will result in a final course grade of “F”. Students may initiate the withdrawal process by contacting the Academic Advisor who will facilitate the necessary
paperwork for the student. **The last day of course attendance is typically identified as the last day that the student actively participated in the course.** It is very important that student communicate with the Advisor to discuss options if there is any question regarding course withdrawal to eliminate unnecessary unsatisfactory grades from the student’s records.

**Incomplete:** An “Incomplete” (“I”) is given to a student who has **completed a substantial portion of the course,** but who cannot complete all requirements of the course by the end of the term due to serious illness or other justifiable cause. An “I” is not granted to a student who has been excessively “absent” during a course or who has simply failed to complete the coursework without an exceptionally good reason. The student faced with extenuating circumstances preventing the completion of course requirements according to the established schedule must contact the course instructor and the Academic Advisor to request an “I”. The student must be passing the course at the time of the request for the “Incomplete”. The faculty member will review the situation and render the decision whether or not to approve the student request. The faculty member may consult with the Program Director or Dean of Health Professions regarding a student’s request for Incomplete. If the faculty member approves, the student and faculty will complete an Incomplete Approval Form detailing the requirements and deadlines for completion of the course. Upon approval, the faculty member will provide the student, Academic Advisor and Registrar with a copy of the Incomplete Approval Form. The responsibility for completing all coursework lies with the student. Completion of course materials should be done within one month of the last day of class if at all possible. The maximum time allowed for the clearing of a grade of “I” is one year from the START of the course.

**Transcript Request:** Transcripts are issued only when a student submits a written request in the form of a Transcript Request Form to the Registrar. This form can be found at the following link: [http://www.methodistcollege.edu/Documents/TranscriptRequestFormnewsummer09.pdf](http://www.methodistcollege.edu/Documents/TranscriptRequestFormnewsummer09.pdf). Students may print “unofficial” transcripts directly from MyMethodist at anytime.

**Address Change:** In the case of an address change, students must inform the Academic Advisor and submit a Student Change of Address Form to the Registrar’s Office.

**Viewing Course Grades:** MyMethodist is NMC’s student information system to view transcripts, grades, class schedule, account balance and other student, program and college information.

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**BUSINESS OFFICE**

Students pay tuition and fees to the Business Office during their time at NMC. Information regarding financial statements and balance due can be found online through MyMethodist.

The Business Office may work with a student and create a payment plan to assist with tuition/fees. Students who have not made subsequent payments on a payment plan or who have been more than one week late more than once during any semester are no longer eligible for this benefit. Individuals who do not communicate their plans for payment during an entire semester.

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and students who have been on unpaid balance hold more than once during their career at NMC are required to meet with the Business Office Director to develop a plan for payment prior to being eligible for student services (course registration, transcripts or diplomas).

A STOP is placed on a student account when a student does not submit payment prior to “tuition due dates”, or misses a payment plan payment (with 5 day grace period). When an account is on STOP, students are not eligible for course registration, textbooks, transcripts, or diplomas. Students who repeatedly violate Business Office policies will be referred to the Vice President of Academic Affairs for review and possible action.

**LIBRARY SERVICES**

The NMC Library provides off-campus access to online catalog and a broad range of educational resources. Students can reach the library by phone (402-354-7251) or email (library@methodistcollege.edu). Online databases can be accessed using NMC user ID and password at the following link: http://www.methodistcollege.edu/library.

**STUDENT SUPPORT SERVICES**

A complete guide to Student Support Services can be found on the NMC Website at http://www.methodistcollege.edu/student-life/services. Below is a brief summary of some services that are directly related to you and your program. It is strongly recommended that you consult the Website for additional information.

- **Academic Advising:** Following admission to the program, an academic advisor is assigned to each student. The academic advisor serves as the point of contact for students and facilitates academic planning and course registration (including course, program or college withdrawal, leave of absence).

- **Counseling:** The NMC website provides links to local and national resources related to counseling services. This information can be found at the following link: http://www.methodistcollege.edu/student-life/services/advising-and-counseling.

- **Campus Safety:** All information and policies related to Campus Safety are available on the College Website at http://www.methodistcollege.edu/about/policies-and-guidelines/campus-safety. While most of the policies are related to campus-based safety issues, there are many general health and safety tips that are applicable to any individual.

- **Campus Emergencies/Closings:** NMC utilizes a system called E2Campus to communicate campus closings/emergencies with students and employees via cell phone text messaging. Many campus closings do not impact online students; however, it is still important for everyone to be kept updated when such emergencies or campus closings occur. Emergencies can be weather related, power outages, mechanical breakdowns, health emergencies, or local/national crises.
All students with cell phone access may register for E2Campus by completing the following steps. **Please note: You must have your cell phone with you when you register.**

1. Click on the link [http://e2campus.com/my/methodistcollege/signup.htm](http://e2campus.com/my/methodistcollege/signup.htm) and fill in the information to create an account.
2. Enter your phone and carrier, fill in an opt-out date (use your expected graduation date), check the box “agree to terms” and click “Create Account.”
3. A validation code will be texted to your cell phone. Enter the 4-digit validation code into the website as requested, and submit.

Contact the NMC Help Desk if you experience any technical difficulty. NMC will run a test of the service once in the spring and fall terms.

Campus emergencies are recorded on the College Hotline at 402-354-7222, and communicated via NMC email accounts, and posted on the NMC website as long as the emergency has not impacted the internet/computers/server.

### GRADUATION

Students and guests are invited to attend the NMC graduation exercises and events upon the successful completion of College and Program requirements. NMC holds commencement ceremonies in May, August and December of each year. In addition, students are invited to attend NMC’s Morning of Celebration Breakfast, which is held at the Josie Harper Campus on the morning of their graduation. All information regarding graduation is sent to students via their methodistcollege.edu email account. Out-of-town students are encouraged to attend and celebrate with their faculty and classmates.

### ALUMNI ASSOCIATION

The Director of Alumni Services can be reached at 402-354-7256 for information about being involved with the NMC Alumni Association.

### IMPORTANT CAMPUS PHONE NUMBERS

- **Main Campus**: 800-335-5510
- **Advising Office**: 402-354-7217
- **Financial Aid**: 402-354-7227
- **Business Office**: 402-354-7105
- **Library**: 402-354-7251
- **Bookstore**: 402-354-7241
- **Registrar**: 402-354-7101

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