



**University of Massachusetts Amherst**

**School of Public Health and  
Health Sciences**

**UNDERGRADUATE HANDBOOK**

**For Students Majoring in:  
Communication Disorders  
Kinesiology  
Nutrition  
Public Health Sciences**

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## **INTRODUCTION**

**Welcome to the School of Public Health and Health Sciences!** The faculty and staff are excited that you have joined our School, and look forward to working together so you have a successful and enjoyable educational experience.

This undergraduate Handbook has been prepared to introduce prospective students to the four undergraduate degrees in the School of Public Health & Health Sciences (SPHHS) at the University of Massachusetts-Amherst campus, and to serve as an information source and guide to requirements of our curricula for incoming and current students. This issue includes the graduation requirements for the class that enters during the 2008-2009 academic year. The School offers undergraduate majors in Public Health Sciences, Nutrition, Kinesiology and Communication Disorders. The School encourages all undergraduate majors to get to know and interact with their academic advisor. Completion of requirements and preparation toward specific career tracks is best achieved when students remain well informed through discussions/meetings with their advisor and other programmatic faculty.

## **OVERVIEW OF PUBLIC HEALTH AND HEALTH SCIENCES**

Our vision is that SPHHS graduates will become leaders in solving the complex challenges to the public's health and well-being in the 21<sup>st</sup> century. The degrees offered by the School are tailored to meet the academic interests and needs of most students interested in careers in health, including nutrition, exercise, community health, epidemiology, and communication disorders. All University Bachelor Degree students at the Amherst campus must satisfy basic writing and general education requirements, as described in the University catalog. In addition, each of our majors is designed to provide students with specific training in the area of public health and health sciences of their choosing. Students in each of our degree programs also can utilize numerous elective courses outside of their department to further strengthen their training in specific areas of interest.

## **BRIEF OVERVIEWS OF EACH DEPARTMENT**

### **Communication Disorders**

The mission of the Department of Communication Disorders is:

- To offer high-quality educational programs at the Bachelor's, Master's and Doctoral levels, integrated with a nationally recognized clinical training program for Speech-Language Pathologists and Audiologists, as well as continuing education, outreach opportunities and in-service training;
- To advance the knowledge bases that underlie our academic, clinical, and service programs by maintaining an ongoing effort in research in the normative processes of speech, language, and hearing and clinical studies in the pathologies of speech, language and hearing;
- To provide comprehensive evaluation and treatment services to members of the University and our regional community through the year-round operation of a Communication Disorders Clinic on the Amherst campus, as well as through faculty and

student involvement in a variety of service activities in response to needs at the local, area, state, regional and national levels; and

- To embrace and nurture a diverse faculty, student body, and clientele, and to communicate and collaborate amongst ourselves, across campus, and throughout our intellectual and geographical communities to add breadth and depth to our knowledge, training, and service.

### **Kinesiology**

The Mission of the Department of Kinesiology is to generate new knowledge and educate society, within and beyond the Commonwealth of Massachusetts, as to the scientific principles that underlie the role of movement in attaining optimal human health and well-being. By our study of the structural and functional interactions between movement and health, we will:

- Promote the understanding of benefits of physical activity.
- Provide high quality education for undergraduate and graduate students.
- Extend the boundaries of knowledge through innovative and integrative research.
- Translate research results to practical applications beneficial to society.

The Department of Kinesiology is committed to promoting diversity.

### **Nutrition**

The mission of the Department of Nutrition is to offer excellence and innovation in teaching, research, and outreach by applying a scientific foundation that addresses the nutritional needs of individuals and diverse populations. The challenges facing nutritionists today range from problems of obesity and chronic diseases to those of malnutrition, food insecurity and nutritional deficiencies. Nutritionists work in hospitals and clinics, communities, and institutions throughout the world. Nutritionists provide dietary counseling and education, conduct research, develop menus and foodservice systems, and deliver many other services for individuals and populations. The Department's award-winning faculty and staff offer a wide variety of academic, outreach, and research programs, designed to meet the needs of diverse learners on and off campus.

### **Public Health Sciences**

A new undergraduate degree program is now offered in the Department of Public Health, leading to a Bachelor's of Science degree in Public Health Sciences. The undergraduate degree in Public Health Sciences is intended to provide students with a broad understanding of the factors that influence the health of populations. The field of public health encompasses a number of sub-disciplines, including community health education, health policy and management, environmental health, epidemiology, and biostatistics. Students may select a track emphasizing either Social Sciences or Natural Sciences to suit their individual interests and career goals. In both tracks, the curriculum is divided into four areas. These include:

1. Quantitative courses
2. Pre-requisite courses
3. Public Health courses
4. Cognate area related to Public Health

## **GRADUATION REQUIREMENTS**

In order to graduate from the University with a major in one of the departments in SPHHS, all students must meet the following requirements:

1. 120 credits earned;
2. A cumulative average of at least 2.0, overall and in courses required of the major;
3. Completion of all general education requirements (NOTE: no general education requirement can be fulfilled by taking a course pass/fail); and
4. Passing grade in all courses specified as requirements of the major (NOTE: no requirement in any major of the SPHHS can be fulfilled by taking a course pass/fail). Any changes in requirements of the major must be approved by the Program's Chief Undergraduate Advisor, who will consider modifications in requirements of the major only if they have been filed on the appropriate forms with an advisor's signature – see section on "Substitutions or Waivers of Required Courses" (NOTE: this does not apply to University General Education Requirements, which cannot be modified by your academic advisor or anyone in your Department).

### **University General Education Requirements**

In order to assure that students receive a well-rounded education, the University requires all students to take courses in a number of different curriculum areas. The following General Education requirements have been copied from the University Undergraduate Catalog. Each semester during pre-registration students can access schedule booklets that contain lists of courses that have been approved to meet specific General Education requirements. (This information is also searchable on SPIRE).

#### Writing:

1. College Writing (CW), usually fulfilled by taking ENGWLP 112, is typically taken during the freshman year;
2. Junior Year Writing – this requirement is completed as part of the junior year requirements within each student's major.

Social World Electives. Students must take courses in the curriculum areas of Arts and Literature, Historical Studies, and Social and Behavioral Sciences, and must also take courses devoted to the study of diversity in human cultures and societies. The following areas must be completed as Social World General Education requirements:

1. One course in Literature (designated AL);
2. One course in Arts (AT) or a second course in Literature (AL)
3. One course in Historical Studies (HS)
4. One course in the Social and Behavioral Sciences (SB);
5. A second course in the SB designation; and
6. One additional course in any of the above areas (AL, AT, HS, SB) or a course designated as Interdisciplinary (I).

The Diversity Requirement is met by taking two of the 6 courses listed above that also have a Social Diversity component. One of the diversity courses must carry a "U" designation (diversity within a domestic or U. S. context) and the other must carry a "G" designation (diversity with a global context). For example, a literature course that also meets the global diversity requirement

will have an ALG designation in pre-registration guides and in the Undergraduate Catalog; a history course that meets the domestic diversity requirement would have a HSU designation.

Biological and Physical World. Three courses are required:

1. One in a Biological Science (BS);
2. One in a Physical Science (PS); and
3. One course in either of these designations.

Basic Math Skills. A student may be exempted from the Basic Math Skills requirement by achieving a sufficiently high score on the Mathematics Placement Exam (offered during summer orientation and the beginning of each semester). Students not exempted must take:

1. A course designated as meeting the basic math skills requirement (R1);
2. A course meeting the analytical reasoning requirement (R2).

## **GRADING**

Detailed descriptions of the University's grading system are provided in the guide titled "Undergraduate Rights and Responsibilities" issued by the Office of the Vice Chancellor for Student Affairs and the Office of the Provost. General aspects of the grading system are summarized below.

### **Grading Notations and Credits Toward Graduation**

The University's official grading notation system is: A (4.0 out of a 4.0 scale); A- (3.7) B+ (3.3); B (3.0); B- (2.7); C+ (2.3); C (2.0); C- (1.7); D+ (1.3); D (1.0); F (0.0); and P (pass with no effect on cumulative grade point average). An incomplete (INC) is credited with a F (0.0) until it is resolved with approval of the course instructor. If the student does not complete required work in a course designated with an INC within one semester after the course was originally taken, the grade for that course will revert to an F. Courses marked with an F, INC, W (withdrawn), NR (no grades reported by the instructor for entire class), blank (no grade reported by the instructor for that specific student), or AUD (audit) will not count toward the 120 minimum credits required for graduation. In addition, courses numbered below the 100-level (for example, MATH 011) earn semester credit (thus they count toward maintaining status as a full-time student), and are calculated into semester and cumulative grade point averages, but do not count toward graduation.

### **Repeated Courses**

Students may repeat courses in which they have earned grades of C-, D or F. In the first five courses repeated, the second grade earned will be substituted automatically for the first. The grade earned in the repeated enrollment of these courses will be used to calculate grade point averages. The grade earned in the first enrollment will remain noted on the student's transcript, but will not affect the student's cumulative grade point average. For repeated courses beyond the five described above, credits attempted and grades earned in both enrollments of each repeated course will be included in the computation of the student's semester and cumulative grade point average. Credits toward earning the degree will only be counted once. This applies to any repeated courses beyond the first five, any courses repeated more than once without approval, and any course intentionally repeated without grade substitution.

## **ACADEMIC STATUS**

The following is a brief description of the common academic status categories that may apply to students. For a more detailed description, refer to the most recent edition of the “Undergraduate Rights and Responsibilities” handbook of the University.

**Good Standing** – Students are in good academic standing when their cumulative grade point average is 2.00 or above. The number of credits per semester is not used to determine good academic standing. However, the Registrar’s Office will issue a credit alert to students who have earned less than an average of 12 credits per semester. If forty-eight degree credits have not been earned by the end of the first 4 semester of work, the student must obtain approval of an academic plan to continue to work toward graduation.

**Academic Warning** – Students with a cumulative average of 2.00 or above but whose semester average is lower than 2.00 will be sent a warning stating that they should consult with their academic advisor.

**Academic Probation** – Students whose cumulative average falls below 2.00 will be placed on Academic Probation. Students on Academic Probation, or who have received a second consecutive Academic Warning should contact their Undergraduate Program Advisor.

**Academic Suspension** – Students who have been on Academic Probation and who fail to achieve or maintain good academic standing in any subsequent semester will be placed on Academic Suspension unless they meet requirements for a successful appeal of their academic status. Suspension means that the student cannot be enrolled in the succeeding semester; it is a one-semester separation from the University.

**Probation Continued** – Students subject to Academic Suspension or Dismissal, yet whose semester’s work shows substantial improvement, may instead be placed on “Probation Continued” at the discretion of the Office of the Dean of Academic Programs.

**Immediate Reinstatement** – Students who are suspended may be granted an Immediate Reinstatement by an academic dean or the Committee on Admissions and Records. Immediate reinstatement status grants the student an additional semester to achieve good standing. Students on Immediate Reinstatement status who fail to achieve good standing will be dismissed.

**Academic Dismissal** – Academic Dismissal is a permanent separation from the university. Students who are readmitted after any Academic Suspension and fail to achieve or maintain good standing in any subsequent semester will be placed on Academic Dismissal unless an appeal is granted.

## **TRANSFER STUDENTS**

A significant proportion of the students majoring in programs of the School transfer to us from other majors on this campus or from other colleges and universities. When a student enters UMASS from another college or university, this University determines which credits transfer to this campus to help meet general education requirements, and for any other courses that transfer it determines what courses at UMASS are equivalent in subject matter and content to the accepted transfer courses. During the student’s first advising session, the Chief Undergraduate Advisor of the Program will go over accepted transfer credits and courses with the student, and will determine what requirements of the student’s major in our School have been met with transfer courses.

Similarly, any student currently in another major on the UMASS campus intending to transfer into a major in the School of Public Health and Health Sciences may wish to meet with the

program's Chief Undergraduate Advisor **BEFORE** he/she officially changes major. At that time, the advisor will indicate which requirements of the major have been met by courses the student has already taken, and will indicate what the student still needs to take to complete the major if he/she transfers. Thus, at the time a student receives a signature approving the transfer into one of our majors, the student should have in writing a list of requirements that need to be completed. **NOTE:** the Chief Undergraduate Advisor or his/her designee working with transfer students can only make decisions about how the student's previous work fulfills requirements of the MAJOR the student is entering – approval of transfer credits to meet General Education Requirements is given by the University, not the program advisor. If the transfer student believes that a University General Education requirement should have been fulfilled by a course that was transferred from another college, that student must request a review by the Registrar's Office in Whitmore Hall.

## ACADEMIC ADVISING

### **The Student role in the advising process.**

As indicated previously, in order to earn your Bachelors degree in any major at this university, you must:

1. Meet all requirements of the major.
2. Meet all university general education requirements.
3. Earn at least 120 credits toward graduation (which may include courses taken at other schools, and accepted as graduation credits by the University).

**Only the Registrar's Office can decide whether you have completed all general education requirements, and whether you have earned at least 120 credits toward graduation (numbers 2 and 3 above).** Your academic advisor does not have the authority to modify these requirements, nor exempt you from them. Although your advisor may review graduation credits and general education requirements with you during your visits with him/her, **you are responsible** for verifying to your satisfaction that you have completed general education requirements – you can do this via course audit forms provided to you each semester, or by checking with the Records Office in Whitmore Building (they are happy to review this with you any time you ask). **NOTE: when it comes time for you to graduate, your academic advisor can only approve completion of requirements of your major. Even if you think that you have completed all university General Education requirements and 120 credits, we strongly advise that you double-check this yourself by asking personnel of the Records Office, Whitmore Building, before your last semester begins.**

**Please remember, it is your responsibility to:**

1. **See your advisor** each semester during pre-registration counseling to discuss the courses you will take the following semester – in that way, you can be assured that your advisor agrees with your interpretation of progress toward completing your major;
2. **Keep careful track** of your progress toward completing general education requirements and the requisite 120 credits toward graduation. In addition to helping you select courses related to your major, your advisor may provide you with advice on a variety of subjects including internships, summer jobs, honors projects, employment after graduation,

graduate school application and others. He/she may also refer you to the person/office on campus to answer any number of other questions/concerns that you may have. However, your advisor can only provide this help if you seek it. **Getting to know your advisor will provide real benefits beyond trying to find your own way toward graduation.** The School requires students to meet with their advisors during pre-registration counseling period each fall and spring semester, but you are welcomed and encouraged to see them other times as well. Many Faculty Advisors have **RAC** numbers (registration access codes) to give each student during counseling. You will not be able to pre-register without your RAC number, and you must see your advisor to receive that code.

## **SPIRE**

At UMASS Amherst, students, instructors, and authorized University staff use SPIRE to manage academic records, billing and financial aid information, housing assignments, as well as course and schedule information.

[http://www.oit.UMASS.edu/spire/for\\_students/index.html](http://www.oit.UMASS.edu/spire/for_students/index.html)

Log on to SPIRE with your NetID (OIT Account user name) and password. SPIRE provides you the ability to:

1. Look up courses in the Schedule of Classes and the Course Catalog.
2. Enrollment: Add, Drop, Swap, Edit Classes
3. Academics: Get more information about your schedules, your advisors, and your grades.
4. Holds & To Dos: Find out the difference between holds and to dos, and the consequences the two can have on your record.
5. QuikPAY: View & Pay Your Bill Online: Use QuikPAY to view your University bill and make a secure online payment.
6. FERPA Privacy Waiver: Use this Waiver to make your financial and housing information available to a few selected designees.
7. Campus Alerts: Subscribe to Campus Alerts text messages and receive emergency notifications directly to your cell phone.
8. My Personal Information: Learn how to update your contact information, change your SPIRE password, and set your preferences.

## **AUDITS**

A registered undergraduate student may audit a course and have that audit recorded on the official transcript (as a zero in the Units Earned column and in the grade column as "AUD") provided that:

1. The student officially elects the class as an audit within the add/drop period by processing an official course registration change form on which "Audit" is clearly indicated and which the course instructor has signed.
2. The instructor can accommodate the auditor in a class, and the student satisfies the instructor regarding his or her preparation and motivation for auditing the class.
3. The student pays all special fees associated with the course.
4. The student satisfies all criteria for a successful audit as stipulated in advance by the instructor.

In the event that the instructor reports that an audit was not completed successfully, the course will be expunged from the student's record. The student may not switch from audit to credit after the end of the add/drop period. The reverse is also true.

## **SUBSTITUTIONS OR WAIVERS OF REQUIRED COURSES**

Course requirements have been established to provide an optimum education and training for graduates in our several majors. However, we recognize that occasionally compelling reasons may exist for substituting a required course for specific students. The undergraduate programs may consider substitution of specific requirements of the major with courses that offer similar content but more effectively fit into a student's course and study and progress toward graduation. Very rarely our programs may consider waiver of a requirement of the major. Students cannot make substitutions nor waive any requirements of majors without approval of the academic program they are majoring in. Any student wishing to be considered for a waiver or substitution must first meet with their academic advisor and complete a "Petition for Change or Waiver of a Required Course". Students should inquire about the review process that is standard for their major. Once a review is completed, the decision will be forwarded to the student's advisor, who will notify the student. Generally, decisions are final and will not be reviewed a second time, so students must present their best case for consideration.

### **Note:**

1. Waivers and substitutions can be considered by any department only if the course to be changed or waived fulfills a requirement of the major but not a General Education requirement of the university – the School cannot waive or substitute General Education Requirements.
2. Students wishing to participate in a national or international exchange program should seek approval for course substitutions before they start their semester or year long exchange. The department has no obligation to approve courses taken during exchange as substitutions for requirements of the major **unless** the student follows the process above. It is much better to know before you leave for an exchange how the courses you take will count toward completing your major requirements, rather than simply hope that they will be approved as substitutions after you have returned (see section of this guide titled "National and International Exchanges"). We recommend that **all** students participating in a national or international exchange complete, with required signatures, a "**Prior Approval Form**" that clarifies how courses taken count toward graduation.
3. Transfer students may wish to have courses they have taken prior to entering our majors substitute toward major requirements. Any substitutions of this nature will be made when the student meets with the Chief Undergraduate Advisor to complete paperwork related to the change in majors (for students already at UMASS), or during counseling period prior to their first semester at UMASS (students transferring from another school). If, after you have entered one of the departments in the School, you wish to substitute a course taken prior to your entering the major for a major requirement, your advisor cannot make that substitution. At that time, you need to complete the process described above (see section of the guide titled "Transfer Students").

## **EARNING INDEPENDENT STUDY AND PRACTICUM CREDITS**

The School encourages students to seek experiences off or on campus that not only enrich their learning and further their career goals, but also may earn academic credit as an Independent Study or a Practicum experience. Credits may be earned in this manner during an academic semester or during the summer. Examples include lab work with a professor; field work with a

hospital, clinic, community site, or University Health Services; volunteering at a shelter or soup kitchen, etc. Typically, an Independent Study provides you with an academic experience, and the number of credits earned should be equivalent to the credits earned for a similar level of learning in titled courses at the University. A Practicum equates to gaining practical experience, where you apply some things you have learned in classes in a job-related setting. You may not be adding new knowledge to that you have already achieved at the University, but to earn Practicum credits it is expected that you will engage in activities that allow you to apply and integrate what you have learned in your discipline into the experience that is approved.

### **How Many Credits Can You Earn, and Who Grades You on Your Work?**

Any student taking an Independent Study or Practicum through one of our department programs may register for up to 15 credits, a portion of which can be Independent Study credits (restrictions vary by department) and earn a grade; credits earned above the limit of 6 must be completed as a Practicum that is graded Pass/Fail. If a student wishes to have the entire experience be assessed on a Pass/Fail basis, she/he can enroll for up to 15 credits of Practicum (with no graded Independent Study credits).

A total number of Independent Study/Practicum credits higher than 6 typically will only be approved for a full summer internship experience, or for a substantial enough off-campus experience during either fall or spring semester (for example, 3 days a week on an internship) that the experience constitutes much of that semester's workload, and when added to the standard course credits earned for that semester (Independent Study/Practicum credits plus standard course credits) does not constitute a credit overload (a total of 18 credits or more). The total number of credits earned is based on the amount of work associated with the experience, as evaluated by the faculty member that will assign a grade to you at the end of the experience. Sometimes these experiences may be gained directly under the guidance of a faculty member who is responsible for assigning you a grade. For **Internships**, a sponsor with a government agency or organization may serve as your "on-site" supervisor if the experience occurs off-campus, and a faculty member, after consultation with the sponsor, will assign you a grade for the work. If you are earning credits via an internship, you must have a signed agreement between the sponsor that is providing the experience and the faculty member who is responsible for assigning your grade, that details the activities you are to conduct, and the sponsor's role in assuring your opportunity to participate in the activities. Such agreements are required by the Field Experience Office which oversees conduct of all university-supported internships. In all instances, a faculty member will be responsible with assigning the grade you earn. That faculty member must agree to participate as your faculty sponsor before you register for such credits.

### **Will These Credits Count as Substitutions for Requirements of the Major?**

Credits you earn in an Independent Study or Practicum will count toward the 120 total credits you need to complete as the minimum University requirement. However, these credits **DO NOT** automatically substitute for courses required in your major. Generally, such credits would only substitute for course requirements of the major if the learning associated with the experience is similar to the breadth of the learning experience you would gain from the course to be substituted. Such a substitution must follow the same guidelines as any other course substitution (see section on "**SUBSTITUTIONS OR WAIVERS OF REQUIRED COURSES**"). Such substitutions are not common; if you hope to be successful in such an arrangement, you are

strongly encouraged to discuss this with your advisor **BEFORE** you register for the credits, so that the substitution request can be evaluated before you start the Independent Study/Practicum activity.

### **How Do You Arrange for an Independent Study or Practicum?**

The University requires that all students hoping to earn such credits have a project approved by a faculty member before registration. Approval is officially accomplished by completion of a Department Independent Study or Practicum Contract. This contract lists the number of credits to be earned, describes the responsibilities of the work to be completed, and lists what “products” must be handed in by the student for grading. This Contract must be signed by the student and the faculty member who agrees to evaluate the work and assign the grade. Once the Contract is completed, the student keeps one copy, the faculty member another copy, and a third copy is provided to the Department’s central office by the faculty member. Only the Department Office can complete the registration process for the student.

If you would like to pursue an Independent Study or Practicum, you should discuss this with your academic advisor and plan ahead for the activity. Your advisor can discuss with you what opportunities might be available, and can help you identify contacts that might serve as sponsor if the activities are conducted off-campus in association with a government agency or organization. You have the best chance to arrange a fulfilling experience, and to ensure that you have good opportunity to complete the project you are working on and earn credits for that work, if you plan ahead rather than consider it a “last minute arrangement”.

### **NATIONAL AND INTERNATIONAL EXCHANGES**

The University has established numerous and high quality exchange opportunities that allow UMASS undergraduates to spend one or two semesters at another campus in the United States or in another country, earning credits that count toward the 120 necessary for graduation with a Bachelors Degree from this campus. SPHHS students have spent semesters in Spain, Italy, South Africa, Australia, England, and other countries. Students in the School who complete an exchange often consider it a very educationally and personally enriching experience. SPHHS encourages students to investigate whether an exchange opportunity is an experience they wish to pursue. However, a poorly planned exchange can lead to a student having earned a number of credits elsewhere that do not count toward completing requirements of their major. Such an exchange, regardless of the personal value gained by the student, may defer the student’s graduation beyond when it originally was scheduled. The best exchange experience is one that:

1. The student enjoys;
2. Provides the student with a high quality educational experience and personal growth; and
3. Is designed so that the courses taken during the exchange meet requirements of the major, of the University’s General Education program, or otherwise count toward the 120 credit requirement for graduation.

The School strongly encourages students interested in a National or International exchange to plan well ahead of that experience. In order to assure that credits earned during an exchange indeed move you toward completion of requirements at UMASS, approval of the courses must be given by the student’s Chief Undergraduate Advisor or Program Committee through the Course Waiver or Substitution process (for requirements of the major) or the Registrar’s Office

(for General Education requirements). This approval can be granted once the courses are taken, but there is no guarantee that it will be given at that time. It is imperative that the student work effectively not only with the campus Exchange Programs, but also the student's advisor to assure a clear understanding of how courses taken during the exchange will count toward graduation **BEFORE** the student commits to the semester or year away. As part of this process, you should complete the **University Prior Approval Form** for your exchange. Substitutions of Exchange courses for courses offered on this campus that are required of the student's major can be made:

1. By the student's academic advisor if the course taken has the same content as that required on this campus; or
2. By the standard process for substitutions for major requirements if the content is not the same as the required course.

**If you have substitutions approved, then end up registering for different courses once on campus at your exchange University, your advisor is not obligated to accept the new course as a substitution for a major requirement.**

Any student who wishes to participate in an exchange must be in good academic standing at the time of the exchange (the School requires a Grade Point Average of at least a 2.5; the W. S. Clark International Center lists a 3.0 GPA as desirable). If you are interested in an exchange, discuss this with your advisor and with the Domestic Exchange Office (Goodell Hall) for exchanges to other universities in the United States, and with the W. S. Clark International Center (Hills South) (545-2710) for exchanges to universities in other countries.

### **GAINING EXPERIENCE IN YOUR FIELD OF STUDY WHILE A STUDENT**

While all of our programs offer excellent academic training in the field you have chosen to study, students should actively pursue gaining additional experience outside of the classroom while they are completing their degree. Such experience in your field of study not only is often among the more interesting and exciting things you might do while an undergraduate student, but it offers you three advantages once you have graduated and are pursuing your future. Experience can be helpful by:

1. Helping define more clearly for you what niche you will want to pursue in future university training at the graduate level or in job seeking and the development of your career;
2. Providing you with contacts for possible future employment and with professionals who, through their working with you may become excellent references as you apply to graduate schools or for jobs;
3. Providing you with the experience that, coupled with your degree work, will make you more competitive for employment or graduate school opportunities.
4. Academic advisors and faculty who have had you in class and have been impressed with your enthusiasm and work ethic are pleased to help you seek the additional experience that can be so helpful in defining your future after graduation. Additional experience may come from varied sources, including:
  - a. Summer jobs with government agencies, conservation institutions or industry;

- b. Summer internships with the same entities that may be: a) paid positions, b) all expenses covered including travel to and from your work site, or c) on an unpaid basis;
- c. Part-time jobs as field or laboratory assistants or technicians on research projects of faculty within the School;
- d. Part-time volunteer activities working with faculty or with local resource agencies (e.g., hospitals, clinics, public health agencies, community programs, etc.) or
- e. Companies during your academic semesters.

**No student needs to take advantage of all of the above activities.** However, you should consider what types of above activities might reasonably be possible for you to pursue, and you should seek advice from your faculty advisor or favorite teacher in your department in planning for such experiences. **Be sure to seek whatever is available to you**, as it will greatly enhance your overall university experience and your entrance into your professional career.

### **CAREER PLACEMENT, JOB OPPORTUNITIES AND GRADUATE TRAINING**

Career Services maintains an office and website <http://www.UMASS.edu/careers/>

These offices provide guidance in the process of applying for jobs. Workshops that emphasize interviewing skills, resume writing and job search strategies are held regularly on campus.

Career Services also provides guidance for students seeking to gain an internship or work-study experience. The School maintains a listing of job opportunities on a “Jobs Board” in the hallway of each Department’s Main Office. This board, which is updated regularly, contains postings received by the Main Office and faculty for career positions, summer positions, and Graduate School announcements. Your advisor and other faculty members can help you develop a strategy for seeking jobs beyond those posted on the Jobs Board. The same people are usually willing to review letters of application and resumes you have prepared for job or graduate school applications. **It is imperative that you work to meet faculty beyond your advisor during your time as an undergraduate here.** These people will be able to provide you with helpful advice and guidance when you graduate, and will be able to write letters of reference on your behalf that will be a critical part of your application. However, if the faculty do not know you, they may be unable to offer little more information in a letter of reference than the grade you earned in their class. We also recommend that you get involved in professional and local societies which also list jobs for example:

#### **Professional Societies:**

The American Public Health Association <http://www.apha.org/>

The American Dietetic Association <http://www.eatright.org/>

The American Society for Nutrition <http://www.nutrition.org/>

The American College of Sports Medicine <http://www.acsm.org/>

The American Speech-Language-Hearing Association <http://www.asha.org/default.htm>

#### **Local Societies:**

The Massachusetts Public Health Association <http://www.mphaweb.org/>

The Massachusetts Dietetic Association <http://www.massnutrition.org/>

New England American College of Sports Medicine <http://www.neacsm.org/>

## **Graduate School**

In several of the disciplines offered as majors in our School, a graduate degree will offer a greater variety of employment opportunities, and of career directions, than a Bachelor's degree may. Two of the important things you should discuss with your advisor early in your time here at the University are employment opportunities and the value of earning a graduate degree (Masters degree or PhD) in your field of study. You may decide that a graduate degree is something you wish to pursue, either right after completing your Bachelor of Science degree at the University, or later in life. If so, selecting the best Graduate School to attend, and being accepted by that school (particularly if you hope to receive funding that will cut the cost of earning the graduate degree), is as involved a process as hunting for your first job. As with job hunting, the best opportunities for graduate level training come through substantial effort and time on your part. There are no short cuts to finding a good job or being accepted into the right graduate program. Again, your advisor and other faculty in your Department that you become close to not only help you identify whether graduate training is something you ultimately hope to pursue, but they will also be instrumental in providing guidance to you when it is time to initiate a search for the best available graduate training opportunities. Understanding what value graduate training in your field of study will be to you is something to know well before you earn your Bachelor's Degree; if you chose to pursue graduate training right after you graduate, you will need to start the process of finding the right graduate program as early as the beginning of your senior year; **this is not a "last minute" process that can be started and completed if you wait until a month or two before you graduate.**

## **STUDENT SUPPORT SERVICES**

There are a wide variety of campus support services available to help students needing assistance. A directory of services is available on the internet – access the UMASS home page ([www.umass.edu](http://www.umass.edu)) and click on services. Examples include:

1. Dean of Students Office 545-2684
2. Mental Health Services 545-2337, after hours emergencies 577-5000
3. Ombuds Office 545-0867
4. Center for Alcohol and other Drug Abuse Prevention 577-5181
5. DuBois Library: Reference Desk, 545-0150 Walk-in help or request a consultation with a subject-area librarian. <http://www.library.umass.edu/ask/>.
6. Bilingual Collegiate Program (BCP) 101 Wilder Hall, 545-1968  
<http://www.umass.edu/bcp/>
7. Biology Resource Center 372 Morrill IV, 545-3631  
<http://www.bio.umass.edu/biology/bcrc>
8. Calculus Resource Center 110 LGRT (Lederle Tower)  
Hours: 3-8pm M-Th
9. Chemistry Resource Center 151 Goessmann, 545-2195
10. Committee for the Collegiate Education of Black and Other Minority Students (CCEBMS) 205 New Africa House, 545-0031 <http://www.umass.edu/ccebms/>
11. Learning Resource Center 10th Floor of DuBois Library, 545-5334 Peer tutoring and Supplemental Instruction. No appointment necessary. <http://www.umass.edu/lrc>
12. Native American Student Supportive Services (NASSS) 11 Bartlett Hall, 577-0980 <http://www.umass.edu/native/nasss/>

13. Physics Help Room 205 Hasbrouck
14. Pre-Calculus Help Center 114 LGRT (Lederle Tower)
15. United Asia Learning Resource Center (UALRC) Knowlton Bldg,  
545- 1844 <http://www.umass.edu/ualrc/>
16. Writing Center Learning Commons - Dubois Library,  
545-0610 <http://writingprogram.hfa.umass.edu/> One-on-one walk-in help on all aspects  
of the writing process.
17. Student Athlete Academic Services 234 Boyden Gym, 545-4379 For intercollegiate  
athletes advising and tutoring, call for appointment

Within the School, the Academic Dean's Office provides assistance in college academic matters and career counseling. If you need help with a matter outside of standard academic concerns and you are unsure as to how to find it, please seek assistance with your academic advisor or the Academic Dean's Office, either of whom will help direct you toward the office on campus that can assist you. An e-mail address and campus phone number for your faculty advisor and the Chief Undergraduate Advisor of each of our programs are on the School's web page that can be accessed through [www.umass.edu/sphhs](http://www.umass.edu/sphhs). At this site you will find information about our faculty, and undergraduate and graduate programs, and other information regarding School activities.

### **REQUIREMENTS OF OUR MAJORS**

Your Chief Undergraduate Advisor/faculty advisor will provide you with a list of course requirements for each of the department majors. More than half of the undergraduate students in the School transfer to us at some time after first semester, freshman year – either from another campus or from another major on the UMASS-Amherst campus. If you are a transfer student, once the Chief Undergraduate Advisor/faculty advisor has decided what requirements are met by courses you completed before changing your major, you are encouraged to complete your remaining required courses as closely as possible to the order they are presented. Most transfer students must “juggle” the order some, due to having transferred courses that were taken in their previous major in a different sequence than we recommend. It is imperative that all students, whether with your Department from the freshman year onward, or transferring to us from elsewhere, work closely with their academic advisor as they progress toward graduation. Although each major is carefully planned, specific students may be unable to enroll in every single course when it is recommended, due to oversubscribed sections, time conflicts between required courses, etc. Your academic advisor, who often may be aware ahead of time of such issues, can help you resolve them with the least interruption to your progress toward completing your requirements, and with the least amount of scheduling “headaches.”

### **STUDENT CLUBS**

Each department has an undergraduate students club.

1. The Kinesiology Club
2. The Public Health Club
3. The UMASS Nutrition Association (UMNA), WAMDA
4. The UMASS Chapter of the National Speech-Language-Hearing Association (NSSHLA)

Representatives from each club serve on a Dean's Undergraduate Student Council to share ideas and plan joint activities. Examples of activities have included winter clothing drives, food

drives, road races, Walk for Autism, baked goods for holidays for local nursing home, and a toiletry drive for Safe Passage shelter in Northampton. In addition, most clubs invite professionals in field to speak, are involved in outreach to high schools, host websites or facebook, have sales of t-shirts and mugs, and seek funds through the admissions office. Clubs have planned an annual Senior Farewell night for seniors, and other social activities.

### **CHIEF UNDERGRADUATE ADVISORS**

You may find the need to meet with the Chief Undergraduate Advisor for your program to ask questions about the major in general, to initiate paperwork associated with a request for the waiver or substitution for a required course, or other reasons. The Chief Undergraduate Advisors for each major and chair person of the department are listed below.

	<b>Undergraduate Program Advisor</b>	<b>Department Chair</b>	<b>Department Secretary</b>	<b>Website</b>
<b>Communication Disorders</b>	Dr. Richard Freyman rlf@comdis.umass.edu	Dr. Jane Baran	Joy Holhut 545-0131	<a href="http://www.umass.edu/sphhs/comdis/">http://www.umass.edu/sphhs/comdis/</a>
<b>Kinesiology</b>	Dr. Frank Rife frife@kin.umass.edu	Dr. Patty Freedson	Florrie Blackbird 545-6070	<a href="http://www.umass.edu/sphhs/kinesiology/">http://www.umass.edu/sphhs/kinesiology/</a>
<b>Nutrition</b>	Dr. Mokhtar Atallah matallah@nutrition.umass.edu	Dr. Mokhtar Atallah	Eileen Giard 545-0740	<a href="http://www.umass.edu/sphhs/nutrition/">http://www.umass.edu/sphhs/nutrition/</a>
<b>Public Health</b>	Dr. Dan Gerber gerber@schoolph.umass.edu	Dr. Michael Begay	Gloria Seaman 545-7429	<a href="http://www.umass.edu/sphhs/public_health/">http://www.umass.edu/sphhs/public_health/</a>

## CHECKLIST

- \_\_ Update your contact information (including cell phone) on SPIRE and with the department secretary. Note that we use @student.umass.edu addresses to contact you with important information, so if you use a different email address, please have this forwarded.
- \_\_ Know who your Undergraduate Program Director and Advisor are.
- \_\_ Attend class regularly and develop good study habits. Form a study group to help you through the tough times.
- \_\_ Check your schedule on SPIRE before the end of add/drop. Make sure it accurately reflects the courses you are attending.
- \_\_ Learn about internship opportunities, Study Abroad and domestic exchange opportunities.
- \_\_ Keep some balance in your life. Exercise and eat healthfully. Sleep.
- \_\_ Review your Degree Progress Report on SPIRE before you meet with your advisor.
- \_\_ Get ready for next semester. Make sure you meet with your advisor to review your academic progress.