

# Consortium of Eastern Ohio Master of Public Health General Program Tips

Here are a few “unofficial” program tips. Feel free to contact the MPH office at 330-325-6179 or [pubhth@neomed.edu](mailto:pubhth@neomed.edu) if you have any questions at anytime during the program for official or other unofficial tips! Hope you find these useful!

## Checking email

- We send a LOT of email your way—please make sure you keep us updated if you change your email address. We are happy to use a home and work email address for you, if necessary.
- During the fall and spring semester, check your email at least twice a week for MPH program updates. We try to let you know if there are any special course announcements *by the end of Thursday*.
- On Wednesday, we send out “Wednesday Tips,” which features a program, skill, professional, or career tip.
- Conference announcements, job opportunities and public health information will be sent any time during the week through your email on our email list.
- The program will use your personal email or university email. Make sure we know your preferred email that we should use. However, universities will use your university email. Make sure that you *forward* your university email to your personal email, if that is your preference.

## Missing classes

- It happens—your car breaks down or you have to go on a job-related conference. Let the course director and the instructor on the syllabus who is teaching the day you are going to miss know (you can call them and/or email them as soon as you know you are going to miss class—look at your syllabus or call the MPH program office for their numbers/email addresses). That way they can let you know any announcements that they may be making during webinar class.
- We will be recording all webinar classes—assuming the technology allows and if we remember to push the “record” button!

## Canceling classes

- Bad weather should not be a problem since classes are online or via webinar! However, power outages could be a problem. If an instructor needs to cancel a class for any reason, announcements will be posted in your Blackboard course in the announcement section.

## Other program tips

- As a consortium program, we may not abide by your university schedule or bulletin information. Please pay attention to the email sent out by the program office so that you have MPH program specific information!
- As a consortium program, all of your core and required courses are housed on Cleveland State University’s Blackboard system, but you can take electives at any of our partner universities.
- As a consortium program, all of the faculty are YOUR faculty, no matter what university! We are all happy to help you and will do so! Just be sure to let us know if assignments are going to be late or if you have other difficulty that will keep you from submitting assignments on time. We know that many of our students have work and family obligations and can accommodate many situations. However, please respect our time as well, and just let us know when you have difficulty.
- If you have any questions, feel free to contact the program office! We do our best to answer as soon as possible, even over the weekend. Amy Lee can be reached by email [afl@neomed.edu](mailto:afl@neomed.edu), during M-F office hours 330.325.6164, or text 330.701.1209 (cell phone).