

# 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 [pubh1th@neomed.edu](mailto:pubh1th@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 once a week for MPH program updates. We try to let you know if there are any special course announcements *by the end of Thursday*. We will try to post the upcoming Saturday’s materials by the end of Thursday of the same week, if the materials have not already been posted. Conference announcements, job opportunities and public health information will be sent any time during the week through your email on our email list. Make sure we know your preferred email that we should use.
- Occasionally, we send out special instructions on parking for your Saturday classes, if we know there are special events on the campuses (marathons, etc.). Make sure that you check your email frequently!

## 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 class.
- If an emergency occurs on Saturday morning, call Amy Lee on her cell phone at 330-701-1209 so that she can let the instructor of the day know. Her cell phone is always on; however, during the day on Monday, Tuesday, Wednesday, Thursday and Fridays, please call her office number at 330-325-6164 (the cell phone reception in her office is terrible—calls often go right to voice mail).
- The MPH program archives the videostreams of the classes that are conducted at the interactive videoconference sites. Information on how to download the recordings is posted within your course in Springboard (usually within the first few weeks of the course). If you are having trouble accessing them contact the MPH office at 330-325-6179.

## Snow days

- If horrible weather hits Ohio or we have another huge “blackout” and one or more of the university distance learning sites close, we may cancel classes. Check the “news” in Springboard on one of your courses. The MPH office will also notify you through the One Call Now system, so make sure that you contact information is current. If you call Amy Lee on her cell phone, it may be busy because she is probably calling faculty and the technology personnel!

## Traveling to other sites

- You are by no means limited to going to the distance learning site at your “home” university. However, please let Amy Lee know if all of you are going to vacate one site for a week—she’ll let the techs know that there will be no students in the classroom.

## Getting lost

- We mean getting lost on the road, that is (call us if you get lost in the program, too!). If you get lost going to one of the sites, call Amy Lee’s cell phone at 330-701-1209. Leave a message if she does not answer right away—she may be on the phone helping another lost student. However, a better solution is to bring the directions the program will email you during the week that you probably need to park and get to the classroom (and look at the map ahead of time!). Sometimes, we do not know about construction sites!