Overview of Educational Offerings and Resources for New Faculty
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Welcome to the instructional team at Boston University School of Public Health (BUSPH)! The Education Team looks forward to working with you. This document serves as an introduction to BUSPH educational resources. If you have any questions about the contents of this guidebook or if you need assistance, please contact spheducation@bu.edu. We are glad to help and appreciate your efforts on behalf of our students.

### Education Administrative Units

<table>
<thead>
<tr>
<th>Office</th>
<th>Email</th>
<th>Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td><a href="mailto:asksph@bu.edu">asksph@bu.edu</a></td>
<td>• Help prospective students navigate the application process, from step one of exploring our programs, all the way to accepting their offer of admission and joining the SPH community.</td>
</tr>
<tr>
<td>Career &amp; Practicum Office</td>
<td><a href="mailto:sphcareeroffice@bu.edu">sphcareeroffice@bu.edu</a></td>
<td>• Help students secure a practicum placement • Advise students on career paths and understanding the public health job market • Cultivate and maintain relationships with practicum sites and employers</td>
</tr>
<tr>
<td>Graduate Student Life</td>
<td><a href="mailto:sphgsl@bu.edu">sphgsl@bu.edu</a></td>
<td>• Support students in need of academic accommodations and Disability Services • Work with students who are looking to access resources, including behavioral health, core course tutoring, and peer coaching • Organize student programming and manage student organizations</td>
</tr>
<tr>
<td>Lifelong Learning</td>
<td><a href="mailto:phx@bu.edu">phx@bu.edu</a></td>
<td>• Offer flexible learning opportunities for students, alumni and other professionals interested in developing new skills • Faculty members may participate in PHX offerings to increase exposure, expand professional networks, and earn supplementary compensation.</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td><a href="mailto:sphregr@bu.edu">sphregr@bu.edu</a></td>
<td>• Support instructional and student progress by supervising registration and the evaluation of transfer credit, maintaining student academic records and recording grades • Manage course scheduling process including planning, room scheduling, and AV support</td>
</tr>
</tbody>
</table>
## Academic Program Directors

<table>
<thead>
<tr>
<th>Degree program</th>
<th>Director(s)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPH (including Executive MPH)</td>
<td>Megan Healey</td>
<td><a href="mailto:healeym@bu.edu">healeym@bu.edu</a></td>
</tr>
<tr>
<td>BA/MPH BS/MPH</td>
<td>Sophie Godley</td>
<td><a href="mailto:sgodley@bu.edu">sgodley@bu.edu</a></td>
</tr>
<tr>
<td>MPH/JD</td>
<td>Wendy Mariner</td>
<td><a href="mailto:wmariner@bu.edu">wmariner@bu.edu</a></td>
</tr>
<tr>
<td>MPH/MBA</td>
<td>Chris Louis</td>
<td><a href="mailto:loisc@bu.edu">loisc@bu.edu</a></td>
</tr>
<tr>
<td>MPH/MD</td>
<td>Don Thea</td>
<td><a href="mailto:dthea@bu.edu">dthea@bu.edu</a></td>
</tr>
<tr>
<td>MPH/MS</td>
<td>David Gagnon</td>
<td><a href="mailto:gagnon@bu.edu">gagnon@bu.edu</a></td>
</tr>
<tr>
<td>MPH/MSW</td>
<td>Lois McCloskey</td>
<td><a href="mailto:loism@bu.edu">loism@bu.edu</a></td>
</tr>
<tr>
<td>MA &amp; PhD Biostatistics</td>
<td>Howard Cabral Laura White</td>
<td><a href="mailto:hjcab@bu.edu">hjcab@bu.edu</a> <a href="mailto:lwhite@bu.edu">lwhite@bu.edu</a></td>
</tr>
<tr>
<td>MS Applied Biostatistics</td>
<td>Paola Sebastiani Yorghos Tripodis</td>
<td><a href="mailto:sebas@bu.edu">sebas@bu.edu</a> <a href="mailto:yorghos@bu.edu">yorghos@bu.edu</a></td>
</tr>
<tr>
<td>MS Epidemiology</td>
<td>Ann Aschengrau Bernie Harlow</td>
<td><a href="mailto:aaschen@bu.edu">aaschen@bu.edu</a> <a href="mailto:harlow@bu.edu">harlow@bu.edu</a></td>
</tr>
<tr>
<td>MS Health Services and Systems Research</td>
<td>Sarah Lipson</td>
<td><a href="mailto:sklipson@bu.edu">sklipson@bu.edu</a></td>
</tr>
<tr>
<td>PhD Environmental Health</td>
<td>Birgit Claus Henn</td>
<td><a href="mailto:bclaus@bu.edu">bclaus@bu.edu</a></td>
</tr>
<tr>
<td>PhD Epidemiology</td>
<td>Sherri Stuver</td>
<td><a href="mailto:sstuver@bu.edu">sstuver@bu.edu</a></td>
</tr>
<tr>
<td>PhD Health Services Research</td>
<td>Steve Pizer</td>
<td><a href="mailto:pizer@bu.edu">pizer@bu.edu</a></td>
</tr>
<tr>
<td>DrPH</td>
<td>Trish Elliott</td>
<td><a href="mailto:pelliott@bu.edu">pelliott@bu.edu</a></td>
</tr>
</tbody>
</table>
Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student’s education records. In compliance with FERPA, Boston University does not disclose personally identifiable information contained in student education records, except as authorized by law. In compliance with FERPA, Boston University does not disclose personally identifiable information contained in student education records, except as authorized by law.

Confidentiality

- Never discuss a student with anyone other than the student themselves, staff in the Registrar’s Office, or the Education Office.
- Always be:
  - Discreet
  - Tasteful
  - Respectful of student’s privacy

Keep Files to a Minimum

- Do not keep papers/documents with the student’s name & BU ID number together.
  - Use first names only or another way of coding the documents (if you must keep them) so that they are not identifiable.

Avoid Accidental Violations

- If 3rd parties are present, only provide confidential information to the student.
- If you’re in a public venue, remember to close files, computer screens, cover papers, close your office door, etc. when leaving your work station.

More information regarding FERPA policies and FAQs can be found at http://www.bu.edu/reg/academics/ferpa/.
Audio/Visual Resources

Many of the instructional spaces on the Medical Campus are equipped AV equipment such as LCD projectors, computers, microphones, etc.

AV equipment can be delivered to a classroom if needed. To request AV equipment, contact the Registrar’s Office, sphregr@bu.edu. If you are having trouble using AV in a classroom, you can also contact the Educational Media Center at 617-638-3000 who can provide technical support.

Blackboard and the Faculty Link

Blackboard and the Faculty Link are two separate web-based systems used by Boston University.

The Faculty Link is a secure, official Boston University server site that allows faculty to access their course lists and to submit grades.

Blackboard is a course management system that houses course-specific webpages used for dissemination of course information and communication.

Important things to know about Blackboard and the Faculty Link:
The class list on the Faculty Link is the real time, official class list. It does not include students sitting in the class to remediate or alumni auditors. Students may drop classes online, and you will not know if they drop the course until they no longer display on the class list in the Faculty Link.

When a student registers for a course, they are added automatically to the Blackboard list (although it can take a day or two for this to be completed); however, when they drop they are not automatically removed. The instructor or TA needs to remove these users manually. Therefore, faculty should review the Faculty Link from time to time for an up-to-date class list.

Students are often confused about the difference between information posted on Blackboard and information posted on the Link. The grade submitted by faculty via the Faculty Link is a student’s official grade. Grades posted on Blackboard are not official.
Blackboard Resources

Blackboard is the course management system used at Boston University. Instructors request the creation of a Blackboard site for their course and are responsible for creating and populating their Blackboard site. Requests for new sites are made through the Help function here: learn.bu.edu. You will need a BU email address and Kerberos password to access Blackboard. For help with setting up your Blackboard course web and utilizing the software effectively, please visit http://www.bu.edu/tech/services/teaching/lms/blackboard/instructors/.

Course information, assignments, and syllabi are posted on a Blackboard site and faculty can add materials during the semester or communicate easily with students and teaching assistants through the email functions in Blackboard.

Helpful links

- **Sign up for a Blackboard Learn training**
- **Blackboard Learn Introductory Video**
- **Assessments**, includes:
  - Adding an assignment
  - Student assignment submissions
  - Adding a test
  - Creating a rubric
  - Adding a rubric to an assignment
- **Collaboration Tools** – Blogs, Wikis, and Journals
- **Grade Center**, includes
  - Creating a grade center column
  - Organizing columns
  - Grading assignments
  - Grading assignments with a rubric
  - Working offline with the grade center
- Technical support: bu.edu/help/blackboard/
Course Materials

Approximately two months prior to the start of each semester, instructors receive information on how to order textbooks and readers. The Boston University bookstore’s portal, Faculty Enlight, is the primary tool to manage book orders. The portal allows faculty to place textbook requests and search within the school and the larger academic community to see what other instructors are using. Faculty Enlight can be accessed from the “Faculty Resource” Tab in the top right corner of the bookstore homepage or at https://www.facultyenlight.com/.

Please select your textbooks by completing the following steps:
1. Create your profile, or if you have already created one enter your login information.
2. Select the “Adopt” Tab, select “Fall 2019 On campus”, and select the course number.
3. Books can be selected in several ways: By ISBN, from your favorites list if you have created one, or from a previous semester you can “Search My Schools Adoptions” for the semester the course was taught.
4. Then review and submit. All information will automatically be added to the bookstore website for the students to access.

If you would like to create a course readers, select the “Create Coursepacks” option under the “Discover” tab. If you are not planning to use textbooks, please indicate your choice on your homepage.

If you have any trouble, contact the BU Barnes & Noble textbook manager at textbk@bu.edu.

Textbooks
Textbooks are available for purchase through the BU Barnes & Noble bookstore located on the Charles River Campus in Kenmore Square.

Course Readers
Course readers are a compilation of articles, book chapters, and other resources that faculty have selected for the course. Unless otherwise noted, the resources in course readers are required. Students purchase course readers directly from Barnes and Noble.

E journals at the BU Alumni Medical Library - http://med-libwww.bu.edu/
If you have having trouble accessing articles through this portal, please set up a session with one of the reference librarians who will be happy to walk you through use of the website. You can also access all of the Boston University libraries at bu.edu/library. You will need a BU login and Kerberos password to access the BU library network.

Copyright, Intellectual Property and Patents
Please be sure to review the Boston University resources regarding campus copyright and fair use. If you have any questions, contact Kayla Larkin, the Education and Information Services Librarian SPH Liaison.
Communication Skills Programs

The School of Public Health has a number of supports for students. Please refer your students to these services as appropriate.

Public Health Writing Program
The Public Health Writing Program is designed to help students strengthen their public health writing skills. To best serve our students’ needs, the program offers student-directed writing appointments for all SPH degree candidates. Peer coaches prioritize questions and goals in each appointment. Students receive feedback on your writing and an action plan to achieve their writing goals. More information on the Public Health Writing Program can be found here: FAQs Section. You can also contact the program manager at sphwrite@bu.edu, 617-358-4542, or Talbot 220 East.

Public Health Presentation Skills Program
The Public Health Presentation Skills Program is designed to help students strengthen their oral communication skills. To best serve students’ needs, they offer student-directed sessions with peer coaches that prioritize your questions and goals in each appointment. Presentation skills appointments are available to SPH degree candidates looking to practice presentations and receive feedback from a peer coach on slides, posters presentations, speech outlines, and/or oral communication skills! Please note: Students cannot receive assistance for Culminating Experiences, Integrated Learning Experiences, oral defenses, theses, or dissertation language. For more information, please contact the Program Manager, at sphwrite@bu.edu or 617-358-4542 with any questions about the Public Health Presentation Skills Program.

Core Course Tutoring for MPH Students
The core course tutoring program is a free peer tutoring program for MPH students who are at risk of failing to meet the minimum grade required (B–) in the MPH core courses. Students are referred to the program by their core course instructor. For more information, please contact Ryann Monteiro, Program Manager for Student Mentoring, at 617-358-4542 or sphtutor@bu.edu.

Students with Disabilities
All students face challenges. Some students may require accommodations due to learning or other disabilities. If you believe that a student may have a learning disability, or a student has requested extra time on exams or projects due to disabilities, you may refer the student to the BU Office of Disability Services. Students must be approved for these accommodations through this office, and once approved, instructors are notified by Graduate Student Life that they have been approved. If you have any questions, contact Mary Murphy-Phillips, Director of Graduate Student Life, mcmurph@bu.edu or 617-358-1750.
Resources for Students in Distress

Sometimes life at Boston University can be stressful for students as they face the challenge of a highly competitive academic environment and begin to assume a variety of roles and responsibilities. If at any time you feel a student expresses any feelings of depression, hopelessness, self-harm, or suicide, please contact your instructor, Mary Murphy-Phillips, Director of Graduate Student Life (617-638-5059).

If it is after hours, you may call Boston University Behavioral Medicine (881 Commonwealth Avenue) at 617-353-3569. Behavioral Medicine providers are available 24 hours a day, 7 days a week. If you are on campus and think that the situation is out of control, call Boston University Medical Campus Public Safety at 617-414-4444. Please program this number into your mobile phone.

If you are off campus, call 911.

Identifying Students in Distress and Crisis

Individuals dealing with personal issues or problems tend to show signs that they are struggling in some way. Many students may experience low mood or anxiety. However, when symptoms of distress are persistent over a long period of time or when they interfere with academic responsibilities and social relationships, it may be a cause for concern. Please review a list of signs that may indicate that a student is struggling here: [http://www.bu.edu/shs/behavioral-medicine/helping-someone-in-distress/](http://www.bu.edu/shs/behavioral-medicine/helping-someone-in-distress/)

Boston University Resources

- Mental Health Resources
- BU Behavioral Medicine

Community Resources

- National Alliance on Mental Illness
  Advocacy/support for families
  400 West Cummings Park, Suite 6650
  Woburn, MA 01801
  Helpline: 800-370-9085

- Massachusetts Department of Mental Health
  25 Staniford Street
  Boston, MA 02114
  617-626-8000

- Massachusetts Neuropsychological Society
  Psychiatrist referral 125 Nashua St.
  Boston, MA 02114
  617-742-6719

- Social Work Therapy Referral Service
  (private practice referral) 617-720-2828
  800-242-9794

- National Suicide Hotline 800 – SUICIDE (784-2433)
Safety

**Boston University Emergency Preparedness and Response Procedures**

To report an emergency or suspicious activity: Call Public Safety at 617-414-4444 on the BUMC campus or the Boston University Police Department at 617-353-2121 on the Charles River Campus. Please program these numbers into your mobile phone.

Students are required to be on the Send Word Now system and will get emergency communications as events unfold. Emergencies cover a range of events from weather to chemical spills to violence. Students can edit their contact info at bu.edu/sph/students. To view or change your information, open the “Personal” tab and select “Address and Phone.”

Teaching assistants are who are not current students are urged to join the Boston University Alert System, 'Send Word Now' so they get emergency communications. To be notified through the Send Word Now system, access the BUworks central portal at ppo.buw.bu.edu, click on “Employee Self-Service”, open the “Personal Information” tab, and select “BU Alert Information.”

**Emergency Closing Information**

In the event of an emergency, notices will be posted to bu.edu/sph/faculty-staff.

In the event of weather-related cancellations of classes, the following schedule will be observed:

- **10am classes or earlier**: A decision will be posted no later than 7am
- **1pm classes**: A decision will be posted no later than 9am
- **2:30pm classes**: A decision will be posted no later than 12:30pm
- **6:00pm classes**: A decision will be posted no later than 3:30pm

Email messages will be sent to faculty, staff and students in the event of closings, but may not arrive immediately if email servers are busy. We recommend checking the Insider and Student Insider for messages. In the event of class or campus closings, a message will also be posted to the BUSPH main telephone number: 617-638-4640.

**Emergency Situations in the Classroom: Shelter in Place**

Although it is unlikely that we will ever have a classroom emergency that will require the occupants to shelter in place, it is helpful to know what to do in case the situation arises. No matter where you are, the basic steps of shelter in place will generally remain the same:

- If you are inside, stay where you are unless directed to evacuate or you determine that the building you are in is unsafe. If you are outdoors, proceed into the closest building or follow instructions from emergency personnel on the scene.
- Locate an interior room to shelter inside. If possible, it should be above ground level and have the fewest number of windows. If sheltering in a room with windows, move away from the windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
- Shut and lock all windows (for a tighter seal) and close exterior doors
- Turn off air conditioners, heaters, and fans. Close vents to ventilation systems as you are able. (University staff will turn off ventilation systems as quickly as possible).
- Make a list of the people with you and ask someone to call the list in to BUPD or BUMC
Public Safety so they know where you are sheltering and who is with you. If only students are present, one of the students should call in the list.

- Await further instructions. If possible, visit the BU or BUMC main webpages for incident updates or call the BU Information Line 617-358-SAFE (7233) which will have prerecorded instructions.

- Make yourself comfortable and look after one other. You will get word as soon as it is safe to come out.

**Evacuation**

An evacuation will be considered if the building you are in is affected or people must move to a location of greater safety. If the fire alarm sounds, always evacuate. In the event of an evacuation, please gather your personal belongings quickly (purse, keys, BU ID card, etc.) and proceed to the nearest exit. Do not use the elevator. Once you have evacuated the building, proceed to your primary rendezvous location.

**BU Alert**

BU Alert provides free notification by email or text message during an emergency. If you receive a BU Alert notification during class, you are encouraged to share the information immediately.

**General Classroom Safety Tips**

- Know your building location, name and classroom each semester you teach
- Know the locations of safety features in and near your classroom, including fire extinguisher
- Know where the nearest staircase is (in general, do not use elevators in emergencies)
- Bring your cell phone to class
- Program the following numbers into your cell phone:
  - Emergency contact person at BUSPH: Mary Murphy-Phillips, 617-335-9884 (cell)
  - BUMC Public Safety: 617-414-4444
  - 911
- Keep your classroom door closed at all times
- Plan how you and your students will exit the building quickly in an emergency
Resources in Support of Teaching and Advising

The SPH Education Office provides an extensive portfolio of resources in support of teaching and advising that can be found at: bu.edu/sph/teaching. The teaching and advising portal provides quick and easy access to the following information:

- Academic Calendar
- Academic Policies
- Advising Information
- Course Evaluations
- Course Meeting Dates
- Education Committee
- Educational Strategies and Technology
- Online Modules
- Lifelong Learning
- Writing Resources

Faculty Handbook

The Faculty Handbook is intended to collect in one place the policies and procedures that apply to all faculty at the School, and that shape the context in which faculty operate. Please always refer to the Faculty Handbook for educational policies and resources for teaching including:

- Process for Assigning Teaching
- Educational Administrative Roles and Responsibilities
- Approval of New Educational Offerings
- External Teaching Professionals
- Teaching Assistants and Graders
- Teaching Opportunities through the Office of Lifelong Learning
- Course Cancellation Process