



MACON & JOAN BROCK VIRGINIA HEALTH SCIENCES

Medical & Health Professions Education

AT OLD DOMINION UNIVERSITY

Macon & Joan Brock Virginia Health Sciences at Old Dominion University

EVMS School of Health Professions

**Medical and Health Professions Education Doctoral Program (PhD)
2025-2028**

**Master of Medical and Health Professions Education Program (MMHPE)
2025-2027**

**Certificate Programs
2025-2026**

Student Handbook

NOTE: This handbook reflects current institutional and program information, including admissions criteria and curricula. Information is subject to change.

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BRIEF MEDICAL AND HEALTH PROFESSIONS EDUCATION PROGRAM HISTORY

The Master of Medical and Health Professions Education (MMHPE) program began August 2015 and the Medical and Health Professions Education Doctoral Program (PhD) began in 2018. In 2021, MHPE began the Diversity Across the Curriculum initiative to align program outcomes and course curriculum with addressing diversity, equity, and inclusion in education and health disparities and received the EVMS STAR Award for Teams in 2022 recognize faculty and staff efforts. In 2024, Eastern Virginia Medical School was integrated with Old Dominion University, and the master's and doctoral programs in Medical and Health Professions Education became administered within the Macon & Joan Brock Virginia Health Sciences at Old Dominion University, Eastern Virginia Medical School of Health Professions.

The master's program is designed to prepare educational leaders in various medical and health professions organizational settings. The doctoral program strives to contribute to the ODU mission of achieving excellence in medical and health professions education by developing in our graduates the skills necessary to be successful medical and health professions educator scholars in the 21st century. The program provides advanced education in the areas of teaching and learning, and scholarship with an emphasis on real-world, practical applications. Doctoral concentrations are available in higher education (HE), contemporary human anatomy education (CHAE), and simulation education (SE). Graduates of the MMHPE program may use the initials MMHPE after their name, and graduates of the doctoral program may use the initials PhD after their name depending on the degree track selected.

PURPOSE

MISSION STATEMENT

Medical and Health Professions Education (MHPE) Programs is dedicated to building an interprofessional learning community of scholars committed to advancing ethical, community-oriented education, research, and service in the health professions.

PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

Students who enroll in the MHPE programs will engage in transformational learning that connects their experiences, coursework, and knowledge to develop a more sophisticated understanding of the world that informs their teaching, research, and professional practice.

Program Goals & Student Learning Outcomes

Students who enroll in the MHPE programs will engage in transformational learning that connects their experiences, coursework, and knowledge to develop a more sophisticated understanding of the world that informs their teaching, research, and professional practice.

PG 1: Health professions educators who are able to:

- SLO 1.1 Consider the backgrounds and viewpoints of all learners
- SLO 1.2 Design accessible learning environments
- SLO 1.3 Communicate educational content effectively to all student populations
- SLO 1.4 Assess educational outcomes
- SLO 1.5 Evaluate program effectiveness

PG 2: Contemporary health professions scholars who are able to:

- SLO 2.1 Consider the backgrounds and viewpoints of human subjects research populations
- SLO 2.2 Assess research quality for rigor and bias
- SLO 2.3 Adhere to legal and ethical research practices
- SLO 2.4 Communicate results effectively
- SLO 2.5 Successfully defend a culminating research study (doctoral students)

PG 3: Community-engaged health professions practitioners who are able to:

SLO 3.1 Connect local, national, and global events with their teaching and leadership

SLO 3.2 Apply principles of leadership in health professions education

SLO 3.3 Participate in voluntary professional service at the institutional, regional, and/or national level (doctoral students)

KEY PROGRAM CONTACT INFORMATION

Administration of the Medical and Health Professions Education program is according to the policies established in the program handbook. Administrative oversight is provided by the Program Director, the Chairs of the Curriculum and Admissions Committee, the Dean for the School of Health Professions, and the program's Administrative Support Coordinator. The Medical and Health Professions Education Program Handbook is a supplement to the Academic Catalog and VHS School of Health Professions Policies and Procedures. Please refer to [these documents](#) for any institutional content not found in this handbook, including Satisfactory Academic Progress, Deficiencies, and Grievance policies.

NAME	ADDRESS	PHONE	E-MAIL
Peggy Gesing, PhD (she/her) Program Director Higher Education Concentration Director Associate Professor	Eastern Virginia Medical School Lester Hall Suite 3017 735 Fairfax Ave., Norfolk, VA 23507	757-446-7142	gesingme@odu.edu
Arielle Bowen (she/her), Office Coordinator for MHPE	Eastern Virginia Medical School Lester Hall Suite ?? 735 Fairfax Ave., Norfolk, VA 23507	757-446-0365	arbowen@odu.edu

PROGRAM FACULTY

Program faculty are certified in accordance with institutional policies and procedures.

MHPE Faculty	
Bob Armstrong (he/him)	Assistant Professor Sentara Center for Simulation and Immersive Learning at EVMS
Amanda Burbage, PhD (she/her)	Associate Professor Concentration Director & Learning Architect
Peggy Gesing, PhD (she/her)	Associate Professor Director Medical and Health Professions Education Programs
Natascha Heise, PhD (she/her)	Assistant Professor Pathology and Anatomy
Diane Holland, EdD (she/her)	Community Faculty
Kara Kelton, PAC (she/her)	Community Faculty
Heather Newton, EdD (she/her)	Associate Professor Executive Director, GME Educational Programs
Laura Soulsby, PhD (she/her)	Community Faculty
Jennifer Styron, PhD (she/her)	Assistant Professor

STUDENT PHOTO IDENTIFICATION POLICY

Because the MHPE programs are offered primarily online through Internet access, there is no need for distance learners to obtain a photo identification badge. If students living in the Norfolk area wish to obtain a student ID badge, they must visit Human Resources Department, located in Waitzer Hall, or contact University ID Card services in Monarch Hall. While on campus, this badge must be worn prominently at all times for access to facilities. Review the Student Identity Verification Policy in the EVMS School of Health Professions Policies and Procedures.

COURSE REGISTRATION

Students receive an email notification 6-8 weeks prior to the start of the next academic term with directions for course registration through the mySIS (Student Information System) portal. Additional support is provided by the School of Health Professions Administrative Support team. Email vhs-mhpeinfo@odu.edu with questions about course registration.

STUDENT FINANCES

The Financial Services office will mail an invoice one month prior to the start of each semester. Your first invoice will include tuition and student fees less your acceptance deposit.

PAYMENTS

Tuition payments for all MHPE programs must be paid by the first day of each semester, based on the total number of credit hours for which a student has enrolled and is subject to change at any time. Please contact the Financial Office by email at ar@odu.edu if you do not receive a tuition invoice. Faculty, staff, and research mentors may not offer courses or conduct advising with students that are not in good financial standing with the institution.

STUDENT AFFAIRS

Student Affairs office provides academic and wellness support for all students including writing, studying, physical, and mental health services. Please contact the Student Affairs office by email studentaffairs@odu.edu.

REASONABLE ACCOMMODATIONS

Old Dominion University is committed to diversity and to attracting and educating students who will make the population of healthcare professionals' representative of the national population. We provide confidential and specialized disability support and are committed to excellence in accessibility; we encourage students with disabilities to disclose and seek accommodations. Students who, after review of the technical standards determine that they require accommodation(s) to fully engage in the program, should contact the Office of Educational Accessibility, oea@odu.edu, to confidentially discuss their accommodations needs. Accommodation is never retroactive; therefore, timely requests are essential and encouraged.

The ODU Code of Student Conduct and the SOM and SHP Expectations for Student Conduct Policy should be followed at all times. Violations of this policy will be referred to Student Affairs. Links to these policies are found online.

ATTENDANCE

Once the semester begins, the students are notified of new course openings. It is a requirement for all MHPE students to log into their new course/s the first day of the course and certify attendance by completing BioSig Identity Authenticator in each course. Information about the course schedule, such as start and stop dates, is available in MHPE Resource Center (accessible to matriculating students via the learning management system [LMS]). Failure to log into a course and miss important deadlines may lead to withdrawal from a course. Students should expect to commit 8-10 hours per week to each 3-credit course. Attendance is evaluated by student participation in online discussions, required interaction with the faculty as well as other classmates, and the timely submission of class assignments.

COURSE WITHDRAWAL

All students in this program may withdraw from courses. Withdrawal will have financial and academic outcomes. Consult with an advisor or Program Director and review the policy guidelines for VHS, SOM, and SHP.

ACADEMIC INTEGRITY

All students in the EVMS School of Health Professions must meet high expectations for academic integrity. In addition to being required to maintain the guidelines outlined for Monarch Citizenship through the Honor Code, Honor Pledge, and Monarch Creed, students enrolled in the School of Health Professions must adhere to the Expectations for Health Professions Student Behavior Policy.

INSTITUTIONAL CALENDAR

Important dates, such as holidays are found on the online academic calendar.

GRADING POLICIES

GRADING SYSTEM

1. Course education format, method of grading, and objectives are communicated in writing on the course syllabus to students at the initiation of each course.
2. The requirements for grades are based on course policy and institutional guidelines. These requirements are communicated to students at the initiation of each course as documented on the course syllabus.
3. Grades affecting Grade Point Average (GPA)

Grade/Percentile Points		Grade/GPA
A (100-94)	=	4.00
A- (93-90)	=	3.67
B+ (89-87)	=	3.33
B (86-84)	=	3.00
B- (83-80)	=	2.67
C+ (79-77)	=	2.33
C (76-74)	=	2.00
C- (73-70)	=	1.67
F (59 or less)	=	0.00

Grades not affecting GPA:

AU = Audit

I = Incomplete

P = Pass

W = Official Withdrawal

WF = Unofficial Withdrawal

REPORTING OF GRADES

1. The course instructor documents grades and provides constructive feedback in the LMS.
2. The grades are transferred from the LMS Grade Center to the Registrar for transcripts.

INCOMPLETES

The grade “I” indicates assigned work yet to be completed in each course or an approved absence from the final examination. In the MHPE program, 80% of a course must be completed before an Incomplete grade will be considered, and only in the case of documented extenuating circumstances. When an instructor assigns a grade of “I,” a written agreement is prepared and signed by the instructor and student that specifies the work remaining to be completed and the time frame for doing so. The work should be completed as soon as possible, but not later than the mid-point of the following grading period/semester unless special written approval is granted by the Program Director for extraordinary circumstances. The student must petition the Program Director for such an extension at least two weeks before the end of the agreed upon deadline. Unless an extension has been approved by the Program Director, the “I” will convert to either an “F” or the grade as specified in the written agreement after the midpoint of the semester. An “I” grade may not be changed to a “W” under any circumstances.

FAILING GRADES

1. Students must complete all coursework with a “B-” or better and an overall GPA 3.0 or above.
2. Students who fail a course by earning a C+ or below will be placed on academic probation (see below), and may be required to re-enroll in that same course at the discretion of the Program Director. If allowed to retake a course, due to the course sequence, students who failed a course must wait to retake it until the next time the course is offered.
 - a. Students may repeat a course only once. Candidates may repeat more than once at the discretion of the Program Director.
 - b. Students are responsible for all tuition and fees for a course that is repeated. The tuition and fees will be based on the current per credit hour rate.
3. The grade earned for the repeated course will appear on the transcript with the previously failed course grade.
4. Students unable to improve a failing grade after re-taking a course may be dismissed from the Medical and Health Professions Education program.
5. Students who fail (earn a C+ or below) more than one course per semester may be dismissed from the program.
6. Students who fail (earn a C+ or below) more than one course during the Medical and Health Professions Education may be dismissed from the program.

GRADE APPEALS

Students in the VHS EVMS School of Health Professions have the right to due process involving appeals and complaints.

For academic appeals, the student should discuss the appeal with their Program Director. If the appeal is not resolved, a student may file a written appeal to the Dean of the School of Health Professions within five business days of the student’s notification of the Program Director’s decision. Upon receipt of the appeal, the Dean will notify the Registrar accordingly. The Dean or a designee will review all pertinent material and meet with the student. The Dean may convene an Appeals Committee composed of Program Directors, faculty, students, and/or chairs of departments not directly involved in the appeal. All testimony, evidence, and witnesses relevant to the appeal shall be made available to this Committee. The student has the right to appear before the Committee, present testimony and such witnesses or evidence as is deemed relevant by the Committee. The student shall not have the right to be

represented by counsel at these Committee meetings. The Committee will submit its recommendations to the Dean after the review is completed.

The Dean will notify the student within ten business days of receipt of the appeal of the decision. The decision may include reinstatement, retention, probation, termination, suspension, special academic assignments, or other interventions deemed appropriate to the situation. The judgement of the Dean concerning the appeal shall be final and binding to all parties, with the exception of recommending the termination of a student's participation in an academic program.

In the case of termination from an academic program, the student may file a written appeal to the President/Provost within five business days of the student's notification from the Dean of the School of Health Professions. The President/Provost will review all pertinent material and notify the student within fifteen business days of receipt of the appeal of the decision. The decision of the President/Provost is final.

For non-academic complaints, students should refer to the [Student Non-Academic Complaint and Formal Grievance Policy](#). Students should report non-academic complaints using the Concerns in the Learning Environment Reporting Form.

More information on the student complaints process may be found on the website.

ACADEMIC PROBATION

1. Students may be placed on academic probation if their term or cumulative grade point average drops below 3.0.
2. Students who earn a C+ or below for a course will be placed on academic probation (refer to items 5 & 6 in the prior section regarding failing grades in more than one course).
3. Students may be placed on academic probation for non-academic concerns for student conduct, professional performance, or not meeting technical standards for the profession.
4. Students may be placed on academic probation for failure to comply with the attendance policy for required orientation, program events/meetings, responding to faculty and program staff attempts to communicate, and/or class attendance.
5. When there are extenuating circumstances leading to the failure, the student may be invited to repeat the course in its next offering, at the discretion of the faculty and Program Director.
6. The student progress committee can review and recommend one of the following options to the Program Director:
 - a. Dismissal from the program
 - b. Opportunity to return to restart the program or repeat coursework
7. Students on probation or at risk for probation must meet frequently with their faculty advisor to discuss academic progress, study habits, test-taking skills, and professional progress.
8. Students who have been found to be in violation of the Academic Integrity Standards or Honor Code may be subject to processes and consequences as outlined in institutional policies.
9. Students on academic warning or probation will meet with the Program Director to develop a written action plan.
10. Students who do not complete academic action plans (warning, or probation) may be dismissed from the program.
11. Students are responsible for all tuition and fees to retake courses and to fulfill requirements of academic action plans to satisfy degree requirements.
12. The student may be notified by the Program Director in writing at the end of the academic

- semester that they have one semester to increase the grade point average to 3.0 or above.
13. Students unable to increase their grade point average to 3.0 or above during the semester of academic probation may be dismissed from the Medical and Health Professions Education Program.
 14. Students on Academic Probation for non-academic concerns may be dismissed from the program if they do not fulfill the requirements of the academic action plan.

STUDENT RESPONSIBILITIES

Students are responsible for reviewing and complying with all course requirements and policies as stated on course syllabi. Students should seek faculty assistance regarding questions about course syllabi content and correction of unsatisfactory performance. In addition, students are responsible for the following:

1. Complying with evaluation requirements of each course.
2. Ascertaining their own evaluation results.
3. Seeking faculty assistance in correcting unsatisfactory or marginal performance.
4. Completing an evaluation of each course and course instructor.
5. Attending all synchronous class sessions labeled 'required' as noted on the course syllabus.
6. Actively engaging in course discussions via discussion boards, VoiceThread, Pronto, etc. Active engagement includes contributing to the discussion, responding to prompts, and returning to discussions throughout the discussion period.
7. Attending mandatory program meetings as announced by the program.

Students should carefully review all course syllabi which outline Make-Up Policy, Late-Work Policy, and other special circumstances. Course-level policies should be followed. Appeals and final decision regarding course-level disputes are the responsibility of the program director.

ONLINE COURSE PROCEDURES

This section includes the Course Policies and Procedures that explain how different aspects of online courses are handled.

EXAMINATION PROCEDURES

If required as part of a course, examinations and quizzes are taken within the LMS environment. You will be given detailed instructions at the time an exam is released about resources you may use during an exam. Written work will be checked electronically for plagiarism through the LMS using the plagiarism detection feature.

ASSIGNMENT PROCEDURE

The deadlines for submitting assignments are posted in the LMS for each course. All assignments are checked for plagiarism. Unless directed differently by the faculty, the assignments folder must be used for submission of all projects, reports, and papers—never email your assignments unless directed to do so. Always submit your assignments in the format requested by the instructor, most typically MS Word; other formats will be specified.

GRADES

Grades for assignments and exams are posted in the LMS course site within one week after the assessment or deadline. Also, within a one-week period after the end of a course and after the course survey or evaluation has been completed by all students, the course grades will be posted. If you have

not received a grade for an assignment, exam, or course within a one-week period, please contact the course faculty to report the problem. If you do not receive a response from the course faculty within one week, contact the Program Director.

COURSE SURVEYS AND EVALUATIONS

Feedback from students is very important to the faculty and program director as a means of receiving practical suggestions for course and program improvement. Please take the time to share your feedback with us. Students will receive a link to the course survey during the last two weeks of the course. Students should complete the survey within seven days of receiving the link. Students will receive a reminder email about the survey weekly until we receive the survey. Responses to questions related to the course and faculty are anonymous and not shared with faculty until after final grades are submitted.

INSTRUCTOR RESPONSE TIME

Instructors normally check messages daily on weekdays and respond within 48 hours. Faculty may be slower to respond to messages in the evening and on weekends. Feedback on assignments is usually provided within one week of receipt. If there are any concerns about missed emails or no response, please contact the appropriate course director/faculty. For any further concern, please contact the Program Director.

CLASS DEMEANOR

Students are expected to interact in a professional manner with classmates, faculty, and staff, be prompt in attending synchronous meetings, be patient in online interactions, and follow through on their individual contributions to group assignments. Inappropriate language, dissension, or disruption will be removed from any web posting and disciplinary action may be taken. MHPE strives to create a welcoming and safe learning environment for all stakeholders where honest and open dialogue can occur in fair-minded, empathetic, and respectful ways. Demeanors that disrupt or prevent this type of learning environment will be directly addressed.

COMMUNICATION TOOLS

Only your ODU email will be used for the duration of the program. Messages may be sent from within the LMS, but the LMS will use your ODU email account as the sending account. Information that you need to convey to the instructor or requests for an appointment are best sent via ODU email. Students may set up email forwarding for easy ODU email access and contact ODU ITS to access email from any mobile device. Students may view faculty calendars through the Outlook Web Application by adding the calendar through the directory, or when offered, use the Book Time With Me feature beneath faculty signatures. Students may engage with faculty and classmates through the LMS-based tool Pronto, but should be mindful of channel communication flow, posting to the most appropriate 1:1, small group, course, cohort, concentration, or program-wide channel.

COURSE ENGAGEMENT TOOLS

The Discussion Board, VoiceThread, Panopto, Pronto, and Assignments in the LMS are types of interactions where students and faculty who have access to the class may communicate with one another. Everyone in the class engages in discussion board forums and/or VoiceThread presentations, and Panopto videos. Assignment postings are typically only available to you and your instructor. All of these types of assignments will typically have a grade associated with them. Forums like discussion boards and VoiceThread may require multiple inputs and responses throughout the module. Please check to make sure you understand the timing of posts, how many posts, and the type and depth of the

post requested so that you may get full credit for the assignment.

Each course has a Pronto chat space where you may ask for clarification of the course requirements. If you have a question related to something you read, chances are someone else in the class does also. If you post something and are not getting a reply, most likely no one is aware that you have posted a question due to technical issues. Please report this to the course director who will take appropriate action to notify others.

Be respectful of each other and your faculty, behave in a professional manner, and keep the course or program channel conversation related to course, program, or industry news. Avoid texting shorthand or in all caps, and do not share inappropriate images or gifs.

TROUBLESHOOTING

If you cannot access email, the learning management system, or experience any other technology or computer issues, contact itshelp@odu.edu or visit <https://oduprod.service-now.com/sp> (logging in with your MIDAS credentials) and submit a ticket.

PROFESSIONALISM AND SCHOLARLY REQUIREMENTS

MHPE WRITING STYLE

The MHPE program uses the 7th edition of the American Psychological Association (APA) Manual of style formatting and citation for all assignments. If you have a question about formatting that you need help with that is not covered elsewhere, please consult the [APA Style Guide, 7th Edition](#). We strongly recommend purchase of the: American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.). Washington, DC. Work that is not submitted in APA 7th format will not be accepted.

STUDENT PUBLISHING POLICY

All scholarly work done as part of the requirements of completing the MHPE program must be attributed to Macon & Joan Brock Virginia Health Sciences at Old Dominion University, EVMS School of Health Professions, your advisor, the program director, and your local institution. Consult authorship guidelines posted in the MHPE Resource Center (accessible to matriculating students via the LMS). All research involving human subjects, must go through the IRB process.

COPIED WORK

Students are expected to do their own work. Turning in a written assignment that is believed to be another person's work, collaboration, AI-generated, or self-copied will be considered cheating. Students who turn in copied work, work that is not original, and in compliance with APA 7th guidelines for original work will receive a zero (0) for the assignment and will be issued a written warning. Upon receipt of the written warning, students must initiate a meeting with the Program Director. Students found to have cheated on/copied a second assignment may be dismissed from the program.

PowerPoint Presentations, other electronic or printed materials in the classroom and on the LMS Printed matter, videos, and other electronic materials to include all PowerPoint presentations viewed on the LMS or in the classroom are copyrighted materials owned by the author(s) and/or ODU. These materials are never to be copied or transferred electronically outside of the program or the school for any reason without the written permission of the author of the presentation(s). Doing so risks violation

of US copyright laws with resulting legal action or other reasonable sanctions from the program or school.

To understand completely what we consider copying, the following is our definition: (1) submitting work (or a part thereof) that belongs to another person or that has been written by someone or something other than you; (2) copying from a source without proper acknowledgment, quotation marks, or both; and (3) paraphrasing from a source without proper acknowledgment; and (4) self-copying or reusing your own work (e.g., previous assignments, publications) without substantial modification for the purposes of the assessment. Within and across courses students often write about the same topic or use early assignments as scaffolds for learning advanced topics applied in later assignments, as purposefully designed by faculty: These instances are not considered self-copying. Students concerned about self-copying should contact the faculty in advance of an assignment due date. The simplest way to prevent copying is to maintain proper attribution and citation techniques in compliance with APA 7 guidelines.

In view of the fact that each student has signed an honor pledge, it follows that all student work product, professional, publication, and academic submitted by a student while matriculating is to be their own, fully complying with the spirit of honorable and professional conduct. Enforcement of the Honor Code in the classroom and online is a responsibility which is shared by students, faculty, proctors, and administrators.

FACULTY ADVISOR

Upon acceptance into the MHPE program, students will be assigned a faculty advisor. Students are responsible for initiating advisor meetings. Students are encouraged to utilize the MHPE Resource Center (accessible to matriculating students via the LMS) to answer questions about the program and prepare for meetings with their academic advisor. It is expected that the academic advisor will meet with the student at least once per semester to discuss academic progress, and to identify opportunities for collaborative research or teaching with faculty, and to suggest opportunities for scholarly activities such as presentations at national and international conferences. The advisor will also assist the student in selecting mentors for projects and experiences.

PRACTICUM

The practicum is designed to demonstrate the student's accumulated learning experience through an approved course design project. The goal of the practicum is to provide students with an in-depth supervised opportunity to apply academic theory and acquired skills gained in the MHPE core teaching courses to design and develop a course in an online setting. This is an asynchronous learning practicum that will be guided by faculty. Travel to Norfolk, Virginia is not required.

TRANSFER POLICY

Requests to transfer graduate credits from another accredited U.S. or Canadian institution are considered on an individual basis after students are admitted to the MHPE program. International

credits are reviewed case-by-case. Students may transfer up to 9 (MMHPE) or 12 (PhD) graduate credit hours, if the following conditions hold:

- Graduate course credits were completed at an accredited U.S. or Canadian institution and are reflected on an official transcript
- Transfer credits must have been earned within seven years of matriculating into the MHPE program
- Grade earned is a B or better

All transfer requests must be made by the end of the student's first term in the program. Students who wish to request that graduate credits be transferred into the MHPE program must submit a copy of the syllabus for the course to the program director who will consult with teaching faculty as appropriate and render a decision. Approved transfer grades are included on student's transcript; however, transfer grades are not included in semester or cumulative GPA calculations.

MHPE CERTIFICATE PLANS OF STUDY

MHPE certificates are 3-credit to 9-credit hour asynchronous certificates designed to be completed in 1 year or less: one course per three (12 – 16 week) consecutive terms. Certificates are offered in Scholarship, Business of Simulation, and Teaching. Students may transfer certificate credit into the MMHPE or doctoral program per the transfer policy. The Program Schedule is posted on the MHPE website.

MMHPE CURRICULUM AND PLAN OF STUDY

MMHPE is a 31-credit hour asynchronous program designed to be completed in 2 years: two courses per five (12 – 16 week) consecutive terms plus the 1-credit Capstone. The Program Schedule is posted on the MHPE website.

The MMHPE program is designed to prepare educational leaders in various medical and health professions organizational settings.

The plan of study will include coursework in the following areas:

1. Teaching and Learning Core: 9 hours
 - MHPE 608 Contexts of Teaching and Learning
 - MHPE 609 Designing Educational Experiences
 - MHPE 669 Practicum
2. Context & Leadership Core: 18 hours
 - MHPE 614 Organization & Management in Higher Education
 - MHPE 615 Current Issues in Higher Education
 - MHPE 613 Community Partnerships in Health Professions Education
 - MHPE 702 Program Evaluation
 - MHPE 704 Simulation in Healthcare
 - MHPE 720 Paradigms in Higher Education
3. Research Core: 4 hours
 - MHPE 690 Capstone
 - MHPE 715 Educational Scholarship Methods

PHD CURRICULUM AND PLAN OF STUDY

PhD is a 48-credit hour distance learning program. The doctoral program can be completed at two

paces. The Traditional pace is designed to be completed in 3.5 - 4 years: Seven (12 – 16 week) consecutive terms of coursework over 2 academic years with 6 – 7 credit hours per term and one year for research and dissertation completion. This is considered three-quarter time. The Extended pace is designed to be completed in 4.5 – 5 years: Ten (12 – 16 week) consecutive terms of course work over 3 academic years with 3 – 4 credit hours per term and one year for research and dissertation completion. This is considered half time. The Program Schedule is posted on the MHPE website. Graduate catalog and policies are found at online.

The curriculum for the PhD has been constructed with input from the course and program directors. The curriculum is designed to prepare educational leaders in various medical and health professions organizational settings. The program provides advanced education in the areas of teaching and learning, and scholarship with an emphasis on real-world, practical applications. The concentrations provide advanced education in Higher Education, Contemporary Human Anatomy Education, or Simulation Education.

The plan of study will include coursework in the following areas:

1. Research Core: 18 hours
 - MHPE 702 Program Evaluation
 - MHPE 705 Applied Statistics
 - MHPE 715 Educational Scholarship Methods
 - MHPE 806 Mixed Methods Research Design
 - MHPE 807 Advanced Research Methods
2. Teaching and Learning Core: 12 hours
 - MHPE 720 Paradigms in Higher Education
 - MHPE 808 Contexts of Teaching and Learning
 - MHPE 809 Designing Educational Experiences
 - MHPE 869 Practicum
3. Dissertation Credit: 12 hours
 - MHPE 804 Educational Scholarship Seminar
 - MHPE 830 Candidacy Seminar
 - MHPE/CHAE/SE 900 Research
4. Concentration Courses: 9 hours

Higher Education (PhD)	Contemporary Human Anatomy Education (PhD)	Simulation Education (PhD)
MHPE 814 Organization and Management in Higher Education	CHAE 814 Anatomy Education Foundations	MHPE 704 Simulation in Healthcare
MHPE 815 Current Issues in Higher Education	CHAE 815 Teaching and Technology for Advanced Anatomical Sciences	MHPE 725 Business of Simulation
MHPE 813 Community Partnerships in Health Professions Education	CHAE 813 Stewards of Anatomy Education	MHPE 814 Organization and Management in Higher Education

Students complete coursework and interact with instructors and classmates through a distance education format utilizing the Learning Management System.

PHD CURRICULUM TRANSITION POINTS

1. Completion of required coursework
2. Candidacy seminar and candidacy exam
3. Oral defense of written dissertation prospectus
4. Oral presentation of written dissertation

PHD TIMELINE

A detailed timeline that lays out a typical progression through the Curriculum and Instruction program for a student on the traditional or extended curriculum pace is offered in the Dissertation Guide posted in the MHPE Resource Center.

Students are admitted into one of three concentrations: Higher Education, Contemporary Human Anatomy Education, or Simulation Education. Students are expected to remain in their admitted concentration throughout the duration of the program. Students wishing to change concentrations must do so at least one month before taking their first concentration course. Students wishing to take courses in a second concentration may do so only after completing all coursework in their admitted concentration. Graduate students enrolled in the program are required to maintain continuous enrollment after initial matriculation. If a leave of absence from the program is needed, please follow the institution's leave of absence policy. During leave of absence faculty are prohibited from providing student advising or research support. More information may be found in institutional handbook.

CANDIDACY SEMINAR

Students will complete the Candidacy Seminar (MHPE 830) in their final term prior to enrolling in MHPE 900 Research. This is a pass/fail course designed to thoroughly evaluate the student's knowledge of medical and health professions education and their concentration using combined written and oral evaluation strategies including a comprehensive exam. A preliminary research proposal must be presented. Students must successfully complete this course before moving on to complete their dissertation research.

ADVANCEMENT TO CANDIDACY

MHPE doctoral students advance to candidacy upon successfully passing the course MHPE 830 Candidacy Seminar. Upon successfully passing the course, students are considered Doctoral Candidates. MHPE discourages the use of PhD-C or ABD in signatures.

DISSERTATION

Doctoral candidates will complete a dissertation. Candidates working on their dissertation register for MHPE 900 Research for up to 3 terms or 6 credit hours, whichever comes first. Candidates requiring time beyond 6 credit hours will register for MHPE 905. These credits allow the student to be enrolled at the institution, to work with their dissertation committee, and to receive the benefits of all university services.

Students may not begin data collection until successfully defending their dissertation proposal to their dissertation committee and obtaining IRB approval.

Additional details about the dissertation process can be found in the Dissertation Guide in the MHPE Resource Center.

GRADUATION REQUIREMENTS

LENGTH OF TIME TO COMPLETE THE DEGREE

It is expected that students in the MMHPE program will complete their requirements in 2 calendar years and that PhD students will complete their requirements in 3.5 – 4 (traditional pace) or 4.5 – 5 (extended pace) calendar years. While completing their requirements students must maintain continuous enrollment in the program, which may include required credit seeking after the originally intended graduation year.

All requirements for the Medical and Health Professions Education Master's Program must be completed within three (3) calendar years from the time the student is matriculated into the program. All requirements for the Medical and Health Professions Education Doctoral Program must be completed within seven (7) calendar years from the time the student is matriculated into the program. Years beyond the projected time to completion should only be permitted in unusual circumstances beyond the control of the student. Any proposed extension will be reviewed by the Program Director.

GRADUATION

ODU confers formal academic degrees, evidenced by diploma (MMHPE & PhD) and transcript record (Certificate, MMHPE, & PhD). Graduation occurs when a matriculating student meets the full requirements for graduation. For MMHPE students, this will generally occur in May of your final semester of courses. For certificate students this will generally occur in May, August, or December of your final semester of courses. For doctoral students, this will generally occur any month in which you successfully defend your oral dissertation and your written dissertation is accepted by the program director. Our program support team will ensure your student status is updated with the registrar to officially record your graduation on your transcript.

COMMENCEMENT

Commencement is the event ODU hosts to celebrate your accomplishments. Assistance will be provided for any questions, concerns, or accommodations. More information, including the event date, may be found online, and all commencement details are subject to change.

Certificate students do not participate in commencement exercises.

MMHPE students may, per the handbook, participate in commencement exercises before the completion of all academic requirements only with the faculty approval and only if the graduation requirements are expected to be fulfilled within approximately 90 days of the ceremony. Consult the program director to arrange for this accommodation at least 6 weeks before commencement exercises. Details about commencement are found on the institution's website.

Doctoral students must successfully defend their dissertation research 6 weeks prior to commencement exercises to participate, otherwise they may participate in the subsequent commencement exercise.

Commencement exercises are part of a larger academic tradition. Commercial activity is incompatible with these exercises. Such activities are appropriately conducted during rehearsals or at class banquets. Any public displays of graduation information and events must be approved by both the Chief Marshal and the Office of Institutional Advancement.

ALUMNI

As an MHPE student and graduate, your relationship with this institution is lifelong. Your mentors will continue to follow your professional progress with pride and interest. When you complete your dissertation, your committee will welcome you to the community of scholars. In MHPE that community will be yours as you move into new roles and new organizations and mentor future emerging scholars. To get the most of your time here, we encourage engagement in academic and social activities across the institution. From the first day of orientation, you will be invited to share your research with on-campus symposia, to participate in lecture series, and to engage in professional development. You will be given advice, encouragement, and mentoring from a variety of people. As you become advanced scholars, you will deepen your collaborative relationship with faculty. Always remember that there will be people here to help you overcome barriers and to celebrate your successes.

Welcome to the Medical & Health Professions Education program in the Macon & Joan Brock Virginia Health Sciences at Old Dominion University, EVMS School of Health Professions. We are excited to have you join our learning community.