

Description

Resources

Academic Integrity

The School adheres to the University of Pittsburgh's policy. All new students and faculty are required to complete an online module. All course syllabi are to include the School's academic integrity policy statement. All violations of academic integrity are to be reported via the School's academic integrity violation form. Questions concerning academic integrity can be brought to the attention of the school's academic integrity officer.

Academic Integrity Violation Form | publichealth.pitt.edu/forms
Faculty Resources | publichealth.pitt.edu/home/academics/resources-for-teaching-learning
Module Access | publichealth.pitt.edu/home/academics/academic-requirements/academic-integrity-and-plagiarism
Syllabus Statement | publichealth.pitt.edu/home/about/governance/educational-policies-and-curriculum-committee/epcc-forms
University Policy | cfo.pitt.edu/policies/policy/02/02-03-02.html

Advising

Each department manages student advising differently. Some departments have a specific advisor manual. In part I of Pitt Public Health's academic handbook, mentoring and advising from the student's perspective is outlined.

University – Elements of Good Academic Advising | provost.pitt.edu/students/graduate-studies/elements-good-academic-advising
School's Academic Handbook | publichealth.pitt.edu/academic-handbook

Calendar

The School follows the University's academic calendar for the scheduling of classes.

University Academic Calendar | provost.pitt.edu/students/academic-calendar

Classrooms

Classrooms in the school are: A115, A215, A216, A425, A522, A622, and A719. Our courses have first priority regarding scheduling classes. Your department's student services coordinator is the point person for classroom reservations and information. Technology training for the media equipment in the classrooms (all except for A622) is maintained and provided by the University Center for Teaching and Learning.

List of Available Classroom Technology | teaching.pitt.edu/classroom-services/available-technology/
Report Problem with Classroom Technology | teaching.pitt.edu/report-a-classroom-technology-problem
Technology Training | teaching.pitt.edu/classroom-services/technology-training/

Communications

Twice a month, the Office of Student Affairs publishes an electronic newsletter for students and faculty/staff called *Things To Know*. A teaching tip and timely announcements from educational programs are included. Communications can also come directly from your department's student services coordinator or program director(s).

Department Student Services Coordinators List | publichealth.pitt.edu/home/admissions-aid/how-to-apply/contact-admissions
Things To Know | publichealth.pitt.edu/things-to-know

Course Approval

All new or significantly revised courses and academic programs are approved through the School's Educational Policies and Curriculum Committee (EPCC). The committee meets monthly and meeting dates and deadlines are posted on the About EPCC Web page.

About EPCC | publichealth.pitt.edu/epcc
Submit a Proposal | publichealth.pitt.edu/home/about/governance/educational-policies-and-curriculum-committee-epcc/submit-a-proposal

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| Course Evaluations | All courses are to be evaluated each semester. Course evaluations are managed by the University's Office of Measurement and Evaluation of Teaching (OMET). Consult your departmental student services coordinator for details. | OMET Public Health Course Evaluation Portal publichealth.pitt.edu/home/academics/courses/course-evaluation-portal |
| Course Planning | University Center for Teaching and Learning offers an extensive selection of workshops & services. The Teaching Center also offers individualized consultations that encompass all aspects of course planning. | Teaching Support Pitt Public Health Professional Development Workshops publichealth.pitt.edu/pdw |
| Course Scheduling | Course meeting days and times are managed centrally by the University Registrar and internally by the School's Office of Student Affairs. Departmental student services coordinators update course schedules annually during a course proofing period. Coordinators will then contact faculty directly to update course details. | Core Curriculum Schedule publichealth.pitt.edu/home/academics/classes/extended-core-curriculum Public Health Course Schedules publichealth.pitt.edu/home/academics/courses/schedules Registration Instructions/Process publichealth.pitt.edu/home/academics/courses/registration-instructions |
| Grading Process | Final semester grades are due to be entered into the online course and student management system (PeopleSoft), approximately 4 days after the end of the semester. | Grades registrar.pitt.edu/grades |
| Grading Scale | Pitt uses an A - F letter grade scale based on a 4.0 GPA. For courses where students do not complete coursework due to special circumstances occurring at the end of the term, a "G" grade is to be assigned. G grades are to be resolved within one year. | Class Grade Options and Grading System registrar.pitt.edu/faculty-staff/grades |
| Online Course System | The University utilizes Canvas as the web-based course management software. All courses are automatically provided with a course shell in Canvas each semester. | Canvas FAQs pi.tt/canvas Help https://teaching.pitt.edu/educational-software-consulting/ |
| Student Affairs Staff | The School's Office of Student Affairs is located in G009 Public Health. You can send general questions to stuaff@pitt.edu . | Pitt Public Health Student Affairs Staff publichealth.pitt.edu/home/directory?type=%&department=34101 |
| Student System | PeopleSoft is the University's system to manage student and course data. A specialized home page, Faculty Center, and a listing of all courses automatically populates in the system. Access is through My Pitt portal. | PeopleSoft Faculty Center technology.pitt.edu/sites/default/files/documents/migrated/PeopleSoft_Faculty/WhatsNewFacCenter.pdf |
| Teaching Assistant Services | University Center for Teaching and Learning offers comprehensive resources that prepare graduate student instructors to meet their teaching assistant goals and responsibilities. | TA Services teaching.pitt.edu/graduate-student-teaching/ |
| Technology | Classroom technology services are provided by the University Center for Teaching and Learning. General technology services are provided by Pitt IT. School departments also offer IT support. The Center for Teaching and Learning loans out computers & other educational technology tools, and will deliver technology (when pre-arranged with staff) to your classroom. | Classroom Services and Technology Loans teaching.pitt.edu/classroom-services My Pitt Portal my.pitt.edu Pitt IT technology.pitt.edu Turnitin (Anti-Plagiarism Technology) etskb-fac.cidde.pitt.edu/other-applications/turnitin/ |

Quick Tips | How to...

Canvas

[Make Course Available](#)

In the Courses tab (left side), if your course is in Unpublished courses, click on the “Publish” button in the top left corner

PeopleSoft

[Access the Faculty Center](#)

1. Log in to My Pitt (my.pitt.edu) with your University Computer Account username and password
2. Click The left navigation menu automatically collapses when you select any link from your PeopleSoft Home Page.

[View Class Rosters](#)

Rosters appear as subtabs under the Faculty Center tab. Class rosters become available as soon as students register in the class. Grade rosters are available as identified on the calendar which is available on the Academic Resources portal page.

[View Student Photos in Class Roster](#)

Student photographs display on the class and advisee rosters. The Class Roster includes a section for enrolled students, where you have the option to view links to student photos next to each student ID number or to expand the list to include thumbnail images (where available) of each student. When the Link to Photos (default) option is selected, click to view a thumbnail image (if available) of that student. Or select include photos in list for the student photos to appear in the roster list. Click View All to see all student thumbnails on the page or click the right and left arrows to scroll from student to student.

[Submit grades](#)

View the how to document & video available on My Pitt > PeopleSoft Faculty Access by clicking Learn More.

[Change grades](#)

1. Log in to My Pitt (my.pitt.edu) with your University Computer Account credentials.
2. Next, click the Faculty Center link on the right side of your portal homepage.
3. Navigate to the Grade Change Request folder click Self Service>Faculty Center>Grade Change Request

Campus Resources

Counseling Center | counseling.pitt.edu

Disability Services | studentaffairs.pitt.edu/drs

Graduate Student Resources | www.gradstudents.pitt.edu

Health Sciences Library | hsls.pitt.edu

Office of Health Sciences Diversity | healthdiversity.pitt.edu

University Center for Teaching and Learning | teaching.pitt.edu

General School Resources

Academic Handbook | publichealth.pitt.edu/home/academics/academic-requirements

Career Services Office at Pitt Public Health (for students) | publichealth.pitt.edu/careers

Core Curriculum and Schedule | publichealth.pitt.edu/home/academics/classes/extended-core-curriculum

Forms | publichealth.pitt.edu/home/academics/forms

Resources for Research and Practice (for students) | publichealth.pitt.edu/home/research-practice/resources-for-research-and-practice

Teaching and Advising Resources Web page |

publichealth.pitt.edu/home/academics/resources-for-teaching-learning/teaching-advising-resources

Teaching Tip of the Week Archives | publichealth.pitt.edu/teaching-tips

In Need of Further Assistance | Who to Call...

Classroom Technology Issue | 412-648-7240 (Center for Teaching and Learning)

Course Evaluation | 412-624-6400 (OMET)

Canvas | 412-648-2832 (Center for Teaching and Learning)

PeopleSoft | 412-624-4357 (Pitt IT Help Desk)

Technical/ Computer Issues | 412-624-4357 (Pitt IT Help Desk)