

# MPH Faculty Handbook

*The Vanderbilt MPH Faculty Handbook is intended for MPH course instructors and it provides information on different policies and resources you may find helpful. If there is any information you would like us to add, please contact Annie Smart.*

Faculty, staff, students, and other community members are encouraged to report concerns pertaining to the personal, physical, or emotional wellbeing of a student by working with the [Office of Student Care Coordination](#).

## Academics

- [Academic Policies](#) (attendance, FERPA, grading, honor code, etc.)
- [Syllabus and Course Evaluations](#)
- [Brightspace](#)
- [MPH Inclement Weather Policy](#)

## MPH Program

- [MPH Classroom](#)
- [Program Mission, Goals, Objectives, and Values](#)

## Resources for Faculty

### [VU Center for Teaching](#)

The center provides a wide range of confidential consultation services available to instructors to help meet their teaching goals. Services include individual consultations on syllabus and course design and educational technology (such as Brightspace and TopHat).

The center has developed a variety of programs and resources for the Vanderbilt teaching community under the banner of “Teaching, Difference and Power.” These professional development opportunities support faculty and other instructors as they seek to make Vanderbilt a more diverse, inclusive and equitable institution. The center offers a variety of other workshops that may be of interest, including “Civility and Conflict Negotiation in the Classroom,” “Writing a Diversity Statement,” “Teaching Beyond the Gender Binary,” “Teaching Race” and “Helping Underperforming STEM Undergraduates.” Learn more about these [here](#).

Academic Public Health Newsletters

- [Council on Education for Public Health \(CEPH\)](#)

- [Association of Schools and Programs of Public Health \(ASPPH\) - Friday Letter](#)

## Student Engagement Tools

- [Top Hat](#)  
Top Hat is Vanderbilt's classroom response system, available for free to all faculty, staff, and students. Using Top Hat, instructors can pose polling questions and ask all their students to respond using their phones or laptops. Top Hat quickly collects and visualizes student responses, giving instructors a snapshot of student learning they can use to inform class discussion. Training and other support are offered through the Center for Teaching.
- [Poll Everywhere](#)  
Poll Everywhere is a web-based audience response system lets you embed interactive activities directly into your presentation. The audience responds on the web or via SMS texting on their phones.

## Articles and Resources

- [How to Create a Syllabus \(Chronicle of Higher Education\)](#)
- [How to Teach a Good First Day of Class \(Chronicle of Higher Education\)](#)
- [How to Make Your Teaching More Inclusive \(Chronicle of Higher Education\)](#)
- [How to Make Your Teaching More Engaging \(Chronicle of Higher Education\)](#)
- [Back to School Toolkit: How to Fuel In-Class Engagement \(TopHat\)](#)
- [Reaching Today's Distracted Students: A Handbook for Professors \(TopHat\)](#)
- [How to Hold a Better Class Discussion \(Chronicle of Higher Education\)](#)

## Resources for Students

- [Jean and Alexander Heard Libraries](#)
- [Writing Studio](#)  
*Students can meet individually with trained consultants to talk about their writing project or areas of concerns. Services are free and confidential for any member of Vanderbilt's scholarly community.*
- [Article: The Science of Scientific Writing](#)  
*This article, written by George Gopen and Judith Swan, was originally published in the Nov-Dec 1990 issue of American Scientist. It is considered recommended reading for all students in the Vanderbilt MPH Program.*