

Executive MPH Handbook

AY 2018 to 2019



DREXEL UNIVERSITY
Dornsife
School of Public Health

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Welcome

Welcome to Drexel University School of Public Health. You are on a remarkable journey to join the community of public health professionals who trained at Drexel, now more than 1500 strong across the United States and around the world! Our academic program is designed to integrate rigorous academics with career-based learning and real-world workplace experiences. Our goal is to ensure that all students develop a public health world-view and develop competency in critical thinking, problem solving, and collaboration. The success of our academic program is built on the strong relationships you are able to develop with faculty, students, and administrators at the school.

This handbook is designed to guide you through the Drexel University School of Public Health experience. Please take time to review the materials and keep it with your essential graduate school resources.

Drexel University Dornsife School of Public Health

"This school of public health is founded on a commitment – a commitment to public health as social justice. We see health not as a privilege, but as a right."

Jonathan Mann, MD, MPH - April 20, 1998

Mission and Core Values

Mission

The mission of the Dornsife School of Public Health at Drexel University is to provide education, conduct research, and partner with communities and organizations to improve the health of populations. We view health as a human right and have a special commitment to improving health in cities, eliminating health disparities, and promoting health in all policies.

Values

The SPH faculty, staff and students are committed to the following:

- Health as a human right and the importance of social justice to health
- Integrity, rigor, critical thinking, and self-reflection in research, scholarship, and education
- Translation of knowledge into actions to improve population health and eliminate health disparities
- Sustainable and equitable community partnerships
- Inclusiveness, diversity, empathy and respect for others regardless of position or status.
- Human dignity and open and honest dialogue.
- Service to local communities while recognizing the value of a global perspective

Executive Master of Public Health

About the Program

Designed for working professionals, the Executive Master of Public Health (EMPH) Program is tailored for individuals who are committed to advancing their careers and acquiring the knowledge and tools to advance to leadership roles in public health. Whether already working in public health, a related health care setting or seeking a career change, the program is fast-paced, intensive and demanding, but builds on each individual's former education, work experience and skills. The Executive MPH program is fully accredited by the Council on Education for Public Health (CEPH).

Flexibility

The Executive MPH curriculum combines both on-campus coursework and online modalities in which the degree is completed in 21 months. Classes meet on-campus one Friday and one Saturday per month and utilize web-based technologies to interact with faculty and students during the weeks when not in class. Classes are taught by full-time Dornsife School of Public Health faculty with active and diverse research interests as well as adjunct faculty with leadership roles as practicing public health professionals.

EMPH Staff

Staff	Bio
<p>Jen Kolker, MPH Director Executive MPH, Associate Clinical Professor, Associate Dean for Public Health Practice</p> <p>jak682@drexel.edu</p>	<p>Jennifer Kolker, MPH, holds a Master of Public Health degree in public health policy and administration from the University of Michigan School of Public Health. Professor Kolker is an Associate Clinical Professor of Health Management and Policy, the Director of the Center for Public Health Practice, and the Co-Director of the Pennsylvania Public Health Training Center, a federally funded training center for the public health workforce, operated in collaboration with the University of Pittsburgh. Prior to joining Drexel in 2004, held various positions in the non-profit world and then the Philadelphia Department of Public Health, working first in HIV/AIDS policy and planning and later in the Office of the Health Commissioner also in a health planning and policy role. Professor Kolker was also a senior policy associate with Public Works, a consulting firm that provides public policy research and analysis to government agencies and officials, non-profits and think tanks across the country. Professor Kolker teaches several courses on public policy and public health practice and advises and mentors graduate students. Her work is focused on building bridges between academic public health and public health practice within the School's mission of pursuing public health, human rights, and social justice.</p> <p>More information available at http://drexel.edu/dornsife/academics/faculty/Jennifer%20Kolker/</p>

Staff	Bio
<p>Jamel Long, MS.Ed Director of Academic Affairs/Program Manager Executive MPH</p> <p>jl884@drexel.edu 267.359.6229</p>	<p>Jamel Long, MS.Ed serves as Dornsife School of Public Health's Graduate Programs Administrator, where he oversees all activities related to graduate academics and policies. In addition, Jamel also is the Program Manager for the Executive MPH program. He is the first line of contact for both students and faculty with questions and/or concerns regarding the program. Jamel plans all EMPH activities and serves as the academic advisor for EMPH students. Jamel has a MS degree in Higher Education Administration & Leadership from Drexel and is currently enrolled as a doctoral student in Northeastern University's Ed.d program, where he is pursuing a doctorate in Organizational Leadership.</p>

EMPH Faculty

For the most up-to-date list of EMPH faculty members, please see the Course Catalog page of the Drexel University website:

<http://catalog.drexel.edu/graduate/schoolofpublichealth/publichealthexecutive/#faculty>.

Curriculum Degree Requirements

The EMPH program is structured on the semester system with 42 total credit hours required to complete the program. A sample program schedule can be found on the next page.

The Executive MPH program requires a minimum of 42.0 credits. All degree requirements must be completed within seven years of the date of matriculation. A minimum of five consecutive academic semesters is required for the degree. Enrollment must be continuous unless academic leaves are granted. A minimum overall GPA of 3.0 is required for graduation.

Students will also complete the following one-credit, self-directed courses at any point throughout the program:

- Public Health History and Ethics
- Special Topics in Public Health
- Research Methods

Further information on the degree requirements, including course descriptions, can be found on the Course Catalog page of the Drexel University website:

<http://catalog.drexel.edu/graduate/schoolofpublichealth/publichealthexecutive/#degreerequirements>.

Executive Master of Public Health

42 Required Credits

Year 1 (26 Credits)

Semester	Total Credits	Course Number and Title	Course Credits
Fall	8.0	PBHL 530ES - Epidemiology	4.0
		PBHL 540ES - Behavioral Assessment	4.0
Spring	8.0	PBHL 520ES - Biostatistics	4.0
		PBHL 550ES - Community Assessment	4.0
Summer	8.0	PBHL 612ES - Health Policy and Advocacy	4.0
		PBHL 640ES - Environmental and Occupational Health	4.0
Self-Directed*	2.0	<i>Choose two courses below:</i>	
		PBHL 590S - Emergent Public Health Issues	1.0
		PBHL 591S - Research Methods	1.0
		PBHL 592S - Public Health History and Ethics	1.0

**These courses are offered online and are self-directed. It is recommended that they are completed in the first year.*

Year 2 (16 Credits)

Semester	Total Credits	Course Number and Title	Course Credits
Fall	8.0	PBHL 600ES - Health Management & Leadership	4.0
		PBHL 612ES - Program Planning and Evaluation	4.0
Spring	8.0	PBHL 503 - Independent Study**	4.0
		PBHL 570ES - Capstone	4.0

***Students have the choice to complete the EMPH capstone in two ways: they can complete it in one semester by taking PBHL 503 or they can spread the capstone across multiple semesters by taking PBHL 560ES, PBHL 630ES and PBHL 635ES.*

The EMPH program is a semester-based degree. Students can complete the degree within five semesters with continuous enrollment. Each course listed above is offered only once per academic year, except for the electives. These courses are offered online in the Fall, Spring and Summer semesters.

Executive MPH Practical Experience

Council of Education for Public Health (CEPH) accreditation standards state that all Master of Public Health students must engage in an applied practical experience as part of their academic program. While many MPH students are already working in the field of public health, it is expected that individuals elevate their professional careers by completing this degree; therefore, an experience that enhances the work in which students are already engaged is a key part of their education.

All MPH Class of 2019 students are required to complete a practical experience demonstrating the development of new skills. This internship or project can be conducted either at a student's current workplace or at an external site and is to be completed in the spring, summer or fall of 2018.

For more information, please contact Caroline Voyles, MPH, Director of Student Placement & Partnership Development, at cvoyles@drexel.edu or 267.359.6075.

At a Student's Workplace

- All students interested in engaging in a project at their workplace must submit the following to the Director of Student Placement at the beginning of the summer following their first year:
 - Current job description
 - Project proposal form
 - Projects must satisfactorily meet at least 5 Foundational Competencies and not overlap with current job duties to be approved.
- Student must complete a learning agreement at the beginning of the practicum experience that details expectations, timeline and competencies to be met.
- Student must demonstrate attainment of at least five competencies via a minimum of two products (i.e., reflection paper, poster, thesis, or video presentation) housed within a professional e-portfolio. Portfolio templates will be provided during the first month of class.

At an External Site

- During spring term, students must meet in-person or over the phone with the Director of Student Placement to determine a plan for securing an experience at an external partner site.
- Students may apply to positions on Symplicity, DSPH's student opportunities database, or may seek out experiences using their own or a faculty member's connections.
- Student must complete and submit for approval a learning agreement that details expectations, timeline and competencies prior to beginning the experience
- Student must demonstrate attainment of at least five competencies via a minimum of two products (i.e., reflection paper, poster, thesis, or video presentation) housed within a professional e-portfolio. Portfolio templates will be provided during the first month of class.

Executive MPH Program Independent Study

This course allows students to pursue an area of public health of their choosing. Students will be paired with a faculty advisor who will help the student specify and guide their projects.

Independent Study Guidelines

Option	Expectation(s)	Characteristics	Deliverable(s)
1. Research Paper	Conduct secondary research on a public health related topic of particular interest to you. Primary research is also possible with IRB approval.	Work independently, alone or with another student to become an expert on a public health topic of interest. The student directs the learning experience to a particular public health topic, with support and assistance of a knowledgeable faculty advisor. Offers the possibility of publication if done well.	<ul style="list-style-type: none"> • A sophisticated, graduate-level research paper, similar to a thesis, <u>OR</u> • An article appropriate for journal submission by the student, <u>OR</u> • An informative and authoritative White Paper that advocates for a particular position or solution to a problem, <u>OR</u> • An in-depth Issue Brief, suitable for publication, <u>OR</u> • A written summary and documentary or other innovative method for communicating information about the selected topic.
2. Research Assistance	Support the research needs of a School of Public Health faculty member.	Engage directly in the research of a faculty member. Could be a useful addition to one's resume.	<p>1. A written end-product specific to the student's contribution to the research project as determined in each instance by the faculty member and documented via a learning agreement.</p> <p>2. Reflection Paper</p>
3. Internship	Work approximately 120 hours for an organization engaged in public health related work.	Direct, hands-on work experience with a sponsoring organization. Opportunity to gain very practical organizational experience and to build a professional work network.	<p>1. Learning agreement</p> <p>2. Bi-weekly progress reports,</p> <p>3. Final narrative internship report that describes the experience, including any documents or presentations created during the internship (if approved by the sponsoring organization).</p>

Option	Expectation(s)	Characteristics	Deliverable(s)
4. Consulting Project	Work on a task for an organization engaged in public health related work.	Work alone or with another student to address an issue of importance to the client organization. Allows for flexible work schedule, mostly or entirely off-site. Will give practical experience working with an organization. May help build a professional network.	<ol style="list-style-type: none"> 1. Formal agreement with the client organization for a <u>documented deliverable</u> report, presentation, etc., as determined by the project and needs of the client organization. 2. Reflection Paper
5. Certificate or equivalent training	Undertake a public health related certificate or equivalent training program offered by another institution.	Offers a wide range of opportunities to expand and/or particularize knowledge about a public health related topic. The student must bear the additional expenses incurred in completing the non-SPH program requirements.	<ol style="list-style-type: none"> 1. Will depend on the program itself. The program must be approved by the EMPH Program Director as an acceptable means of meeting the Independent Study goals, <u>before</u> the program is initiated. This will be documented via an approved Learning Agreement. 2. Requires <u>successful completion</u> of the certificate /training program and receipt of the certificate (or passing of a certification test) by the date set for completion of the Independent Study (sometime during the first week of May). 3. Depending on the scope and intensity of the program, additional academic work related to the certificate/ training program might be required (for example, if the number of training hours is not equivalent to the 60 contact hours normally constituting a 4-credit semester course).

Option	Expectation(s)	Characteristics	Deliverable(s)
6. Approved Plan of Study	Enroll in and successfully complete additional public health related graduate course(s) from Drexel University, comprising an approved Plan of Study. Such course(s) might include some (or all) of those which comprise the School of Public Health LGBT Health or Global Health Certificate programs, as examples.	Opportunity to increase knowledge about public health on subjects of particular interest, including global public health or issues in LGBT health, as examples. Courses (on-line or in class) may be taken at any time during the student's EMPH program. Enrolling in these courses would <u>substitute for enrolling in Block VIII/ PBHL560ES</u> (which in this case would be waived as a program requirement). This may increase the cost of completing the MPH degree by approximately \$1000 (6 quarter credits are more expensive than 4 semester credits in the EMPH program).	1. Successful completion of graduate course(s) with academic credit equal to 4 semester credits (i.e., 6 quarter credits), or some equivalent combination of course related work and other academic or practical experience. <u>Courses must be prior approved by the EMPH Program Director and be described in a Plan of Study approved by the Office of Academic Affairs.</u> The Plan of Study must address the core competencies that will be acquired or enhanced by the student as a result of completing the Plan of Study. 2. Reflection Paper

Reflection Paper (for options #2-6)

The Reflection Paper identifies and reflects upon (1) 5 to 8 of the MPH core competencies that the student acquired or enhanced due to this independent study, **and** (2) the applicability of the skills and knowledge acquired or enhanced to the student's career interests and/or goals. The paper must synthesize and integrate the knowledge acquired via the Independent Study, prior EMPH Program coursework, and other learning experiences, and apply learned theory and principles to the student's professional interests and/or goals.

Independent Study Assessment Criteria (for all options)

The Independent Study grade will depend on the option chosen, the deliverable(s) involved, and the assessment criteria determined by the faculty advisor.

- For option #1, the assessment criteria and grade will be determined by the faculty advisor overseeing the student's work on the research paper.
- For options #2-5, 70% of the final grade will be based on how well the student demonstrates engagement in the Independent Study, as indicated by:
 - successful completion of the work undertaken, or, otherwise, the depth and seriousness of effort made;
 - quality and timeliness of deliverable(s) during and/or at the conclusion of the work undertaken;
 - degree of responsiveness to the faculty advisor.
- For options #2-5, 30% of the grade will be based on the following criteria as they pertain to the Reflection Paper.
 - *Relevance*: Does the paper appropriately address the expectations of the Independent Study?
 - *Depth*: Does the paper present substantive ideas, analysis and insights, evidencing serious thought and reflection? Does it synthesize and integrate the knowledge acquired in the Executive MPH Program?
 - *Clarity*: Is the paper well written, meaning, free of typos, with correct diction and grammar, succinct and stylistically appropriate?
 - *Organization*: Is the paper well-organized, coherent, and cohesive?
 - *Logical Basis of the Conclusions*: Does the paper apply learned theory and principles to the student's professional interests and/or goals? Do the conclusions logically follow from the points addressed?
 - *Overall Effectiveness*: Is the Reflection Paper a thoughtful assessment of the MPH core competencies acquired or enhanced via the Independent Study, prior coursework, and other learning experiences?
- For option #6, the Independent Study will not have a grade associated with it since courses or equivalent academic/practical experience will comprise the Independent Study; but the Reflection Paper is still a requirement of the Executive MPH program as documented in the approved Plan of Study, and necessary for receipt of the MPH degree. The Reflection Paper will be assessed using the criteria noted above, and it will be filed in the student's academic folder along with the Approved Plan of Study.

Important Campus Contacts

Drexel's Main Operator/Switchboard: 215.895.2000
 Contact Directory: <http://drexel.edu/dbs/about/contact/>

Department	Campus Location	Contact Information
Drexel Central Student Accounts, Bursars, Financial Aid	Main Building – Suite 106	215.895.1600 or send email via Ask.drexel.edu
Dragon Card (ID) Office	First Floor – Creese Student Center	215.895.2820
Graduate College	Randall Hall – Room 240	215.895.0366
Office of Student Life	Second Floor - Creese Student Center	215.895.2501
IRT/Technology	First Floor – Korman Building	215.895.2020
Drexel Public Safety	3201 Arch Street – Suite 350	215.895.2822 or 215.895.2222 for emergencies
Recreation Center	Corner of 33 rd and Market Sts.	215.571.3777
Library	Corner of 33 rd and Market Sts.	215.895.1500
Drexel Bookstore	First Floor – Creese Student Center	215.895.2860

EMPH Academic Calendar: 2018-2019

Fall Semester 2018	
Executive MPH Orientation	TBD
Term Begins (Philadelphia)	Friday, September 14, 2018
Labor Day Holiday	Monday, September 3, 2018
Convocation	TBD
Columbus Day Holiday	Monday, October 8, 2018
Thanksgiving Holiday	Thursday, November 22 – Friday, November 23, 2018
Term Ends (Philadelphia)	Saturday, December 8, 2018
Spring Semester 2019	
Term Begins (Philadelphia)	Friday, January 11, 2019
Martin Luther King Holiday	Monday, January 21, 2019
Term Ends (Philadelphia)	Saturday, April 13, 2019
Commencement Ceremony	TBD
Summer Semester 2019	
Term Begins (Philadelphia)	TBD
Memorial Day Holiday	Monday, May 27, 2019
University Holiday (Independence Day)	Wednesday, July 04, 2019
Term Ends (Philadelphia)	TBD

Technology

Blackboard (Bb) Learn

Blackboard (Bb) is the course management software system we use at Drexel. To access Blackboard, visit <http://learn.drexel.edu> and use your Drexel credentials to log-in. Course instructors use Blackboard for delivery of course materials, including your syllabus, assignments, and readings. You can use your Drexel One user ID and password to log in to Blackboard. There is also an app you can download to your smart phone. Course info is

posted on individual Bb shells for each course in which you are enrolled. Be advised that courses may not be available until a few days prior to the start of classes.

Drexel Email

Students are required to use their Drexel Email address to conduct official university business. Your email account will have limited space on the Drexel email server. Once you reach the maximum amount of storage provided, you will stop receiving emails altogether unless you delete emails from the server. However, you are able to forward your Drexel email to another email account. If you choose to forward your email, make sure you uncheck the box that reads, "Put it in my xyz123@drexel.edu mailbox." This ensures that the emails will only forward and will not stay on the Drexel server and you will never run out of space on the Drexel server. For more information, see the links below.

- Access your email via Drexel One: <http://one.drexel.edu>
- Access Your Email via Webmail (secondary): <http://mail.drexel.edu>
- Configure an email Client (optional) Ask Drexel: <http://ask.drexel.edu>
- Setup Mail Forwarding (optional): <http://accounts.drexel.edu>
 - Allows you to forward your Drexel e-mail to other e-mail accounts

Facebook

You can network with other SPH students, staff, and faculty at the Dornsife School of Public Health Facebook group at

<http://www.facebook.com/home.php?sfrm=1#!/DrexelPublicHealth>.

Tech Support

The Instructional Technology Group (ITG) supports faculty, students, and professional staff in their use of a wide array of applications and technologies in the teaching and learning space - whether delivery and engagement are face-to-face, in hybrid environments, or completely online courses and settings. Technologies and services include Drexel Learn, other online course tools, training sessions, and general technical assistance. The ITG can be reached at 215.895.1224 or itg@drexel.edu.

Computer Buying Guide

Personal Use: Students are advised to purchase computers listed under "Small Business" or "Business" categories rather than from "Consumer" product lines. Follow the specifications listed below to gain the most longevity from your computer:

<http://www.drexel.edu/irt/computers-software/buying-guide/>

You can purchase Apple products and Dell products from the "Campus Community" tab on [Drexel One](#).

Drexel Student Resources

Advising

Jamel Long (jl884@drexel.edu) is the graduate advisor assigned to all EMPH students. A graduate advisor is a professional staff person and will serve as your direct point of contact for academic and administrative issues. Your faculty advisor is an instructional faculty member appointed in the School of Public Health, who will serve as a mentor and will provide guidance during your independent study. Your faculty advisor will be assigned in the summer semester of your first year.

Financial Aid, Accounts, Bursars, Registrar

Drexel Central is your one-stop service for managing student finances and registration. This is the office responsible for the billing and collection of Drexel tuition and fees. You can visit the Drexel Central website by clicking this link: <http://drexel.edu/drexelcentral/>.

Filing the FAFSA and Other Important Financial Aid Information

Financial Aid assistance may be available for every term that you carry 4.5 credits or above for graduate students and 6 credits and above for undergraduate students. If you wish to receive financial aid, it is imperative that you file a FAFSA. We recommend you see or speak with Financial Aid counselors who are familiar with our programs and financial aid processes at the University City campus Suite 106, Main Building or by telephone at 215.895.1600 or Toll Free at 1.877.DREXEL.5 or electronically via ask.drexel.edu.

FAFSA Opens January 1st of every calendar. Make sure you file as early as possible for the next academic year. The online FAFSA website is www.fafsa.gov.

You'll need a pin to electronically sign your FAFSA. If you do not have a pin, you can apply for one at www.pin.ed.gov.

Include your parent(s) information in Parent Demographics and Financial sections of the FAFSA. If you are not supported by a family member, you are required to provide evidence to support this. Do not use the "skip" options available on the website or your application may be incomplete for purposes of grant consideration.

Once you complete your application you will receive a Student Aid Report (SAR). This report is a summary of the details you included on your FAFSA. Review your SAR to be sure it is correct, and to determine if additional information needs to be provided or corrected on your FAFSA application. Additional details will come along with your SAR.

The Institutional Financial Aid Application (FAAPP) is also required of all graduate students that seek financial aid, even if you are only borrowing Federal or Private Loans. This one page application is normally sent from Drexel Central, but can also be downloaded via the

following link: <http://drexel.edu/drexelcentral/about/forms/>. The FAAPP has no official due date but we encourage you to complete it shortly after you file your FAFSA to ensure that your financial aid is packaged in a timely manner. The application must be complete annually. This allows Drexel Central to see how many credits you will be taking each quarter, so that your financial aid can disburse appropriately. It is very important to fill this form out correctly. Contact your Graduate Advisor if you need to know exactly how many credits you should be enrolled in each quarter/semester.

Dragon Card/Student ID

All current students, faculty, and staff are issued an identification card, also known as your Dragon Card, for the purpose of entering campus buildings, attending university events, making purchases, dining on-campus/off-campus and providing access to many Drexel services.

Use the GET Portal to manage funds on your Dragon Card:
<https://get.cbord.com/drexel/full/prelogin.php>. You can access the GET Portal with your Drexel One credentials. Dragon cards are accepted at many of the businesses and restaurants on campus.

Registering for Class

Online registration normally happens during Week 6 of the quarter. You will receive an email from the Director of Academic Services to prompt you to register for class. Detailed information about how to register for class and a tutorial for using the registration system is available on the course registration website:

<http://drexel.edu/drexelcentral/courses/registration/>.

Course Evaluations

Course evaluations are sent to students toward the end of every semester/quarter through AEFIS and can be accessed through the "AEFIS" hyperlink in Drexel One. It is important that students complete these evaluations so that faculty and administrators in the Dornsife School of Public Health can have a better understanding of students' educational experiences. These evaluations take about 10-15 minutes to complete and the process is completely anonymous. The course evaluations are a critical component to Dornsife's program evaluation process and the overall quality improvement of the courses. Student feedback is essential, if we wish to understand the strengths and address the limitations of the content and instruction of our Public Health courses.

Academic Support Services

The school is committed to assisting students who require support to succeed in graduate school. It is important for you to figure out the best strategies and services that work for you. We have listed a few campus resources available for you.

Graduate College

The Graduate College of Drexel University is available to support graduate students, prospective students, faculty, and administrators with information about various resources, policies, programs, services, support, and everything else pertinent to a successful graduate education. The office serves as the liaison between the University regulations and all graduate programs. More information can be found on the Graduate College website:

<http://www.drexel.edu/graduatecollege/>.

Library

With four physical locations and a dynamic online presence, the Drexel Libraries have 61 full time employees serving a Drexel community of over 25,000.

The Libraries offers a variety of services to the Drexel community, these include:

- Borrowing of Books, DVDs, Laptops and other Equipment:
<https://www.library.drexel.edu/borrowing-privileges>
- Course Reserves for efficient access to course related materials:
<https://www.library.drexel.edu/course-reserves>
- Access to printers, scanners, copiers and computers:
<https://www.library.drexel.edu/services/printing-scanning-computing/>
- Reservation of spaces and equipment for meetings or group work:
<https://www.library.drexel.edu/reserve-room>
- Thesis & Dissertation Binding: <https://www.library.drexel.edu/thesis-and-dissertation-binding>
- Data Management services for faculty & researchers:
<https://www.library.drexel.edu/services/research-data-management-support/>

Location

W. W. Hagerty Library is located on Drexel's Main Campus in University City. View the University City Campus map for more information:

<http://drexel.edu/about/directions/university-city-map/>.

- Physical Address: Intersection of 33rd & Market Streets, Philadelphia PA
- Mailing Address: 3141 Chestnut Street, Philadelphia PA 19104-2816
- Telephone Number: 215.895.1500

The Bookmark Cafe provides 24/7 study space with food service. The Library Building is also open 24 hours for study for final examinations beginning the Thursday before exams running

through the last day of exams (Saturday). This schedule is subject to change. Holiday and term break hours may vary.

Hours

For library hours, please see the Drexel Library Services website:
<https://www.library.drexel.edu/about/hours/normal-term-schedule/>.

Please note that W.W. Hagerty Library, Hahnemann Library, and Queen Lane Library all have study spaces that are available around the clock.

Center for Learning and Academic Success Services

The staff of the Center for Learning Academic Success Services (CLASS) is committed to supporting students as they strive to achieve their academic goals. Our programs and services help students overcome barriers to become stronger, more successful students. Whether you want to work on time management, study skills, test-taking or just want help understanding course content, we encourage you to explore the many ways the CLASS can benefit you.

- Telephone Number: 215.762.8121
- Email Address: academicsuccess@drexel.edu
- Website: http://drexel.edu/studentlife/student_family_resources/class/.

Academic counseling gives students the opportunity to focus on developing the skills and strategies that will help them be successful at Drexel. Peer academic counseling, professional academic counseling and peer tutoring are just a few options for academic support. CAS tutors are students who have performed well in their programs and particularly well in the classes they tutor. Tutoring is provided for courses in the College of Nursing and Health Professions, College of Medicine Professional Studies, and School of Public Health. All tutors are trained to help students improve their academic skills while also making strides with their specific course.

Scheduling Appointments

1. Visit <http://drexel.accademia.net> and log in using your user ID (example: abc1234) for both username and password.
2. Appointments can be made up to 24 hours in advance, for up to 2 hours per class per day. Once you schedule an appointment, you will receive an e-mail to confirm the date and time of your appointment. Unless you make other arrangements with your tutor, the appointment will take place at the Center for Academic Success.
3. You can view your upcoming appointments by [logging in](#) at any time and clicking "Appointments" and then "View All."

To make an appointment for academic counseling with a staff coach, you can call 215.762.8121. Peer and professional academic counselors work with students on any topic

related to being successful academically, including study skills, time management, navigating Drexel, organization skills, test-taking, overcoming test anxiety and more.

Writing Center

The Drexel Writing Center helps all members of the Drexel community think through and develop writing projects. They can offer one-on-one sessions to develop writing skills for all Drexel students. For more information, see the Writing Center website:

<http://drexel.edu/engphil/about/DrexelWritingCenter/>.

Appointments

The Writing Center offers in-person and online appointments. Faculty and peer readers can help by providing feedback and encouragement as writers develop topics, evaluate drafts, make decisions about formatting, and revise for clarity. Students can schedule appointments online at the following website: <https://drexel.mywconline.com/>.

English Language Center

The ELC provides a one-stop shop for language, writing and research consultations for Drexel international students. Students receive expert help in three connected areas in one place rather than having to visit 3 separate centers for help and writing assignments. See the ELC website for more information:

http://drexel.edu/elc/resources/academic_resources/language_support/.

Also, ELC offers a **language support consultation**, a 50-minute diagnostic session and interview, followed by an individual development plan and support resources for self-study/on-going tutoring: http://drexel.edu/elc/resources/academic_resources/LWR/.

Further, there is a **no-credit University course** (HUM006: Oral communication for non-native speakers) that is offered free of charge to graduate students and is offered to improve spoken language proficiency.

Tutoring and Language Support

International students can face unique language challenges as they navigate university life at Drexel. The English Language Center's Tutoring and Language Support office currently offers free, one-on-one tutoring to any Drexel student for whom English is a second language. Topics include:

- Listening
- Speaking
- Reading comprehension
- Writing
- Vocabulary development
- Academic study skills
- Resources for self-study

Students new to the Tutoring program first complete a language support consultation, a 50-minute diagnostic session and interview in which a trained ESL tutor assesses the student's strengths and weaknesses in English. Then, based on the student's needs and goals at Drexel, the tutor can provide a detailed list of support resources and strategies for self-study, and/or recommend ongoing tutoring.

International graduate students are eligible for a free diagnostic consultation plus follow-up appointment. If the student wishes to continue with tutoring, the Tutoring center has a list of private ESL tutors available for hire. For more information, please contact Lawrence Moore, the Tutoring Program Coordinator, at elctutoring@drexel.edu.

Students may access the schedule and sign up for an appointment here:
<https://drexel.mywconline.net/>.

Any questions may be directed to elctutoring@drexel.edu.

Office of Disability Resources

The mission of the Office of Disability Resources is to provide equal opportunities and equal access to education, employment, programs and activities for individuals with disabilities at Drexel University.

Drexel University is committed to providing students who have disabilities with an equal opportunity to fully participate in its courses, programs, and activities. *Students of Drexel University who have a disability and need accommodations to attain equal access must register with the Office of Disability Resources.*

Contact Information

- Physical Address: 3201 Arch Street, Suite 210, Philadelphia, PA 19104
- Mailing Address: 3141 Chestnut Street, 81-210, Philadelphia, PA 19104
- Telephone Number: 215.895.1401
- TTY: 215.895.2299
- Fax: 215.895.1402
- Email: disability@drexel.edu
- Staff Contact Directory: <http://www.drexel.edu/oed/about/directory/>

The Steinbright Career Development Center

The Steinbright Career Development Center offers personalized career guidance and world-class know-how.

In order to assist Drexel students with selecting majors and setting appropriate educational and career goals, the Steinbright Career Development Center offers individual career counseling appointments. Individual appointments are available to graduate students. To schedule an appointment with a career counselor call, 215.895.2185

Contact Information

- Address: 3201 Arch Street, Career Services and Co-op Faculty, Suite 250
- Telephone Number: 215.895.2185
- Fax: 215.895.1473
- Website: <http://www.drexel.edu/scdc/>