BEHP Participant Guidelines

The purpose of the participant expectations is to establish a positive, productive environment in which learning is maximized and in which participants feel safe and comfortable.

On in-person class days:
- For all sessions, registration is from 8:30–9:00 am with the session beginning **promptly** at 9:00 am and ending at 4:00 pm. **Please be on time for all courses.**
- Sign in and out. Each course attendee is to **personally** sign in and out of the course. Do not ask other class participants or coworkers to sign in or out for you. If you forget, please contact the Center for Public Health Continuing Education, at 518-402-0330 or behp@albany.edu
- Lunch is on your own from noon to 1:00 pm.
- **Please do not bring cell phones into the classroom.** If you must, please set them to vibrate. Do not use cell phones in the classroom. If you must answer a call, please step outside of the classroom.
- Dress is casual.
- Please do not bring outside work to do during class time.
- Speak politely, act appropriately, and listen attentively.
- Respect the opinions of others and engage in rational debate in areas of disagreement.
- **Respect instructors:** stay attentive, be polite when asking questions, do not engage in side conversations.

For each in-person course and webinar:
- Notify the program coordinator in advance if you must leave early or arrive late.
- Pass each exam with a 70% and complete evaluation. Exams and evaluations are available accessible at www.nylearnsph.com. Participants who fail a course exam will be required to complete a written make up exam.

Online courses: Please register for these courses at www.nylearnsph.com.

**NOTE:** Go to your My Courses tab to “launch” out to each online course.
- Complete the on-line course "Orientation to Public Health" (NYNJ-201) **before** attending PH 101: Introduction to Public Health in NYS.
- Complete the on-line course “Introduction to Microbiology” (UACPHP—200) **before** attending PH 103A: Public Health Microbiology.
- Complete the on-line course “Field Epidemiology” (UACPHP-206) **before** attending PH 103B: Communicable Disease Control
- Complete the on-line course “UASPH-CPHP-2016 Climate Change and Zoonoses Overview” **before** attending UASPH-PH 103C/D: Zoonoses/ Vectors
- Complete the online courses **before** the final day of the program:
  - Exploring Cross-Cultural Communication (NYNJ-042)
  - Practicing Cross-Cultural Communication (NYNJ-068 Elective)
  - **Please Note: choose and enroll in one:** The Bamboo Dragon, Hepatitis A Outbreak, Community Health Workers, or Flood
  - Introduction to the Incident Command System (FEMA IS 100.C)
  - National Incident Management System (NIMS), An Introduction (FEMA IS 700.B)
  - Public Health Assessment Overview I and II

The School of Public Health and the NYS Department of Health are committed to:
- A learning environment that is free from harassment, discrimination and abuse of power, and one which respects the privacy of individuals.
- Treatment of participants with courtesy and respect.
- Providing participants with the opportunity to supply feedback on their teaching and learning experience in the course.
- Assurance that feedback provided by participants will be incorporated into the continuous improvement of the Basic Environmental Health Program.

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