

This checklist is designed to support a shared understanding between MPH students and their faculty mentors. It should be reviewed and discussed jointly by the MPH students and their assigned faculty mentor. **Please complete by the end of the second week of the student's first semester in the program.** Once completed, email a signed electronic copy to mph@byu.edu.

1. Academic Policies

- ☐ Read and understand the MPH Student Handbook – Overview of program structure, policies, and procedures.
- ☐ Review and acknowledge the Academic Honesty Policy – Understand expectations regarding plagiarism, citation, and academic integrity.
- ☐ Review the Graduate Studies Statement on Use of Artificial Intelligence in Graduate Programs – Be aware of which tools are permitted for academic work and understand the boundaries of AI use in writing, research, and communication.

2. Program-Specific Information

- ☐ Review Timeline Expectations – Familiarize yourself with key semester/year milestones (e.g., program of study, field experience, biannual reviews) and submission deadlines. *(See page 35-41 of MPH Student Handbook)*
- ☐ Understand the requirements for the **optional** MPH Certificates – Review available certificate options and identify any of interest.

3. Roles & Expectations

- ☐ Review Expectations of MPH Students and Faculty – Clarify responsibilities of mentors and mentees; discuss communication and professionalism standards. *(see page 43 of MPH Student Handbook)*
- ☐ Set a Regular Meeting Schedule – Determine and agree on preferred communication methods and meeting frequency.

4. Campus Life

- ☐ Confirm that housing, roommate arrangements, transportation, and food accommodations are adequate.
- ☐ Discuss available campus resources (e.g., CAPS, Research and Writing Center).

5. Technology & Access

- ☐ Confirm access to Learning Suite – Ensure login credentials are functional and that course materials are accessible.
- ☐ Obtain a Microsoft 365 license - Available for free to all current BYU students. Visit: <https://microsoft.byu.edu> to sign up.
- ☐ Access the current MPH forms and MPH Student Handbook via the MPH website: mph.byu.edu.

Acknowledgement: We confirm that we have reviewed and discussed each item in this checklist and understand the responsibilities and expectations outlined above.

	Signature	Date
Faculty Mentor		
MPH Student		