

WAYNE STATE
UNIVERSITY

EUGENE APPLEBAUM
COLLEGE OF PHARMACY
AND HEALTH SCIENCES

**Faculty and Staff
Handbook**

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Editor's Note: Welcome to the Eugene Applebaum College of Pharmacy and Health Sciences, Wayne State University. This *Faculty and Staff Handbook* is intended to introduce our College and to assist you in becoming familiar with the resources available in the College and in the University. Listed here are links to websites, phone numbers and other information which hopefully will help you in successfully meeting your job responsibilities. Should you have any questions or suggestions for making this manual a more useful reference tool, please contact our Information Office at 313/577-2312 or email: kkaras@wayne.edu.

Eugene Applebaum College of Pharmacy and Health Sciences Wayne State University

THE COLLEGE AND ITS ORGANIZATION

Website

The Eugene Applebaum College of Pharmacy and Health Sciences (EACPHS) website www.cphs.wayne.edu/ offers a wealth of information on the College, its organization, administration, academic programs, research, faculty, and other information relevant to its operations as an educational and urban research institution.

History

Established more than 80 years ago, the Eugene Applebaum College of Pharmacy and Health Sciences is one of the founding colleges of Wayne State University, a national research institution dedicated to preparing students to excel in global environments. As part of an urban research institution, the College's mission is to advance the health and well-being of society through the preparation of highly skilled health care practitioners and through research to discover, evaluate and implement new knowledge to improve models of practice and methods of treatment in pharmacy and other health sciences from the urban to global levels.

The Eugene Applebaum College of Pharmacy and Health Sciences is one of 13 colleges and schools of Wayne State University. Devoted to educating the modern health care team, the College consists of four departments – Fundamental and Applied Sciences, Health Care Sciences, Pharmacy Practice, and Pharmaceutical Sciences. It offers more than 25 degrees and certificates through 13 academic programs. Each program maintains autonomous admission requirements, curricula, degree requirements and academic procedures.

The College has experienced exceptional leadership throughout its storied history, beginning with Roland T. Lakey, PhD, who in 1924 helped to establish the College's excellent reputation. Upon his retirement in 1953, Dr. Lakey was followed by Stephen Wilson, PhD; Martin Barr, PhD, in 1964; Eberhard Mammen, MD, in 1973; and George Fuller, PhD, in 1988. Each added to the brilliance of the College's programs and its reputation for high quality health care graduates. In 2001, Beverly J. Schmoll, PhD, an alumna of the College's Physical Therapy program, returned to the College as Dean. In August 2009 Lloyd Y. Young, PharmD, followed Dean Scholl. Dr. Young is a past chair and professor for the Department of Clinical Pharmacy, the University of California, San Francisco.

The College of Pharmacy was founded in 1924 and stabilized a turbulent history of pharmaceutical education in Detroit, resulting from Civil War veterans deluging the city. Although there were hundreds of drugstores in operation, many pharmacists had no technical training beyond apprenticeship. Originally part of City College, the three-year pharmacy program was housed in the new Central High School Building, now known as Old Main.

In 1974, the College of Pharmacy merged with the Division of Allied Health to form a specialized institution devoted to educating the modern health care team. Mortuary Science, which originated as a unit of the School of Business Administration in 1943,

evolved into a separate department and eventually became part of the College of Pharmacy and Allied Health Professions in 1985.

Over the years, the College has benefited from close relationships with outstanding individuals. Nate Shapero, founder of Cunningham Drugstores and known as “Mister Pharmacy” during the 1950s, has been credited with helping more people enter the pharmacy profession “than any other man in the world.”¹ Wayne State University recognized Nate Shapero in 1965 by naming a new College of Pharmacy building on the main campus. When the College moved off campus to a location just off the Chrysler Service Drive, the building was known as Shapero Hall.

Tremendous leaps in health care technology took place in the last decades of the twentieth century, as well as an increase in the need for more health science professionals. In the early 1990s, Wayne State University determined that Shapero Hall could not support an increasing enrollment, nor be economically retrofitted with the technology required for a modern health care education. The University proposed to the State of Michigan that it partner with the University to create a new facility to house the College programs. In 1998, citing the importance of the College’s programs to Michigan, the State allocated \$48.2 million to a new facility, predicated on the University’s commitment to raise \$16.1 million from private sources. Eugene Applebaum, a 1960 alumnus of the College’s pharmacy program and the founder of Arbor Drug Stores, came forward with a lead gift of \$5 million and agreed to chair the College’s capital campaign.

The new facility opened May 2002 featuring 270,000 square feet of learning and research space. It is designed to accept new technology as quickly as it is discovered. An article appearing in *The Michigan Real Estate Journal* stated, “*When future historians write the ‘wired’ history of metro Detroit, they may well date the beginning of the local connectivity revolution back to April 2002 and put its location on Mack Avenue and John R.*” Smart Classrooms, the CVS/pharmacy Professional Practice Laboratory, distance learning classrooms, the Ford Motor Company Environmental Exposure Laboratory and an exceptional learning resource center are just some of the features of this outstanding new facility. A key improvement is that the new facility brings all departments – except Mortuary Science which has its own facility on Woodward Avenue – under one roof. In recognition of Mr. Applebaum’s generosity, leadership and outstanding accomplishments as a pharmacist, businessman and entrepreneur, the Wayne State University Board of Governors voted in 2001 to name the College the Eugene Applebaum College of Pharmacy and Health Sciences.

A chronological history of the Eugene Applebaum College of Pharmacy and Health Sciences may be found at www.cphs.wayne.edu/history.php

Mission Statement

Our mission is to advance the health and well-being of society through the preparation of highly skilled health care practitioners, and through research to discover, evaluate, and implement new knowledge to improve models of practice and methods of treatment in

¹ Harry Loynd, President, Parke Davis & Company, 1959.

pharmacy and allied health sciences from the urban to global levels. The complete Mission Statement may be found at www.cphs.wayne.edu/mission.php

Strategic Plan

The College's five-year strategic plan "Building a Culture of Collaboration 2005-10 www.cphs.wayne.edu/strategic-plan.php supports Wayne State University's strategic direction www.strategicplan.wayne.edu/ as part of a new era of greatness and illustrates our commitment to the future.

Bylaws

The Bylaws delineate the relationship of the College to Wayne State University, and provide procedures for governance of the College, its functions and its faculty. Click jessevivan.pharm.wayne.edu/2001amendedbylaws921.htm to access the EACPHS Bylaws.

Administrative Structure

Dean Lloyd Y. Young, PharmD, leads a talented and highly skilled administrative team to serve our College. Assisting him are Howard Normile, PhD, as Associate Dean of Health Sciences and Richard Slaughter, MS, FCCP, as Associate Dean of Pharmacy.

College Policies and Procedures

Several policies and procedures are specific to the [College](#) but align with the University's Administrative Policy and Procedures www.wayne.edu/fisops/APPM99s.pdf.

Faculty and Staff Directory

The Dean's Office annually compiles and distributes a "Faculty and Staff Directory," which lists contact information for each faculty and staff member. To update your listing or to receive the latest copy of the directory, call 313/577-0820.

College Calendar of Events

Schedule of events and activities occurring within the College during the academic year may be found at www.cphs.wayne.edu/.

EACPHS Security

The EACPHS building has a security guard on duty from 6:30 a.m. to 6:30 p.m., Monday through Friday. The guard's desk is located at the Brady Street entrance. The number for the guard's desk is 313/577-7737 or 7-7737 on WSU campus.

Maps and Building Guide

- University map of main and Detroit Medical Center campuses, including buildings and parking structures, found at campusmap.wayne.edu/?map=parking.
- Layout of the College's five-story building, including lower level Commons area, may be found at www.cphs.wayne.edu/building.php.

ACADEMIC DEPARTMENTS AND PROGRAMS

The College is composed of four academic departments: Fundamental and Applied Sciences, Health Care Sciences, Pharmaceutical Sciences, and Pharmacy Practice. More than 25 degrees and certificates are offered through 13 programs. Programs within each department are as follows:

Department of Fundamental and Applied Sciences (FAS)

Peter Frade, PhD, Chair

Clinical Laboratory Science (CLS)

313/577-2050; www.cphs.wayne.edu/cls/index.php

Janet Brown, MS, MT (ASCP), CLS (NCA)

Program Director

- BS in Clinical Laboratory Science
- BS in Health Sciences with a concentration in Cytogenetics, Cytotechnology, or Laboratory Science
- Certificate in Clinical Laboratory Science

CLS graduates provide accurate diagnostic information to the physician through the performance of a vast array of laboratory tests. The laboratory professional generates 80 percent of the diagnostic information on medical charts. This can involve both working with sophisticated technology in the form of automated equipment as well as performing manual analyses. Professionals in the field evaluate different testing methods to determine the best methods. Clinical laboratory scientists evaluate laboratory findings and can aid the physician in interpreting laboratory results. The curriculum provides the theoretical background as well as the laboratory experience needed for graduate school or clinical practice.

Cytotechnology is a challenging field involving the microscopic inspection and evaluation of slide preparations of various human cells and/or organs. A cytotechnologist identifies changes in the body's cells and practices under the direction of a pathologist. Microscopic examinations of specially stained slides are made to detect cytoplasmic or nuclear changes of cells that may differentiate healthy cells from those suspected of being cancerous or of having other structural abnormalities. While the majority of cytotechnologists work in hospitals, graduates also are prepared for positions in research laboratories, private and clinical laboratories and in cytotechnology education.

Mortuary Science (Mort Sci)

313/577-2050; www.mortsci.wayne.edu/index.php

E. David Ladd, JD

Program Director

- BS in Mortuary Science
- BS in Anatomical Pathologists' Assistant
- Post-Bachelor Certificate in Forensic Investigation
- Graduate Certification in Analytical Toxicology for Forensic and Environmental Health Scientists

Generations of Mortuary Science graduates have been leaders in the funeral profession in Michigan for more than 60 years. They are well known for their expertise in all personal and practical matters attendant to death and dying. Approximately 75 percent of funeral home owners in southeastern Michigan are graduates of Wayne State's program, as are

the current presidents of both the Michigan and National Funeral Directors Associations. A high percentage of executives at Southeastern Michigan funeral homes for the past several generations are graduates of the Wayne State program. Affiliation with 65 funeral homes offers practical student experience.

Graduates from the Anatomic Pathologists' Assistant and Post-Bachelor Forensic Investigation programs are recognized and in high demand both regionally and nationally. The Mortuary Science and Anatomic Pathologists' Assistant programs are fully accredited. Recent graduates have achieved an excellent percent pass rate on their national examinations with 100 percent employment.

The Anatomic Pathologists' Assistant program is one of only seven in the United States accredited by the National Accrediting Association for Clinical Laboratory Sciences (NAACLS). Wayne State offers the only program at an undergraduate level and graduates provide more than 95 percent of the service in support of pathology in southeastern Michigan.

The Post-Bachelor Forensic Investigation program is expanding exponentially, attracting students from across the nation who currently are employed in various areas of law enforcement, crime scene investigation, nursing, business, and laboratory sciences.

The Graduate Certificate program in Analytical Toxicology for Forensic and Environmental Health Scientists allows selection of a wide diversity of specific tracts that embrace multidisciplinary laboratory specialties in the areas of forensic science and investigation as well as areas impacting occupational, environmental and public health issues.

Department of Health Care Sciences (HSC)

Thomas J. Birk, PhD, MPT, Chair

Nurse Anesthesia (NA)

313/993-7168; www.cphs.wayne.edu/anesth/

Prudential Worth, CRNA, PhD

Program Director

- MS in Nurse Anesthesia
- Graduate Certificate in Pediatric Anesthesia

The practice of Nurse Anesthesia (NA) is grounded in the sciences and art of anesthesia practice. The program combines prior nursing education with a rigorous scientific foundation in anesthesia. Students in the NA curriculum are provided with in-depth knowledge in physiology, pharmacology and pathophysiology that are the foundation to develop the art of administering anesthesia to clients in large, urban teaching centers and independent practice in rural and underserved communities. Our program is the first in the U.S. to offer a baccalaureate degree in Nurse Anesthesia and the second to offer a master's degree. We also are the first to offer a post-master degree in pediatric anesthesia.

The American Association of Nurse Anesthetists (AANA) named the EACPHS program director 2001 Program Director of the Year.

Our NA program graduates have consistently exceeded the pass rate on the National Certification Exam. (The national benchmark is 80 percent, with a preferred rate of 84 percent.) In 2008, our pass rate was 100 percent. Our graduates are leaders at institutions across the country.

Occupational and Environmental Health Sciences (OEHS)
313/577-1210; www.cphs.wayne.edu/oehs/index.php

Edward J. Kerfoot, PhD
Program Director

- MS in Occupational and Environmental Health
- MS of Public Health with a specialization in Industrial Hygiene or Industrial Toxicology
- Graduate Certificate in Occupational Safety
- Graduate Certificate in Environmental Health and Hazardous Materials Control
- Post-Master Certificate in Industrial Toxicology

OEHS graduates anticipate, recognize, evaluate and control chemical, physical, and biological hazards that arise in the workplace and community. They also work to improve the scientific basis for assessing and developing cost-effective management of human health risks associated with occupational and environmental exposures. The outcome of their work is a healthier, safer, and more productive workforce and population. OEHS helps assure health, safety, and well-being in the home, workplace and community. Since the mid-1950's, the OEHS has been a major educator of industrial hygienists, toxicologists, and other occupational health professionals employed by industry, government and business in southeast Michigan and Ontario, Canada.

The industrial hygiene program is one of 27 accredited graduate programs in the United States. The department conducts significant research, utilizing state-of-the-art laboratory and field-based equipment. This research increases understanding of the health effects of airborne exposures in the home and at work, and the assessment and prevention of hearing loss. Faculty members include past presidents of the American Industrial Hygiene Association (AIHA), American Academy of Industrial Hygiene, and Board of Directors of the Chemical Industry Institute of Toxicology among others. Most of the industrial hygiene managers in southeast Michigan's automotive industry are Wayne State graduates and/or adjunct faculty members. There are five AIHA Fellows on the OEHS faculty.

Occupational Therapy (OT)
313/577-1435; www.cphs.wayne.edu/ot/

Doreen Head, PhD
Program Director

- BS in Health Sciences with concentration in Occupational Therapy
- Entry-Level Master of Occupational Therapy

OT graduates are skilled professionals whose education includes the study of human growth and development with specific emphasis on health and wellness as well as the social, emotional, spiritual, and physical effects of illness, disability, and the aging process. OT practitioners, educators, and researchers are cognizant of the swift pace of social and technological change and its impact on rehabilitative services for people with disabilities, the elderly, and their caregivers. They provide services to individuals whose abilities to participate in meaningful occupations and to perform tasks of daily living are threatened or impaired by developmental challenges, physical injury or illness, psychological and social problems, the aging process and/or the effects of economic and cultural factors.

Occupational therapy helps people enhance health, wellness, and productivity throughout all stages of life. Using a variety of productive or creative activities and leading-edge technology, occupational therapists help people live their lives to the fullest potential.

Wayne State's program approaches health in a holistic manner, including an understanding of how an individual's mind, body, and spirit impact quality of life in various social contexts.

Wayne State University offers an entry-level Master of Occupational Therapy (MOT) degree, which is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE). ACOTE is an affiliate of the American Occupational Therapy Association (AOTA). Students develop skills in OT practice, evidence-based research, and advocacy to provide services in traditional and emerging practice areas. Faculty members include dedicated professionals who are experts in their respective areas of practice, research, teaching, and service. Leading fieldwork educators working in the field provide teaching, mentoring, and other resources to Wayne State OT students.

Physical Therapy (PT)

313/577-1432; www.pt.cphs.wayne.edu/

Susan Ann Talley, DPT, MA

Program Director

- Doctor of Physical Therapy (entry-level)
- Doctor of Physical Therapy (transitional for licensed physical therapists)

Physical therapists plan, organize and direct programs for the care of individuals whose ability to function is impaired or threatened by injury, disease or other causes. Physical therapists examine, evaluate and diagnose the function of patient/client's neuromuscular, musculoskeletal integumentary, and cardiovascular-pulmonary systems and determine appropriate interventions to prevent dysfunction and to maintain and improve or restore physical function and health status. Physical therapists also are leaders in the area of prevention and promoting health, wellness and fitness. Accredited by the Commission on Accreditation in Physical Therapy Education (www.apta.org) and located in an urban academic medical center, faculty and students receive extensive experience in research and service to the diverse community as well as collaborative interdisciplinary education. Graduates have a 100 percent ultimate pass rate on the National Physical Therapy Exam for licensure and have a first-time pass rate at or above the state and national levels.

Physician Assistant Studies (PAS)

313/577-1368; www.pa.cphs.wayne.edu/

Stephanie Gilkey, MS, PA-C

Program Director

- MS in Physician Assistant Studies

PAS graduates are licensed to practice medicine with physician supervision. Within the physician/physician assistant relationship, physician assistants exercise autonomy in medical decision-making and provide a broad range of diagnostic and therapeutic services. Physician assistants are a key component in limiting the growth of health care costs. The United States Bureau of Labor Statistics (BLS) projects that the number of Physician Assistant (PA) jobs will increase by 50 percent between 2004 and 2014. The BLS predicts the total number of jobs in the country will grow by 13 percent over this 10-year period. The PA profession was ranked the fourth fastest growing profession in the country. Clinical roles of physician assistants include primary and specialty care in medical and surgical practice settings in rural and urban areas. PA practice centers on patient care and may include education research and administrative activities.

Physician assistants are the only professionals, other than physicians, licensed to practice medicine in Michigan. Wayne State's PAS graduates scored well above the

national mean on the national certifying examination with a 96 percent pass rate for first-time takers. Our PAS program emphasizes service-learning in an urban underserved setting and includes these outstanding programs: Pre-Sport Health Appraisals for Special Olympics Detroit athletes from Detroit Public Schools and health education presentations for school age children in Detroit Public Schools.

Radiation Therapy Technology (RTT)

313/577-1137; www.cphs.wayne.edu/program/rtt-bs.php

Adam Kempa, MEd RT(T)
Program Director

- BS in Radiation Therapy Technology

Radiation therapists have a unique opportunity to blend the knowledge and skills of mathematics, science, and psychology in daily work. They operate sophisticated radiation equipment to treat cancerous tissue according to the physician's prescription. They assist in designing the patient's treatment through the use of computer produced calculations in three-dimensional space. Radiation therapists recognize when a patient is having additional medical problems, which require a doctor's attention, and provide psychological support for patients who are dealing with the stress of their illness.

The WSU Radiation Therapy Technology program is one of the first accredited baccalaureate degree programs in the United States. A small class size enables faculty and clinical instructors to give students more personal attention. The program is known for its academic standards, excellent clinical education component, and comprehensive curriculum. Graduates are recruited by institutions across the nation. Approximately 80 percent of the graduates are employed in Michigan. Additionally, graduates have consistently passed the national certification examination with above average scores.

Radiologic Technology (RT)

313/916-1348; 313/577-9404

www.cphs.wayne.edu/program/rt-bs.php

Kathy Kath, MS, RT (R)(M)
Program Director

- BS in Radiologic Technology in partnership with Henry Ford Hospital

A radiologic technologist is a healthcare professional who administers prescribed radiation for the purpose of medical diagnosis. The technologist performs radiographic procedures on patients using technologically advanced equipment to produce images of anatomical structures for evaluation by radiologists (physicians).

The RT program, which began in fall 2006 at Wayne State University, is the only baccalaureate degree program in Michigan.

The HFH-WSU Radiologic Technology curriculum enables students to take the WSU general education requirements and professional prerequisite coursework during the first two years of study, followed by two years of professional curriculum. The curriculum also is designed to provide non-degree radiologic technologists with the opportunity to complete required coursework leading to a bachelor's degree, while applying their previous knowledge and skills to the degree requirements.

Radiologist Assistant (RA)
313/916-1348; 313/577-9404
www.cphs.wayne.edu/program/ra-ms.php
Kathy Kath, MS, RT (R)(M)
Program Director

- MS in Radiologist Assistant in partnership with Henry Ford Hospital

The program was approved by the WSU Board of Governors in November 2007. The program will admit its first students in May 2008.

A radiologist assistant is an advanced-level radiologic technologist, who enhances patient care by extending the capacity of the radiologist in the diagnostic imaging environment. The radiologist assistant is an ARRT-certified radiographer, who has completed an advanced academic program encompassing a nationally recognized radiologist assistant curriculum and a radiologist-directed clinical preceptorship. With radiologist supervision, the radiologist assistant performs fluoroscopy and selected radiology procedures, patient assessment, patient management and initial evaluation of diagnostic images, but does not provide an official interpretation (final written report) as defined by the *ACR Standards for Communication: Diagnostic Radiology*.

Department of Pharmacy Practice (PPR)
313/577-0824; www.cphs.wayne.edu/practice/index.php
David J. Edwards, PharmD, Chair

- Doctor of Pharmacy (PharmD) jointly administered with Pharmaceutical Sciences Department

Pharmacists are health care professionals responsible for the safe and effective use of medications in society. The mission of the Department of Pharmacy Practice is to prepare students for entry into the pharmacy profession in an environment that supports and inspires critical thinking, life-long learning, leadership, and professionalism. The Department of Pharmacy Practice is primarily responsible for the applied science portion of the PharmD curriculum. The department has 28 full-time faculty and more than 200 adjunct faculty members based in hospitals and community pharmacies throughout Southeastern Michigan. This provides students with an exceptional variety of practical experiences during the final year of the program.

Faculty members are active in the creation and dissemination of knowledge related to the rational use, delivery, and access to drugs. This includes research in infectious diseases, diabetes, neuroscience, pediatrics, geriatrics, cardiology, and many other areas of drug therapy. In addition, departmental faculty members provide service and leadership to the University community, the profession of pharmacy, and the public related to education and the optimal use of medications.

Graduates of the Doctor of Pharmacy program at Wayne State University practice in a variety of settings, including community pharmacy, health-systems pharmacy, managed care, pharmaceutical industry, and government service.

Department of Pharmaceutical Sciences (PSC)

313/577-1047; www.cphs.wayne.edu/psc/index.php

George B. Corcoran, PhD, Chair

- Doctor of Pharmacy (PharmD) specialization in clinical pharmacy (with PPR)
- MS in Pharmaceutical Sciences
- Doctor of Philosophy (PhD) in Pharmaceutical Sciences
- Specialization in Medicinal Chemistry, Pharmaceutics or Pharmacology/Toxicology offered with each MS & PhD.

PSC graduates develop new compounds for the diagnosis and treatment of disease and characterize factors that determine drug input, distribution, elimination, and effects of drugs in animals and man. PSC faculty members educate pharmacy students on the fundamentals of their field. Pharmaceutical scientists employ many of the principles and methods of anatomy, chemistry, physiology, biochemistry, microbiology, immunology, behavior, and biophysics. The programs are widely recognized for research excellence leading to new therapies for cancer, anxiety disorders, wound healing, asthma and AIDS. The National Institutes of Health (NIH) awarded a \$2 million facilities grant to help complete 40 laboratories in the new building, over half in the Department of Pharmaceutical Sciences areas. The department engages in active partnerships with the John D. Dingell Veterans Administration Hospital, Karmanos Cancer Institute, and the Institute of Drug Design of the WSU School of Medicine.

NON-ACADEMIC DEPARTMENTS AND SERVICES

Buildings and Services

- **EACPHS Access and Hours:** “APHS” is the WSU building code designation for the Eugene Applebaum College of Pharmacy and Health Sciences, 252 Mack Avenue at John R, Detroit. Entrance into the building is accessed from Brady Street (north side of the building). The building is open from 6:30 a.m. to 6:30 p.m., Monday through Thursday, and from 6:30 a.m. to 6 p.m., Friday. Access after hours is gained with coded authorized OneCard for faculty and staff. Students must be attended by a faculty member after hours. (After hours access authorization is processed through the EACPHS Business Office – Room 2605 and coded through the WSU Public Safety Department.)
 - **Building map** identifying rooms on each of the five EACPHS floors and lower level Commons is available at www.cphs.wayne.edu/building.php.
 - **Classroom/Auditorium Scheduling** is coordinated through the program records clerk in the Office of Student and Alumni Affairs (Suite 1600). To see room scheduling or to reserve a room, click on applebaum.wayne.edu/cgi-bin/ureserve_gold.pl or call (313) 577-2319.
 - **Photocopy** equipment for faculty and staff use are located in each department/program suite. Students have access to copy machines and printers for a fee using their WSU OneCard in the Learning Resource Center, lower level Commons area.

- **Mailboxes and Package Service**

Outgoing campus and Federal mail is picked up Monday through Friday. Incoming campus and Federal mail is deposited Monday through Friday in each department/program assigned mailbox, located in the freight elevator corridor next to the Office of Student and Alumni Services.

Federal Express (FedEx), United Parcel Service (UPS) and DHL deliver packages to the Office of Student and Alumni Affairs (Suite 1600). The office receptionist will contact the department/program secretary for pick up of package(s).

FedEx and DHL pick up packages or other mail in the Office of Student and Alumni Affairs. UPS has a box in the dock area for daily pick-up at 5 p.m. Paperwork for FedEx, DHL or UPS must be completed by the sender.

- **Mortuary Science (Mort Sci) Building** is part of the Eugene Applebaum College of Pharmacy and Health Sciences and located on the WSU main campus at 5939 Woodward at Ferry, Detroit. The building is home to the Department of Fundamental and Applied Sciences, which oversees the Mortuary Science program including the Anatomical Pathologists' Assistant and Forensic Investigation studies and the Clinical Laboratory Science program.

Faculty, staff and students must have OneCard coded access into the Mort Sci Building, which is open from 6 a.m. to 9 p.m., Monday through Friday. After 5 p.m., the student lounge and first-floor restrooms are the only accessible areas. There is no access to the building on weekends or holidays.

The Mort Sci Building Business Office (Room 5439) is responsible for faculty office, classroom and key assignments; audio-visual equipment needs; security and maintenance issues, computer set-up, telephone, mail service, and other building coordination. Contact the Mort Sci Business Office at 313/577-2050.

EACPHS Business Office

The Business Office is located on the second floor, Room 2606 in the Administrative Suite, 313/577-1576. Responsibilities and services include:

- personnel administration (performance reviews, benefits, time reporting, salary administration)
- accounting and budget processing
- payroll distribution
- office and classroom keys
- telephone
- building security
- maintenance/custodial services requests
- visitor parking

Note: WSU Department of Parking and Transportation is responsible for faculty, staff and student campus parking. Click <http://parking.wayne.edu/> for further information.

Computer and Information Technology

- EACPHS Computing Office provides service to both the College and Mort Sci Buildings. The support staff is located in the 4600 Suite on the building's fourth floor. IT Manager Michele Farrell Azuta can be reached at ai7076@wayne.edu or call 313/577-1171.
 - **Services** include Microsoft Office and anti-virus installation, computer set-up troubleshooting for technical problems, equipment support, shared file service space for storage data or backup equipment, research support for connecting lab equipment to computer, installation of scientific software and software data analysis service, support for computer office systems (Windows, MAC and Linux), distance learning support and connection for faculty representatives at remote locations using ISDN or IP connectivity and hardware support, and support for faculty at external locations -- the Detroit Medical Center campus and health centers.
 - **Classrooms** are equipped with computer-controlled projector equipment, CD, DVD, VHS, 8mm tapes and overhead projectors.
 - The EACPHS building is totally wireless. Students have access to a 50 seat lab and OneCard printing in the Learning Resource Center, located in lower level Commons area.
- WSU Computer & Information Technology (C&IT) issues access identification and provides electronic mail and messaging services, and training. The WSU AccessID is a unique identification code assigned to each WSU applicant/student and new faculty and staff person. It is the key to accessing computing services and resources at Wayne State, such as WSU [Pipeline](#), [E-mail](#), and [Blackboard](#). For further information, click on www.computing.wayne.edu/accessid/.

Library Services

The Learning Resource Center (LRC), located in the lower level Commons area, offers basic reference tools, reserve materials, books and a variety of media. Through this facility, students have access to a number of computers to obtain information resources as well as a large computer laboratory. LRC hours are 7:30 a.m. to 6 p.m., Monday through Friday. LRC is not open on the weekends. Contact information for the LRC coordinator is 313/577-1279; fax 313/577-5400.

Additional resource materials can be accessed through the Shiffman Medical Library and Learning Resource Centers system www.lib.wayne.edu/shiffman or the University Libraries system www.lib.wayne.edu

STUDENT SERVICES

Office of Student and Alumni Affairs

The Office of Student and Alumni Affairs provides recruitment, retention and advising support to prospective and current students. Financial aid, crisis intervention, student advocacy are a few of the services of this Office. It also coordinates the College's academic activities with the main campus, including graduation, new student convocations, learning communities, and the HealthPro Start program. Affiliate Alumni activities and programs, including the Annual Alumni Reunion, are managed by this

Office. Click www.cphs.wayne.edu/student-contact.php or call (313) 577-1716 for additional information.

2009-10 EACPHS Student Handbook

The handbook provides students with curriculum information, professional organizations and guidelines, academic policies and procedures, online student services and general information, and listing of available scholarships.

cphs.wayne.edu/doc/eacphsstudenthandbook.pdf

Student Rights and Responsibilities

Upon recommendation of the Student-Faculty Council, University (Faculty) council, and the President-Deans Conference, the Board of Governors in January 1967 approved a comprehensive statement of Student Rights and Responsibilities for the University. To review these rights and responsibilities, click www.bog.wayne.edu/code/2_31_01.php

Student Financial Aid, Scholarships and Loans

Federal financial aid awards are available to pharmacy and health science students who demonstrate financial need as defined by the federal government. Further information can be obtained by clicking www.financialaid.wayne.edu .

The College offers private scholarship and short-term emergency loan funds for students. Private scholarships are awarded to students in good academic standing based on criteria determined by the contributors and recommendations of the faculty. Students should contact their program administrators regarding the application process or the College's Office of Student and Alumni Affairs at (313) 577-1716 or email: cphsinfo@wayne.edu.

The College's liaison in the WSU Office of Student Financial Aid is Adam Zangerle, financial aid officer. He can be emailed at aj7945@wayne.edu or call (313) 993-4092. He also is at the College from 10 a.m. to 1 p.m. on Tuesday of each week in the Office of Student and Alumni Affairs, Suite 1600 ,to assist students. No appointment is necessary.

Academic Services and Regulations

Academic files for all EACPHS programs including Mort Sci for graduate and undergraduate students are located in the Office of Student and Alumni Affairs, Suite 1600. Your signature is required to review folders.

Academic regulations are specific for each EACPHS program, click on <http://www.bulletins.wayne.edu/gbk-Output/gbk-08-10-wb-11-02.html> .

WSU academic rules and regulations can be obtained by clicking on <http://www.registrar.wsu.edu/Registrar/Apps/AcadRegs.ASPX>

Academic and Professional Requirements

There are 13 programs in the College which offer more than 25 degrees and certificates. Each program has its own specific academic requirements. Click cphs.wayne.edu/prospectstudentform.php for information on each of the programs or visit the EACPHS homepage at www.cphs.wayne.edu to learn more about the academic departments and their programs.

WSU Academic and Professional Program Bulletins

Professional Programs www.bulletins.wayne.edu/ubk-output/index.html

Graduate Programs www.bulletins.wayne.edu/gbk-output/gbk-index.html

WSU Emergency Notices

WSU Broadcast Messaging Service delivers emergency alerts and other significant messages for students, faculty, and staff. For more information on the service, click <http://cis1.wayne.edu:8080/messaging/ListPreferences.cfm>

RESEARCH AND SUPPORT SERVICES

For **WSU Research** and other research information, such as sponsored research, support, centers and institutions, click on <http://research.wayne.edu/> or call 313/577-5600.

For **EACPHS Research** and other research information specific to the College click on www.cphs.wayne.edu/research/.

- Associate Dean for Research: Michael J. Rybak, email: m.rybak@wayne.edu; 313/577-4378
- Grant Administrator: Michael G. Stephen, email: ae3579@wayne.edu; 313/577-5875

Sponsored Program Administration Services

WSU Sponsored Program Administration (SPA) seeks to provide our College faculty, staff, and students with the best possible resources to facilitate their efforts in the identification of funding sources, submission of proposals, and administration of sponsored programs, private grants, and gifts. Click on <http://www.spa.wayne.edu/> or call SPA at (313) 577-5600.

Graduate Research Assistants

Typically doctoral students in good standing provide approximately 20 hours of service per week per semester in research or academic activities relevant to their programs of study. These activities should relate directly to the student's degree requirements and contribute to a student's dissertation, thesis, essay, independent or directed study, or otherwise be undertaken for the primary benefit of the student's research, scholarship or academic program. All Graduate Research Assistant appointments must include a Graduate Research Assistant Certificate of Relevancy. See University Policy 2000-2 - Position Definitions and Terms of Appointment for Titles Held by Graduate Students and Postgraduate Trainees www.bulletins.wayne.edu/fib/fiba.html. For additional information, click www.gradschool.wayne.edu/Assistantships.asp or www.cphs.wayne.edu/personnel/index.php?grad-and-research-assistants-appointment-checklist

Safety and Security

- Public Safety www.police.wayne.edu, non-emergencies: 313/577-6057; emergencies: 313/577-2222 or campus phone: 7-2222.
- Office of Environmental Health and Safety is a division of Research Support and committed to providing quality environmental health and safety management services for University students, faculty and staff. Click www.oehs.wayne.edu/ or call

313/577-1200 for information on emergency procedures, reportable injuries, spill policies and procedures, radioactive caution, and other health and safety concerns.

General Resource Links

- Animal Investigation Committee
www.iacuc.wayne.edu/; 313/577-1629
- Division of Animal Laboratory Resources
www.dlar.wayne.edu/; 313/577-1107
- Grant writing courses
www.research.wayne.edu/seminars-training/index.php;
313/577-8997
- Human Investigation Committee/HIPPA
www.hic.wayne.edu; 313/577-1628
- Indirect cost information
www.spa.wayne.edu/external/fringe-benefits.php ; 313/577-3693
- Office of International Students and Scholars
www.wsuoiss.wayne.edu; 313/577-3422
- Sponsored Program Administration (SPA)
www.spa.wayne.edu, 313/577-3726
- Patents and copyrights
www.techtransfer.wayne.edu, 313/577-5541 or
www.bog.wayne.edu/code/2_41_04.php for Patent and Copyright Policy

Academic Freedom

- WSU Policy www.bog.wayne.edu/code/2_42_01.php
- Faculty and academic staff are represented by the American Association of University Professor and the American Federation of Teachers (AAUP-AFT), click www.aaup-aft.wayne.edu/index.html for information on rights and benefits.

Academic Life and Appointments

- Faculty and staff classifications www.bulletins.wayne.edu/fib/fiba.html
- Evaluation www.aaup-aft.wayne.edu/pdf/2002-05_contract/art29.pdf
- Graduate research assistants and graduate teaching assistants
www.gradschool.wayne.edu/Assistantships.asp

Memberships, Affiliations and Joint Ventures with Outside Institutions

- Academic practical experience
Practical training and experience for academic credit, such as clerkships, practicum, field placement, fieldwork, externship, internship, etc. is specific to each program. Contact program director for information.
- Affiliation agreements
EACPHS has a number of affiliation agreements with hospitals, clinics and other organization. Contact the Program Records Clerk at 313/993-6624 or email af8230@wayne.edu for information.
- Visiting Scholars
Visiting professor, research scholars, and short-term scholars are eligible to participate in the Wayne State University Exchange Visitor Program. Click on

www.wsuoiss.wayne.edu/filestore2/download/131/J1%20information%20and%20regist%20forms.pdf for general information, roles and responsibilities, health insurance, application checklist, forms and other pertinent information or contact the Office of International Students and Scholars at 313/577-3422.

Academic Appointments

- Faculty and academic staff are represented by the American Association of University Professors and the American Federation of Teachers (AAUP-AFT), click www.aaup-aft.wayne.edu/index.html for information on rights and benefits or call 313/577-1750.
- International Office of Students and Scholars provide information based on Immigration and Naturalization Services and WSU rules and regulations. www.wsuoiss.wayne.edu/general_information or call 313/577-3422.

HUMAN RESOURCES AND BENEFITS SERVICES

The Office of Business Services (2600 EACPHS Administrative Suite) oversees **EACPHS Personnel** issues:

- Provides consultation and assistance to College departments regarding hiring process, performance reviews, benefits, training, time reporting, salary administration, and employee retention.
- www.cphs.wayne.edu/personnel/index.php links to the EACPHS Office of Business Services or call the offices at 313/577-1576.

WSU Human Resources

The department's website www.hr.wayne.edu/ provides a wide-range of information and resources for your personal and professional development, answers to frequently asked questions regarding employment, and current and future HR events. Listed are external resources and other WSU department websites, including Equal Opportunity, Labor Relations, Payroll, Academic Personnel, and Campus Pipeline.

Payroll

The Payroll Office is responsible for issuing employees' paychecks and stipend payments and processing tax payments for social security, federal, state and city taxes, vendor payments, and direct deposit of checks. For a complete list of services, click www.wayne.edu/fisops/index.php?Payroll_Office.

Benefits Administration

www.bulletins.wayne.edu/fib/fibb.html provides access and information on

Credit Union, Michigan First	Medial Insurance
Dental Insurance	Retirement Benefits
Fringe Benefits,	Tuition Assistance
Life Insurance, Group	Tuition Education
Medical Center, Detroit	Unemployment Compensation
	Workers Compensation

Total Compensation and Wellness

The Office of Total Compensation and Wellness administers health and welfare benefits, retirement plan, tuition assistant program for employees and their spouses or

dependents, and flexible spending accounts program. For information and forms, click www.hr.wayne.edu/tcw/benefits/index.php.

WSU OneCard System

The OneCard is a multi-purpose identification and debit card. The front of the card shows your picture and identifies you as a WSU student, faculty or staff. The OneCard also offers a “cashless” environment to its cardholders by debiting funds from their accounts. The card can be used for parking, door access, copying and printing services as well as food and bookstore purchases. Go to www.onecard.wayne.edu/ or call 313/577- CARD (2273) for complete OneCard usage and other information.

Organization & Employee Development

Under Human Resources, this department provides information on training opportunities, non-credit tuition information, new employee orientation, HIPAA training, University Activities Committee events, and a variety of other information and opportunities for employees. Click www.hr.wayne.edu/oed/ or call 313/577-2111 for assistance.

Policies and Human Resources Processes

Documentation of Human Resources Process, University Policies, Non-representative Manual, Administrative Policy and Procedure Manual, Collective Bargaining Agreements can be accessed at www.hr.wayne.edu/avp/policies_hrprocesses.php.

EXTERNAL AFFAIRS

Government and Community Affairs

The Office of Government and Community Affairs supports the WSU goals and strategic plan by working with local, state and federal elected officials to ensure adequate funding for the University and its nearly 32,000 students who are enrolled in one or more of the University’s 350+ academic programs. Our Community Affairs office is actively involved in the community, working with the many diverse ethnic and cultural organizations throughout Detroit and the metropolitan area. Click on www.govaffairs.wayne.edu/ to learn about the Office’s responsibilities, activities and involvement in

Detroit Cultural Center	University Research Corridor
Alumni in Government	Legislative Action Center
Research and Technology Park	Advocacy Issues

Alumni

- WSU Association
Founded in 1935, the Association is dedicated to creating and sustaining lifelong relationships among alumni, friends and the University community. It sponsors a range of events throughout the year to suit every interest – social, cultural, educational, career or family oriented. Click alumni.wayne.edu/index.php to learn more about the organization’s

Membership	Affiliate Groups
Publications	Travel
Advocacy	Awards & Scholarships

Moved? Retired? Reached a career or personal milestone, tell the WSU Alumni Association. Update your information at alumni.wayne.edu/app.php?id=128.

- **EACPHS Alumni**
The organization was founded to promote the general welfare of the college and to establish a mutually beneficial relationship between Wayne State University, the College and its alumni from the 13 EACPHS programs. For further information, contact the Office of Student and Alumni Services at 313/577-1716.

Marketing and Communications

WSU Office of Marketing and Communications offers a variety of integrated, creative solutions and a full cycle of services, which include photographic, publication design, and web communication solutions. Click www.mac.wayne.edu/

EACPHS Information Office

The College also has its own Information Officer, who produces the College internal and external communications, news releases, media contact information, editing services, writing support, publicity, etc. Contact the EACPHS Information Officer at 313/577-2312; e-mail: kkaras@wayne.edu.

TEACHING RESOURCES

WSU Academic Calendar sdcl.wayne.edu/RegistrarWeb/Calendars/academic
Finals Schedule sdcl.wayne.edu/RegistrarWeb/Calendars/finals
Registration Schedule sdcl.wayne.edu/RegistrarWeb/Calendars/registrations

WSU Blackboard blackboard.wayne.edu

Academic Success Center assists undergraduate students to become self-determined, motivated, and independent learners. The ASC provides instruction and services that will support students in the development of skills to promote academic excellence and foster student retention. blackboard.wayne.edu/webapps/portal/frameset.jsp

WSU Educational Accessibility Services (EAS) (www.eas.wayne.edu) is a powerful advocating force for students with disabilities at Wayne State University. Its purpose is to provide students with the resources they need to succeed and to support their participation in all University programs and activities with dignity and independence. EAS provides information, referrals and direct services to the students, faculty and staff of Wayne State University and works to educate and inform the University community about the needs and abilities of disabled students.

Responsibilities of Faculty to Instructional Process

Education is a cooperative effort between teacher and student. Both parties must fulfill obligations if the integrity and efficacy of the instructional process are to be preserved. Click to learn the responsibilities of teacher and student.

http://www-dev.coe.wayne.edu/kinesiology/pedagogy/pdf/ped_obligations.pdf

WSU Office of Teaching and Learning Office (OTL)

The OTL provides support and development opportunities for teaching through training and consulting, instructional design support, classroom feedback, print and other resources, and referrals to other on-campus services. The OTL also is a catalyst and facilitator for WSU teaching initiatives. Click www.otl.wayne.edu/ to learn more about OTL and its services.

WSU Grading Systems

- **WSU Campus Pipeline:** This secure site provides WSU students, faculty and administrative staff with excellent Intranet and Internet services. You can check your grades, display your class list and explore the Internet.
cpprod1.wayne.edu/cp/home/loginf
- **EACPHS Student Appeals** – No. 89.01 College Policy and Procedures Grade Appeals (link to be added).
- **Changes in Grade Reports:** Report of final grades and marks is sent to students at close of each term.
- **Definition** of letter grades is a system in effect for degree credit in all colleges and schools of the University (with the exception of the School of Medicine four-year MD program and the Law School).
Undergraduate: <http://www.bulletins.wayne.edu/ubk-output/ubk%2007-09%20wb-01-17.html#wp46420>
Graduate: <http://www.bulletins.wayne.edu/gbk-output/gbk-index.html>

WSU SERVICES AND RESOURCES

WSU Administrative Policy and Procedure Manual (APPM)

www.wayne.edu/fisops/APPM99s.pdf is the official compilation of the University's administrative policies and procedures. The policies, procedures and other information in the APPM are derived from sources such as decisions of the Board of Governors, operating requirements, procedural studies and review of organizational responsibilities, standard practices and legal requirements.

University Policy clarifies rulemaking procedures from the Office of the President and the procedure for the development, review and approval of policies initiated at other levels or by other bodies in the University. <http://wayne.edu/fisops/universitypolicy.pdf>

WSU Board of Governors

The Board consists of eight members elected by the people of the State of Michigan for eight-year terms. Members of the Board serve without compensation but are entitled to necessary expenses incurred in connection with the duties of their office. The Board of Governors elects the President of the University, has general supervision of Wayne State University and the control and direction of all expenditures from University funds. It enacts bylaws and regulations for the conduct of its business and for the governance of the University. It sets tuition and policy for other fees and charges, determines the compensation to be paid for service; confers degrees and sets the policy for management of gifts, grants, bequests, agreements and contracts and leases or disposes of property. To learn more about the WSU Board of Governors, click bog.wayne.edu/

WSU Undergraduate Bulletin is published every two years in the even years
www.bulletins.wayne.edu/ubk-output/index.html

WSU Graduate Bulletin is published every two years in the odd years
www.bulletins.wayne.edu/gbk-output/gbk-index.html

WSU Housing housing.wayne.edu/: Non-University Housing information provided here and in any linked website is provided solely as a service to the WSU community. Wayne State hereby disclaims all warranties as to the accuracy of such information and shall have no liability of any kind for any use made of such information by any person or organization.

Parking & Transportation Services www.parking.wayne.edu/ is responsible for providing well-maintained, safe parking facilities, vehicles and transportation for employees, students and visitors. The present parking system is comprised of seven structures, including the Welcome Center Garage and 44 surface lots. The current total capacity of the system is 12,500 spaces.

WSU Public Safety www.police.wayne.edu/

The Wayne State University Police Department provides a full-range of professional police services for both the main and medical center campuses as well as the surrounding neighborhoods. Each officer has at least a bachelor's degree and many have advanced degrees. All WSU police officers are fully licensed through the Michigan Commission on Law Enforcement Standards. All officers are sworn Peace Officers commissioned under State law and each officer also has been commissioned as a Detroit Police Officer.

Important Notice: If someone has a personal injury or illness in the College buildings, lawns, parking lots, or events that requires medical attention, report these instances to **WSU Police 313/577-2222 (campus phone dial 7-2222)** DO NOT DIAL 911 - it takes too long for emergency response. **Non-emergencies:** 313/577-6057

EACPHS Security: The EACPHS building has a security guard on duty from 6:30 a.m. to 6:30 p.m., Monday through Friday. The guard's desk is located at the Brady Street entrance. The number for the guard's desk is 313/577-7737 or 7-7737