COLLEGE OF PUBLIC HEALTH AND HEALTH PROFESSIONS POLICY

POLICY NAME: Academic Computer Requirements for Students

EFFECTIVE DATE: Summer B, 1998
REVISION DATE: July 9, 2008
(also December, 1998, August, 2000, June, 2004)

PURPOSE: To specify students’ computer requirements and responsibilities regarding computer management within the College of Public Health and Health Professions

SPECIFIC REQUIREMENTS:

1. All students must be in compliance with the University Student Computer Policy and all Health Science Center policies related to computer use.

2. All students must have access to a computer to allow them to complete all coursework and general curricular requirements within their designated program and to receive academic-related e-mail in the College of Public Health and Health Professions. Students may acquire access through the most appropriate option to match their individual circumstances. These include, but are not limited to, computer purchase, lease, loan, etc.

3. All students must have access to a computer with the following capabilities:
   a. Computer accessibility to the World Wide Web
   b. Windows or Vista Operating Environment
   c. Minimum system resources to run all required applications
   d. A basic word processing software package
   e. A reliable method to print documents when required

4. In addition to the general College computer capabilities, the following programs have additional requirements as noted below:
   a. Health Science/Rehabilitative Services – Microsoft Word and PowerPoint
   b. Clinical and Health Psychology: Database management capabilities; statistical package software, such as SPSS or SAS. Additional requirements may be found in the department’s student handbook and at the department’s website at: http://chp.phhp.ufl.edu/programs/doctoral/computer_literacy_policy.html
d. Occupational Therapy: Microsoft Word, spreadsheet capabilities, and PowerPoint. Students must have access to a computer for on-line coursework during clinical rotations.
e. Rehabilitation Counseling: (graduate students only) DOT Lookup II or equivalent
f. Communicative Disorders: Spreadsheet capabilities.
g. Public Health: Windows 98 or higher; Office 97 or higher; spreadsheet capabilities; SPSS; PowerPoint. Online courses work best in a PC/XP/Internet Explorer environment and require computer to have disabled pop-up blocker, disabled fire-walls, and the ability to download a Lock-Down Browser to the computer. SAS version 9 may not be available for those with Vista.

Epidemiology and Biostatistics students must have a laptop. Epidemiology students must have SAS Version 9 software. Biostat students are currently required to take the regression course, which means that they need SAS as well, though they do not need version 9 unless they elect to take Epi Methods 2.
h. Rehabilitation Science: Database management capabilities; statistical package software, such as SPSS or SAS

(Note: If one of your programs was not specifically cited, there are no additional requirements beyond the college computer capabilities already listed.)

5. Students are responsible for knowing how to operate the computer system they choose and the software packages required.

6. Students are responsible for any repair necessary to their computers and are expected to complete assignments in a timely manner regardless of the state of repair of their individual computer systems.

7. It is likely that over the course of a student’s program, computer upgrades will be necessary. Students are responsible for upgrades required for curriculum completion.

8. Individual coursework may require additional specialized software not already delineated. In this case, it is the faculty member’s responsibility to insure the software requirements are clearly delineated on the particular class syllabus. Students are then responsible for acquiring the specialized software necessary to complete specific course requirements.

9. Students are responsible for providing faculty with appropriate hard copies of materials generated via computer technology if required as part of the course assignment. Students are responsible for the cost of printing these materials.

10. Similar to non-computer based assignments, all work completed by students on the computer must be the student’s own original work. Students may not
receive assistance in completing computer-based assignments unless specifically allowed as part of that assignment. Copying material from others, such as scanning in others’ material, copying others’ files or discs, and/or downloading material from other sources, and claiming it as the student’s own work is strictly prohibited.

11. Instructors may require students to submit written assignments via the Turn-It-In, SafeAssign or DirectSubmit or other appropriate online systems to verify the originality of student submissions.

12. Students are expected to have knowledge and understanding of the interface between electronic communication and relevant privacy laws (HIPAA, FERPA). Students are forbidden from sharing material protected under HIPAA without appropriate encryption as required by Health Science Center policy. Peer-to-peer file sharing is not permitted as part of any course assignment.