



Epidemiology & Biostatistics Track

MD/MPH Student Handbook

2007-2008



2007-2008 OMPH Handbook for Epidemiology and Biostatistics Track at Oregon Health & Science University

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**2007-2008 OMPH Program Student Handbook
Epidemiology and Biostatistics Track
Oregon Health & Science University**

I. The Mission of Public Health

The mission of public health is to “fulfill society’s interest in assuring conditions in which people can be healthy” (Institute of Medicine, 1988). Incorporating the three core functions, assessment, policy development, and assurance, public health professionals strive to promote health and prevent disease through organized, interdisciplinary efforts (Association of Schools of Public Health, 2003).

II. The Oregon MPH (OMPH) Program – An Overview

A. OMPH Program Mission

The mission of the collaborative OMPH Program is to provide innovative leadership, education, research, and service in public health throughout Oregon, regionally, nationally, and internationally. This mission is accomplished through the multi-institutional program of study leading to the Master of Public Health (MPH) degree.

B. OMPH Program Goals

The OMPH program has defined goals with respect to leadership, education, research, and service:

- 1. Leadership:** To provide leadership and serve as a resource in addressing current and emerging public health problems and issues.
- 2. Education:**
 - To provide comprehensive education and professional development in the areas of public health, including epidemiology, biostatistics, social and behavioral sciences, health services administration, and environmental health sciences.
 - To provide training and education in specialized areas of public health including health promotion; environment, safety and health; epidemiology and biostatistics, health management and policy, international health, and primary health care and health disparities.
 - To provide community-based or experiential learning opportunities to develop the competencies required to be effective public health practitioners.
- 3. Research:** To conduct, teach and communicate collaborative research and scholarship among faculty, students, practitioners, and members of the community affiliated with the OMPH program.
- 4. Service:** To provide, enhance, or support service activities to meet the public health needs of urban and rural populations in cooperation with appropriate community professionals and organizations.

The OMPH program combines broad training in public health with specific training in one of the specialty tracks offered by the partner universities.

C. Program Values & Ethics

1. Enhancement of the general health, welfare, and safety of populations and communities.
2. Respect for human dignity.
3. Protection of the environment, recognition of environmental health risks, and prudent utilization of resources in our personal and professional lives.
4. Participation in the development of health policies that incorporate a population perspective.
5. Assurance of access to affordable quality health services for all people.
6. Use of an analytic, evidence-based approach to address health problems.



7. Enhancement of cultural diversity in our professional endeavors.
8. Development of partnerships for learning and service with community organizations to meet the health needs of the community.
9. Responsibility for lifelong learning and inquiry both within and across disciplines.
10. Recognition and resolution of conflict of interest situations.

D. Program Learning Competencies

Upon completion of the OMPH program, students will be able to:

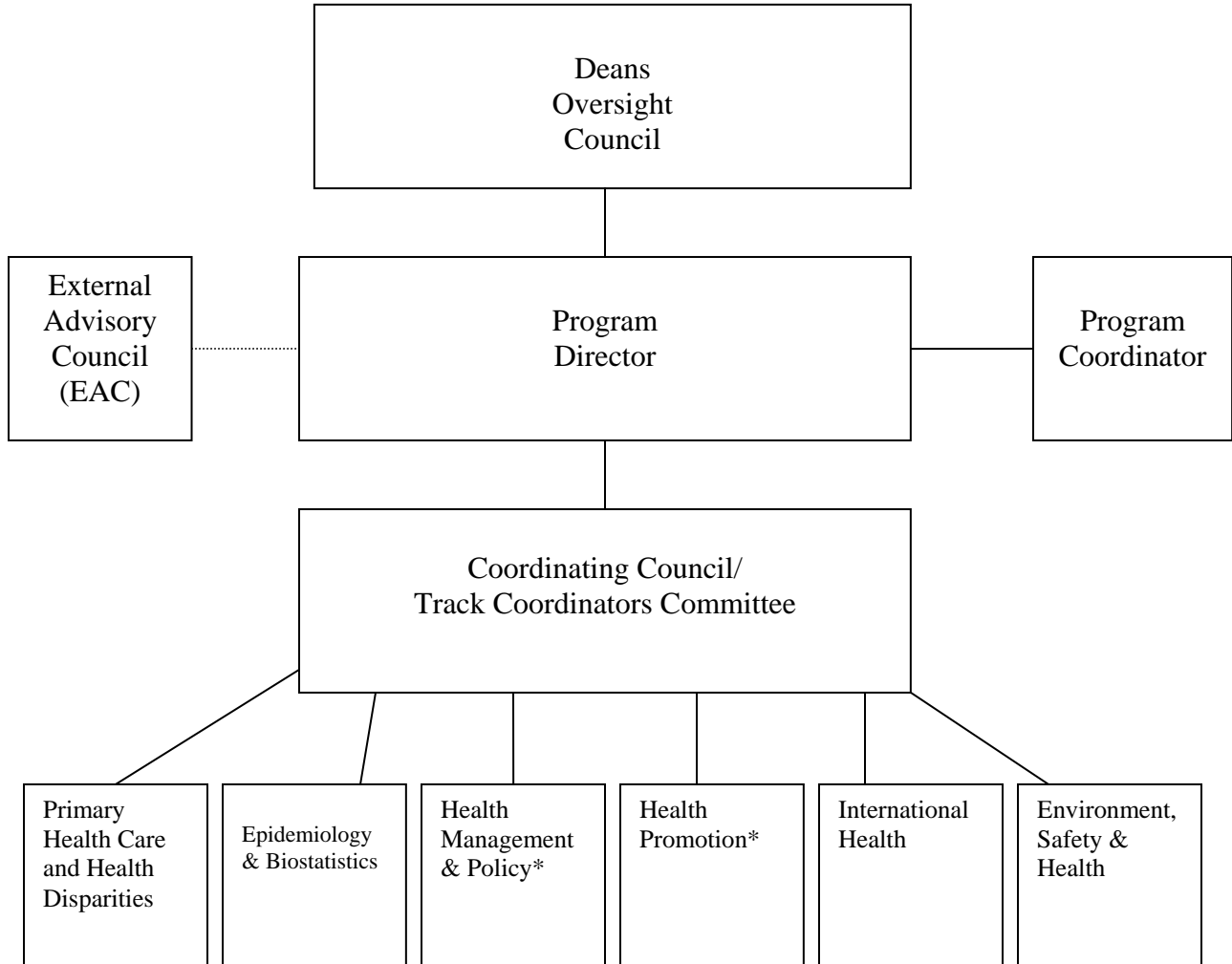
1. Apply evidence-based knowledge of health determinants to public health issues.
2. Select and employ appropriate methods of design, analysis, and synthesis to address population-based health problems.
3. Integrate understanding of the interrelationships among the organization, delivery, and financing of health-related services.
4. Communicate public health principles and concepts through various strategies across multiple sectors of the community.
5. Employ ethical principles and behaviors.
6. Enact cultural competence and promote diversity in public health research and practice.
7. Apply public health knowledge and skills in practical settings.

E. Accreditation

The OMPH Program, which began operations in 1994, is accredited by the Council on Education for Public Health (www.ceph.org).



F. Structural Overview of the OMPH Program



*This track is offered at two sites: OSU in Corvallis and PSU in Portland. Students must apply to one of the sites.

III. Epidemiology and Biostatistics Track

A. Track Competencies

The goal of the Epidemiology and Biostatistics track is to provide training in the population perspective toward health care and disease prevention. Courses in this track emphasize the use of quantitative methods for analyzing and addressing health problems to support basic and applied research in public health and health care.

Track Competency	Courses	Links to Learning Competencies
1. Apply population-based concepts of epidemiology and risk determination to the assessment of health problems	PHPM 512 Epidemiology I PHPM 513 Epidemiology II (Methods) PHPM 514 Epidemiology III (Causation) PHPM 504 Internship PHPM 503 Thesis	PLC #2 PLC #4
2. Apply evidence-based knowledge of health determinants to public health issues	PHPM 525 Biostatistics 1 PHPM 526 Biostatistics 2 PHPM 527 Biostatistics 3 PHPM 504 Internship PHPM 518 Concepts of Environmental Health PHPM 566 Current Issues in Public Health	PLC #1
3. Apply and interpret a variety of statistical methods commonly used in medical and public health research	PHPM 525 Biostatistics 1 PHPM 526 Biostatistics 2 PHPM 527 Biostatistics 3 PHPM 512 Epidemiology I PHPM 513 Epidemiology II (Methods) PHPM 514 Epidemiology III (Causation) PHPM 504 Internship PHPM 503 Thesis	PLC #2 PLC #4
4. Formulate and test a researchable question	PHPM 513 Epidemiology II (Methods) PHPM 503 Thesis	PLC #2
5. Identify ethical problems that arise when epidemiology is used to guide public policy decisions	PHPM 520 Ethics and Epidemiology PHPM 513 Epidemiology II (Methods)	PLC #3 PLC #5

Track Competency	Courses	Links to Learning Competencies
	PHPM 514 Epidemiology III (Causation) PHPM 503 Thesis PHPM 504 Internship	
6. Identify cultural dimensions of conducting research, including culturally sensitive recruitment of study participants, and develop strategies for interpretation of data in the larger cultural context	PHPM 503 Thesis PHPM 504 Internship PHPM 512 Epidemiology I PHPM 513 Epidemiology II PHPM 514 Epidemiology III <i>PHPM 517 Principles of Health Behavior</i> PHPM 520 Ethics and Epidemiology PHPM 525 Biostatistics 1 PHPM 526 Biostatistics 2 PHPM 527 Biostatistics 3 PHPM 566 Current Issues in Public Health	PLC #6
7. Assess and interpret relevant literature in the area of public health and epidemiology	PHPM 514 Epidemiology III (Causation) PHPM 525 Biostatistics 1 PHPM 526 Biostatistics 2 PHPM 527 Biostatistics 3 PHPM 566 Current Issues in Public Health <i>PHPM 517 Principles of Health Behavior</i>	PLC #1
8. Integrate understanding of the interrelationships among the organization, delivery, and financing of health-related services	<i>PHPM 519- Health Systems Organization</i> PHPM 566 Current Issues	PLC #3
9. Communicate public health principles and concepts through various strategies across multiple sectors of the community	PHPM 525 Biostatistics 1 PHPM 526 Biostatistics 2 PHPM 527 Biostatistics 3 PHPM 512 Epidemiology I PHPM 513 Epidemiology II (Methods) PHPM 514 Epidemiology III (Causation) PHPM 566 Current Issues in Public Health <i>PHPM 517 Principles of Health Behavior</i>	PLC #4



B. Program Setting

The Department of Public Health and Preventive Medicine at Oregon Health & Science University (OHSU) has 23 faculty with primary appointments, 21 with joint appointments, 10 with affiliations with the Child Development and Rehabilitation Center, and 74 with clinical appointments. These 128 faculty members energize our extensive teaching, research and service activities. The diverse expertise of the faculty includes biostatistics, epidemiology, international health, women’s health, environmental and occupational health, financing and delivery of health care services, cancer epidemiology, substance abuse, social ethics, health policy analysis, and research ethics.

Our department faculty are deeply involved in medical student education throughout the curriculum, including a major department commitment to the Principles of Clinical Medicine (PCM) course, as well as involvement with required and elective clinical courses during the third and fourth years of medical school. We offer a fully-accredited Public Health and Preventive Medicine Residency program and co-sponsor, with the Department of Family Medicine, a combined residency program that permits selected residents to achieve eligibility for both board certifications. We participate in the innovative, accredited Oregon Master of Public Health Program, involving OHSU, Oregon State University (OSU), and Portland State University (PSU). The department is also home to the Oregon Health Policy Institute (OHPI) that conducts various public health research projects.

**C. Core Curriculum
(Required of All MPH Students)**

All students must take a common OMPH core of five courses ([#] credits). Courses are shared between OHSU and PSU in Portland and OSU in Corvallis and may be taken at any of the three institutions with approval of your advisor. You will need to follow the campus specific procedures for registration, for instructions see: [page 41 of policy from FAQ section]. You will register through the institution in which you are enrolled.

OMP Program Core Course Menu for Intercampus Registration:

<u>Core Courses</u>	<u>OHSU SOM</u>	<u>OHSU SON</u>	<u>PSU</u>	<u>OSU</u>
<i>Health Systems Organization</i>	Not taught in SOM	CPH 540 Health Systems Organization	PA 574 Health Systems Organization (E&B enroll in PHPM519)	H 533 Health Systems Organization
<i>Principles of Health Behavior</i>	Not taught in SOM	CPH 537 Principles of Health Behavior	PHE 512 Principles of Health Behavior (E&B enroll in PHPM517)	H571 Principles of Health Behavior
<i>Epidemiology</i>	Not taught in SOM*	CPH 533 Epidemiology Survey	PHE 535 Epidemiology Survey	H 525 Principles & Practice of Epidemiology
<i>Environmental Health</i>	PHPM 518 Environmental Health	CPH 539 Concepts of Environmental & Occupational Health	PHE 580 Concepts of Environmental Health (E&B enroll in PHPM518)	H 512 Environmental & Occupational Health
<i>Introduction to Biostatistics</i>	PHPM 524 * Introduction to Biostatistics	CPH 530 Introduction to Biostatistics	Not taught at PSU	H 524 Introduction to Biostatistics



* Epi & Bio students please note that you will register for Epidemiology I and Biostatistics I, rather than the two survey courses. Please see your Curriculum section in the Epidemiology & Biostatistics student handbook, for details.

Please note that public health courses offered by OMPH partner tracks use the following prefixes:

- OSU tracks: H
- OHSU SOM (School of Medicine) Epidemiology & Biostatistics: PHPM
- OHSU SON (School of Nursing) Primary Health Care & Health Disparities: CPH
- PSU Health Management & Policy: PA
- PSU Health Promotion: PHE

D. Degree Requirements

Completing the MPH degree in the Epidemiology and Biostatistics Track at OHSU requires:

1. A total of at least 60 approved credit hours. These credits include:
 - OMPH Core Courses 17 credit]
 - Required Track Courses 21 credits
 - Specialization/Elective/other: Thesis 1-11 credits. Electives 9-19 credits.
 - Field Experience (Internship) 3 credits
2. Students must maintain a minimum 3.0 (B) grade point average in their graduate courses. Additionally, students may not receive lower than a B- in any required course (core or track required courses). If lower than a B- is received then the student will need to retake the course.
3. Successful completion of field experience.
4. Successful completion of the thesis and an oral presentation.

The following courses are required:

Students in the Epidemiology and Biostatistics track at OHSU must successfully complete (i.e. a grade of B or better) a total of 60 credit hours to receive their degree. It is recommended that forty five of these hours be in formal classes, three in the internship (PHPM 504), and one to twelve in thesis research (PHPM 503). It is possible however, to take all credits in formal courses except for 1 thesis credit. The following courses are required.

PHPM 512	Epidemiology I (4 credit hours) - Introduction
PHPM 513	Epidemiology II (4) - Methods
PHPM 514	Epidemiology III (4) - Causation
*PHPM 517	Principles of Health Behavior (3)
*PHPM 518	Concepts of Environmental Health (3)
*PHPM 519	Health Systems Organization (3)
PHPM 520	Ethics in Epidemiology (3) or CON650 Scientific Ethics
PHPM 525	Biostatistics 1 (4)
PHPM 526	Biostatistics 2 (4)
PHPM 527	Biostatistics 3 (4)
PHPM 566	Current Issues in Public Health II (2) [NOTE: For students who took PHPM 565 Foundations of Public Health in a previous year, the following courses can be substituted for PHPM 566 during



2007-08: PHPM 567 International Health (3), PHPM 553 Women’s Health Epidemiology (2), or PHPM 572 Adolescent Risky Behavior Epidemiology (2), or another course featuring multiple speakers.]

E. Advising

Upon entering the MPH program each student is assigned an advisor. The advisor is the student’s key link to their program of study. Students are expected to initiate contact and meet with their advisors *at least once* a quarter. The advisor will assist the student with planning an individual program of study, will help with procedures regarding progress in the program, act as a mentor and guide, provide assistance with specific questions or with solving programmatic problems/issues.

The advisor who is initially assigned should be considered a temporary advisor. The advisor’s role is to help the student plan a course of study, assist with registration, answer questions about the program, and help to eventually select a permanent thesis advisor. Students are expected to meet with their advisors prior to registering each quarter. By the end of the first year the student should have selected an advisor from a member of the graduate faculty (Appendix B). This individual will then assume responsibility for advising the student about course selection, the internship requirement, and thesis procedures. After consulting with the selected faculty member and getting approval, the student and advisor need to fill out the Graduate Advisor Form (copy in Appendix B), have it signed by the advisor, and submit it to the Epidemiology and Biostatistics Track Director. Registration procedures are included in Appendix E.

F. Sample Course Sequence

It is recommended that OMPH courses be taken in a particular sequence to maximize the educational experience. Always consult your advisor regarding your program of study to determine the schedule that fits best for you. The following shows a typical recommended sequence of courses for a full-time student. For part-time students who can only take one class, we suggest starting with the Biostat series and following it through one year, taking the Epi series the next year, and then following through with other courses. Consult with your advisor about the schedule that suits you best.

Quarter					
Year	Summer	Fall	Winter	Spring	Total
1st Year		Epidemiology I (basic concepts) - (4)	Epidemiology II (methods) (4)	Epidemiology III (causality) (4)	
		Biostatistics 1 (4)	Biostatistics 2 (4)	Biostatistics 3 (4)	
		Principles of Health Behavior (3)	Current Issues (2)	Elective (2)	
Credits		11	10	10	31
2nd Year	Internship (3-6)	Elective (2)	Ethics (3)	Elective (2)	
	Thesis (3)	Thesis (2)	Thesis (2)	Thesis (1)	
		Health Systems Organization (3)	Environmental Health (3)	Elective (2)	
Credits	9	7	8	5	29
Total					60



G. Field experience and Minimum Standards Guidelines

Program Minimum Standards for Field Experiences

In addition to meeting track field experience criteria, all OMPH field/organizational experiences must meet the following:

- Precepted experiences: Preceptor may not be program faculty member or advisor
- Competency-based, meeting track and student-specified competencies
- Competencies and field experience site/work scope are pre-approved by advisor
- Evaluated by both student and preceptor, demonstrating competency mastery
- Community or population focus (e.g., public health agency, health care delivery, reimbursement, community organizing, health voluntary, population-based research, worksite setting)
- Minimum of 200 practice hours, 6 units for Health Promotion, Health Management and Policy, International Health, Environment, Safety & Health, Community & Public Health Nursing; Minimum 100 hours plus a practice-based report for Epidemiology/Biostatistics. (Policy approved by OMPH Coordinating Council and Track Coordinators Committee 2-1-05)

(Policy approved by OMPH Coordinating Council and Track Coordinators Committee 2-1-05)

Track Minimum Standards for Field Experiences

In addition to meeting the OMPH Program Minimum Standards for field experiences, internships for students in the Epidemiology and Biostatistics track must meet the following requirements:

The purpose of the internship requirement is to ensure that each graduate has some practical public health experience. This course should not be taken until the student has completed Biostatistics 1 and Epidemiology I. Our faculty strongly recommends that students take this course after taking Epidemiology II and Biostatistics 2. Three credit hours are recommended, but if the student has a project that will require more time and wishes to see it to completion, a maximum of six credit hours may be obtained for the project. (Three credits means approximately 10 hours of work per week for a quarter, for a total of approximately 100 hours.) A current list of internship sites that have agreed to provide placement experiences for students is available on the department website (http://www.ohsu.edu/academic/public-health/education/mph/intern_sites.doc). Guidelines for the internship are included in Appendix F and on the department website. The student needs to complete the Internship Proposal (form in Appendix F and on the website) and obtain approval of their preceptor, advisor, and the Epidemiology and Biostatistics Track Director the quarter before undertaking the project. Students may use data obtained in their internship for their thesis project—this is a good option. Proposals should be turned in before registering for the class.

Upon completion of the project, the student will write a paper describing the project and how didactic material was applied. Students should follow the outline in Appendix F. The paper will be submitted to the project Preceptor who will recommend a grade for the project (Pass/Fail) and then send a copy of the paper (this can be done via email) and the grade recommendation to the Epidemiology and Biostatistics Track Director, Katie Riley, who will review the paper and assign a final grade.

H. Culminating Experience

The culminating experience for the Epidemiology and Biostatistics track is successful completion of a thesis, including an oral presentation and defense (see below).



I. Thesis

The student, with the thesis advisor's approval, should select two other individuals to serve as a thesis advisory committee. The primary qualification of these individuals should be that they can provide knowledgeable support of the thesis project. At least two of the three committee members need to be members of the department who are also approved as Graduate Advisors by the Graduate Council. One of these members should be a faculty member qualified to advise you on statistical and data analytic issues. A third member must be selected from outside the department. An external member may be selected who does not have any association with the University if that individual is able to provide some area of expertise not available on campus.

The CV for the external member should be sent to Katie Riley via email. Faculty who are approved by the Graduate Council are listed in the department website and in Section VI. A formal request to establish this committee is made by submitting the appropriate form to the Epidemiology and Biostatistics Track Director (see Appendix F).

The student should make a formal presentation of the thesis proposal at a meeting of the committee before the project is begun, and modify the proposal as the committee suggests. It is the responsibility of the student to keep the committee informed as the thesis project progresses.

After the project has been completed and the thesis written, it will be submitted to the committee for its approval.

If your thesis topic involves human subjects, even if the data are secondary data, you must obtain human subjects Institutional Review Board (IRB) approval. Even if the study has been approved by another entity or if you think the study will be exempt, you cannot make that decision yourself. And, approvals are not retroactive. If you think that your internship data might be able to be used for your thesis project, do not hesitate—just go through the necessary steps in order to get your IRB approval. You will need to complete the necessary IRQ forms which are available electronically on the OHSU website. Before completing the forms, you will need to complete the HIPAA and Respect courses online and turn in a Conflict of Interest form. A Project Planning Questionnaire needs to be signed by the Principal Investigator (PI), but that person cannot be a student--the PI needs to be a faculty member so this person is usually your thesis advisor. The PI needs to sign the form, and then you can turn in the forms at the department education office for the necessary signatures and routing for approvals. The department will also keep a copy of the forms in your file. When you finish your study, don't forget to notify the IRB office via the eIRB website!

The thesis committee is appointed by the Associate Dean for Graduate Studies in order to conduct the student's official oral defense of the thesis. This will require completion of the Mentor/Advisor Assignment form and the Request for Thesis Committee form (both typed by you and signed by your thesis advisor). The Request for Oral Examination form (see Appendix F) to request the appointment of this examination committee and establish a date for the oral exam is obtained from the department website, typed, and returned to the department office for approval before it is sent to the Graduate Dean's Office. The "Mentor" is your thesis advisor.

The Dean requires copies of the form at least four weeks before the scheduled examination and, for students planning to graduate in June; orals must be completed by the end of April (see Appendix F). The thesis advisor



will not allow you to submit this form until it is clear that your thesis is ready for public presentation. After the oral examination, the three Committee members will sign a Thesis Examination Certification Form (this form is typed by the student prior to the oral thesis presentation) showing the results of the exam and return it to the Graduate Dean's Office. Faxed signatures are not accepted. A copy of the form must be provided to the Department Education Office. (If the original copy of the form is turned in to the Department Education Office, it will be copied and delivered to the Dean's Office.) The form must be filed in the Dean's Office within two days of the defense.

After successfully defending the thesis, the student will make any corrections requested by the Examining Committee. Changes to the thesis must be completed within six months of the defense or May 20, whichever is sooner. When your committee believes the thesis is ready to be accepted, the Chairperson of the Committee will then sign the Thesis Signature of Approval page that you typed in your thesis and then the other two committee members will sign the page. The page should be typed according to the format shown in the Graduate Council guidelines and is to be part of the bound thesis. Original signatures are only required on one copy of the thesis. This copy will be kept by the library so if original signatures are desired for the other copies, then committee members can sign all of them. The original and at least two copies of the thesis should be delivered to the library for binding (one copy of the thesis will be deposited in the library; another copy is for your thesis chair, and the third copy is for the department). The Subject Indexing form should be completed and submitted to the catalog librarian. A receipt will be given for binding. The Thesis Placement Waiver form should be delivered to the Dean's office along with the receipt for binding and the Change of Address form. The waiver will authorize the placement of one copy of the thesis in the library. One copy of the thesis is for the thesis advisor, and the third copy must be delivered to the Department.

J. Policies

Grading and GPA Requirements

Students are assigned letter grades for classes except for the internship course which is graded "pass/fail." Pluses and minuses may be assigned, with the exception of "A+."

All students must maintain a 3.0 GPA. Students may not receive lower than a B- in any required course (core or track required courses). If lower than a B- is received, the student will need to repeat the course (with instructor permission). In addition, students may not receive more than two "C" grades in any elective course. Students who fail to meet these criteria will be placed on academic probation. No student may have more than two probations. Any student who is placed on probation a third time will automatically be dropped from the program.

Incomplete grades

Incomplete grades ("I") are strongly discouraged in the OMPH program. If you need to take an incomplete in a course for serious unforeseen personal or professional reasons you should be aware that the OMPH program strictly adheres to university policy:

An instructor may assign a student an "I" grade when *all* of the following four criteria apply:

- a) Quality of work in the course up to that point is "C" level or above.
- b) Essential work remains to be done. "Essential" means that a grade for the course could not be assigned without dropping one or more grade points below the level achievable upon completion of the work.
- c) Reasons for assigning an "I" must be acceptable to the instructor. The student does not have the right to demand an "I."



d) The circumstances must be unforeseen or be beyond the control of the student. An instructor is entitled to insist on appropriate medical or other documentation.

In no case is an “Incomplete grade” given to enable a student to do additional work to raise a deficient grade.

Please refer to <http://www.ohsu.edu/public-health/education/mph/forms.shtml> for additional information on incompletes and course withdrawals. Appendix H includes the request for incomplete form which must be signed by the student and instructor.

Grievances/disagreements

Policy: Students may initiate a grievance procedure regarding an issue with a course or the program.

Procedure: Anyone who has a grievance or disagreement about an issue should first discuss the issue with the person perceived to be responsible for the action. The student should provide a written description of the problem in dispute. If this discussion does not satisfy the student, the grievance may be appealed to the track Director. If that discussion does not satisfy the student, an appeal may be made to the Department Chair. If this review does not satisfy the student, an appeal may be made to the Associate Dean for Graduate Studies in the School of Medicine. At each level of appeal within the Department, the student will be provided with a written response to the appeal. The student’s written grievance and all responses will be filed in the Department. Students can find more information regarding this process on the By-Laws of the Graduate Council web page at <http://www.ohsu.edu/ohsuedu/academic/som/graduate/upload/bylaws.pdf>.

Non-Degree Students Application for Admission

Policy: Students are allowed to take no more than 12 credits on a non-degree basis prior to admission to the OMPH Program. OMPH Core courses may not be taken prior to admission in the OMPH Program.

Procedure: Students who have already completed 12 credits must apply for admission if they wish to continue in the OMPH Program.

Transfer & Pre-Admit Credits

Policy: OMPH students may transfer in up to 1/3 of the number of credits required for their degree, with the exception of Epidemiology & Biostatistics students who are limited to 16 credits. This number includes any pre-admission credits (up to 12) taken in the OMPH Program as well as transfer credits from other institutions. All pre-admission and transfer credits must be graduate level and meet the following requirements: 1) must be letter graded B- or higher; 2) must not be graded Pass (or similar grading method); 3) must not be used for any other degree at any institution; 4) must be no older than seven years at the time the MPH degree is awarded; 5) must be applicable to a master degree at originating institution without qualification; 6) must not be correspondence credit.

Procedure: The student should type in the course information in the Transfer of Credit form (see Appendix G), request that a transcript be sent to the Track Director, and attach a syllabus or course description of the course to be transferred.

Required Course Waiver Policy

Policy: All students accepted into the OMPH Program will take the five OMPH core courses in addition to a series of track required courses. It is understood that some students may have already completed a graduate course that appears to be duplicative of a required OMPH core or track required course. In such cases, students may petition to waive the requirement to take a specific required OMPH course (however, students will still



need to take the required number of credit hours for graduation). The course instructor is the person responsible for determining the comparability of the previous course with the required OMPH course.

For this waiver to be granted, the following guidelines are to be followed:

- Courses must address the learning competencies of the course.
- Courses must be at the graduate or professional program level.
- Courses must be comparable to, or exceed, the credit hours of the OMPH course.
- Courses must have been taken within the last seven academic years and the grade earned must be the equivalent of a B or better.
- Requests must be accompanied by a copy of the course syllabus, or equivalent official detailed description.
- All waivers must be approved by the track in which the student is enrolled.

A waiver of a required course applies only to the course requirement; it does not apply to waiver of credit hours to complete the program of study toward the MPH degree.

Procedure: Students requesting course waivers need to demonstrate the comparability of their previous course to the course instructor. The student must complete the waiver form included in Appendix H, provide a copy of the course syllabus of the equivalent course, a transcript for the course, and any other appropriate supporting documentation to the course instructor for waiver approval.

All waiver decisions will be clearly documented in the student's file.

Course evaluation completion

We encourage all students to complete an anonymous evaluation of all courses for which they are registered. Course evaluations are important to assist faculty, staff and administration to assess the quality of the courses and identify opportunities for improvement.

Leave of Absence & Continuous Enrollment Policies

Policy: Students may request a leave of absence if they are not able to maintain continuous enrollment. Leave of absence status assures that students will retain their admissions status during periods in which they cannot actively pursue the degree for personal, health, or other unforeseen reasons. A leave of absence is granted for a quarter to a year. A maximum of one year can be taken as a leave of absence during the program. After that time period a student will be administratively withdrawn and must request reinstatement into student status before enrolling again.

Procedure: Students who are considering a leave of absence should complete the withdrawal/leave of absence form in Appendix G. Upon return students must register for classes before the registration deadline.

Time to Degree Completion

A student is entitled to take up to seven years to complete the OMPH Program degree.

Repetition of classes

Policy: MPH students must receive a B- or better grade in required courses. If they receive a grade below B-, they may retake the class once with the instructor's permission.

Procedure: MPH students who make unsatisfactory progress in a required class may repeat the class once with the instructor's permission. If a higher grade is achieved, it will be used for changing the student's grade.



K. Epidemiology and Biostatistics Policies

Biostatistics 1 waiver policy

Policy: MPH students can request a waiver of Biostatistics 1 if they took a comparable course within the previous 5 years.

Procedures: Students who wish to request a waiver should provide the syllabus, grade received, and any other supporting documents for review. In addition, students will need to pass a comprehensive test with B- or higher grade. The test will be offered once each academic year 1 to 2 weeks before the fall quarter starts. Students who wish to take the test, should notify the department and they will be provided with the date, time and location of the test.

Testing out of a course

Policy: Students who are registered for a course and believe they have mastered the course content can request obtaining credit by testing out of the course. If the student tests out of a course, it does not decrease the total number of required credits.

Procedure: The student should discuss the possibility with the instructor who will determine whether all course requirements have been met and whether it is feasible to provide some type of test, paper, or other appropriate documentation for completion of the requirements.

Student photograph

The student must deliver a 1-1/2 x 2 inch black and white photograph to the Dean's Office for inclusion in the class picture. Your photograph can be taken by Medical Photography. You should request the master's degree exit photo. The student is responsible for paying for the photograph. The picture must be delivered to the Dean's Office to fulfill requirements for graduation.



IV. Frequently Asked Questions about the Oregon MPH Program

1. How do I enroll for courses at partner institutions?

If you are interested in taking a class at a partner university other than your home campus, you should begin the registration process early each term. Begin by contacting the OMPH administrative staff for your track or campus. You may need to also secure permission from the instructor. Visit

<http://www.oregonmph.org/register/register.html> for additional information. Because the Primary Health Care & Health Disparities track at the OHSU School of Nursing is an online track, space for students from other tracks in their online classes is extremely limited, and available on a first-come basis. See Appendix G for procedures for Epi/Biostat students.

Please be aware that some classes throughout the program use university web programs to support or supplement onsite courses. In such a case, the course instructor will need to make special arrangements at the attending university for you to receive “guest access” to Blackboard (OSU & OHSU School of Medicine), eCollege (OSU & OHSU School of Nursing), or WebCT (PSU). Web-based and distance courses may involve additional fees. Please note that eCollege courses at OSU are not included in the OMPH joint campus agreement. eCollege courses are listed in a separate course catalog and are designated with section numbers in the 400’s. Students interested in courses provided via eCollege will need to enroll for those courses through OSU. Regular eCollege tuition fees would apply.

2. How do I park when taking courses at a campus other than my own?

OMP students are eligible to purchase limited-term parking permits at OHSU, OSU, and PSU. For more information on parking procedures, please use the contact information listed below.

- **OHSU Parking Services:** #503.494.8283 (Note: There is a swingshift parking pass that you might ask about if you are attending late afternoon/evening classes on a regular basis.)
<http://www.ohsu.edu/parking/>
- **OSU Parking Services:** #541.737.2583
http://towow.oregonstate.edu/parking_services
- **PSU Parking Services:** #503.725.3442
<http://www.aux.pdx.edu/transport/>

3. How do I access library services when taking courses at a campus other than my own?

While on a partner campus other than the student’s home institution, an OMPH student has full access to library resources from within the partner campus’s library. A student can check out materials using the library barcode from their home institution through “Summit Borrowing”. Books can be requested through Interlibrary Loan (ILL) using Summit (request “pick-up anywhere” to retrieve at any campus library). An OMPH student can request copies of journal articles via Interlibrary Loan (ILL), if not owned by the home library. In most cases journal articles will be delivered electronically to the student’s email account. If a student wants ILL delivered to another campus, she/he should contact the ILL office at her/his home campus library. Remote library access is available through an OMPH student’s home institution. If you have questions about library resources, contact your campus library office.

- **OHSU Library Services:** #503.494.3460



<http://www.ohsu.edu/library/>

• **OSU Library Services:** #541.737.3331

<http://osulibrary.oregonstate.edu>

• **PSU Library Services:** # 503.725.5874

<http://www.lib.pdx.edu/>

4. If I have already taken OMPH courses prior to admission, how many credits can I apply to my MPH degree?

You can apply 12 OMPH credits completed preadmission to your degree. These are courses taken within the OMPH Program, but prior to having been admitted to the OMPH Program. Please note that though these are “pre-admit credits” and not “transfer credits,” these credits still count toward the 1/3 total credits allowed to be brought to the program from work completed prior to admission, with the exception of Epidemiology & Biostatistics students who are limited to 16 credits.

5. How do I get more involved in the OMPH Program?

Each year there are a number of opportunities for students to become involved in the OMPH program and its events. These include serving as track representative at either the campus or program levels. If you are interested in serving as a student representative or in helping to plan program events, please contact your track coordinator.

6. How do I contact the OMPH Program office?

Carol Parker Terhune, JD, PhD

Interim Director

OMP Program Office

Tel. 503-418-2167

Fax 503-494-4678

Email: terhunec@oregonmph.org or terhunec@ohsu.edu

Alison Schneiger

Program Coordinator

OMP Program Office

506 SW Mill St., Suite 450

Portland, OR 97201

Mail Code: OMPH-SCH

Tel. 503-725-5186

Fax: 503-725-5100

Email: alison@oregonmph.org



7. Where can I find out the most current information about the OMPH Program?

You can find the most current information about the OMPH Program on our website at www.oregonmph.org. Here you will find information on each of the six tracks, the curriculum and competencies, a list of OMPH faculty, registration and admissions information, academic calendars, links to important sites. Along with program information we provide a current list of job announcements, field experience and volunteer opportunities, scholarship and GRA announcements, a list of current events, and news. The website is updated regularly.

8. What is the OMPH Student Symposium and when is it held?

The Oregon Master of Public Health Program Student Symposium is held on the Friday of National Public Health Week, which is the first full week in April. For more information on National Public Health Week go to: <http://www.apha.org/programs/healthweek/>

The symposium is designed to provide a forum for current students to share their ongoing work (from research, projects from class, field experiences, current public health interests) with other members of the OMPH Program and public health practitioners from around the state. It is great practice for future presentations at conferences such as APHA and OPHA. It is a time to show off your interests and contributions to Public Health, and to excite others about your work and interests. The two most outstanding oral and poster presentations receive awards and are recognized at the end of the day.

In January all students of the OMPH Program will be invited to submit abstracts to be considered for an oral or poster presentation at the symposium. You should start thinking about the process early in the year so that you have time to complete a project and prepare a presentation. You will need a faculty sponsor who will review your submission and answer your questions. To find a faculty sponsor, please consider a faculty member with whom you worked with on the project, in whose class you completed it, your advisor, or simply one of your favorite faculty members.

9. What is the NBPHE (National Board of Public Health Examiners) Exam?

The exam is a voluntary professional credential expected to launch in the summer of 2008. The exam will test knowledge of the core public health disciplines as well as other pertinent topics in public health. If you pass the exam, you will be Certified in Public Health, and you can add the initials CPH following your name and degree.

You will be eligible to take the NBPHE exam if you are a master or doctoral graduate of a CEPH (Council on Education for Public Health) accredited school or program of public health.

For the most current information, please see "Frequently Asked Questions about the Exam" at http://www.nbphe.org/NBPHE_FAQ.cfm.

10. What is the OMPH listserv and how do I use it?

As an OMPH Program student, you will be subscribed to the OMPH Program listserv. In addition, you may be added to track or department-specific listservs. If you wish to have a message posted on the track's listservs, send the message to rileyk@ohsu.edu.



Through these listservs, students will find the most current information about job-related opportunities, internships, new class offerings, health-related seminars, upcoming events, fellowships and other items of interest. The OMPH Program listserv is also a great way to communicate with other students. This listserv is not to be used to send personal messages, for fund-raising, or other solicitations, or to disseminate information not directly related to the MPH program or the Public Health field. Please observe proper “netiquette” in all communications.

Websites of Interest

Oregon Master of Public Health program

www.oregonmph.org

Portland State University

www.pdx.edu

Oregon State University

www.oregonstate.edu

Oregon Health & Science University

www.ohsu.edu

American Public Health Association

www.apha.org

News, career resources, links to state, national and international public health organizations

Association of Schools of Public Health

www.asph.org

Internship and job links, information about academic programs

Association of Prevention Teaching and Research (formerly Association of Teachers of Preventive Medicine)

www.atpm.org

Association of health promotion and disease prevention educators and researchers, including MPH Programs.

Centers for Disease Control and Prevention

www.cdc.gov

Provides epidemiological data, job links, education resources, etc.

Council on Education for Public Health

www.ceph.org

Academic public health accrediting agency

Council of Accredited MPH Programs (CAMP)

www.mphprograms.org

Association of accredited programs in Public Health



Environmental Protection Agency

www.epa.gov

Environmental health resources

National Institutes of Health

<http://www.nih.gov>

Links to health institutes, health education materials

Oregon Health Division

www.ohd.hr.state.or.us

Oregon Health Division homepage

Oregon Employment Department

www.emp.state.or.us

Job links: city, county, state, federal, etc.

Oregon Public Health Association

www.oregonpublichealth.org

News, career resources, links to public health organizations

Oregon Rural Health Association

www.orha.org

Rural health topics: advocacy, research, education

Public Health Employment Connection

<http://cfusion.sph.emory.edu/PHEC/phec.cfm>

Job listing site maintained by Emory School of Public Health

Public Health Jobs Network

www.publichealthjobs.net

Job listing site sponsored by ASPH



V. Frequently Asked Questions about the Epidemiology and Biostatistics Track:

1. How do I register for classes at Oregon Health & Science University?

Students register through the online ISIS system at <http://www.ohsu.edu/registrar/ISISOnline.htm>. (This link is also located on the OHSU Public Health and Preventive Medicine website.) Using this secure, interactive application, students may display grades, display unofficial transcripts, view student account information, review any holds, view personal information such as address, email, etc., view and/or print class schedules, and register for classes. Instructions are provided on the ISIS website. Course schedules and descriptions are included on the department website. If there are problems registering, contact the Department Education Office. Use the campus maps located in Appendix A to find the buildings of classes in other campus sites.

2. What kind of financial aid is available?

Financial aid applications can be made through the OHSU Financial Aid office. Teaching Assistantships in Epidemiology and in Biostatistics are available to outstanding students who have completed the series of classes in that discipline. If you are interested in being a TA for a class, contact the instructor. Research Assistantships are occasionally available for department grants, and applicants who have completed the Biostatistics series are preferred candidates. RA positions are posted through emails to the student listservs. Scholarship information is available on the department website. Some support is available for thesis research projects through the Tartar Grants, available through the School of Medicine, and the Greenlick Grants program, available through the Department of Public Health and Preventive Medicine. The Tartar Grant deadline is usually in February. The Greenlick Grants deadlines are December 1 and June 1.

3. What is the policy for minimum enrollment?

Students must be enrolled for at least one credit per quarter or have an approved Leave of Absence on file for that quarter. No more than one year total of leaves of absence are permitted.

4. What is the difference between full-time and part-time students?

A full-time student is enrolled for between 9-16 credits per quarter. A part-time student is enrolled for less than 9 credits.

5. If I work, are their evening classes available in the OMPH Program?

The PSU core courses are offered in the evening. Most PSU track classes are offered from 4-6:30 pm.

6. Can I substitute other comparable courses for required courses in the program?

You may petition to transfer up to 16 credits from another institution into the program (classes taught in other OMPH tracks do not count). The course must have been taken within the past 7 years and a course description must be provided to determine comparability. See course waiver/transfer policies.

7. What should I know about plagiarism?

Plagiarism is the use of other peoples' creations without acknowledging the source. This practice is to be avoided and will be grounds for dismissal. All students are required to take the HIPAA training at entry into the program. Students should also read the professional conduct policy on the Graduate Council website:

<http://ozone.ohsu.edu/som/faculty/docs/graduatecouncil/profconductpolicy.pdf>



8. How can I improve my study skills?

If you have difficulties with a particular class, consult the Teaching Assistant and/or the instructor without delay. Teaching Assistants are assigned for both the Epidemiology and Biostatistics series of courses. If you think you need a tutor, talk with the instructor. Katie Riley is also available for discussion of problems that are not resolved with these approaches.

9. What is service-based or community-based learning?

According to Campus Compact, a national service-learning organization, “service-learning is a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility.” Through these courses students gain valuable experience and connections with community organizations. The experience with the organizations is then integrated into the classroom to provide students with a deeper understanding of the material. Courses incorporating service-learning opportunities include Community Organizing (PHE517 at PSU and H572 at OSU) and Program Evaluation (H575 at OSU and PA588 at PSU), among others. Students who apply their learning in a community or agency setting as opposed to the classroom benefit from seeing the practical application of epidemiology and biostatistical theory and methods first-hand. The Epidemiology and Biostatistics track requires an internship in a community setting so that students can obtain this benefit.

10. How do I arrange Reading and Conference credits?

If you have a topic that you would like to explore in depth outside a regular class, you can talk with a potential faculty supervisor who is interested in the topic about signing up for a Reading and Conference class. If the faculty member agrees, you can register for the class online with his/her CRN number. You will be expected to do reading in this area and to write a paper on the topic before the end of the quarter.

11. How do I access my enrollment files and transcripts?

These files are available through the online ISIS system.

12. What are my rights regarding my file?

You can access this file any time you wish. If there is a disagreement regarding file contents, please talk with the Track Director. If there is no resolution at this point, the grievance procedure should be consulted.

13. What are the required procedures for graduation?

Please consult the thesis guidelines and the School of Medicine Handbook online. The thesis checklist is a handy tool to determine progress.

14. How can I become more involved with the School and Department?

The School of Medicine has a Graduate Student Organization and welcomes representatives of degree programs. The department also has student representatives to the Oregon MPH program. If you are interested in participation in these activities, contact Katie Riley.

15. What other resources are available to students on the Oregon Health & Science University campus?

The Department of Public Health and Preventive Medicine presents a Grand Rounds lecture on various public health topics every third Thursday of each month from 12:00 to 1:00 PM. This lecture series is free and open to the public, and students are encouraged to attend. We hope you will join us—please see department homepage for event details at <http://www.ohsu.edu/public-health/>. Additional presentations may also be offered. Student



thesis presentations are advertised and students are encouraged to attend. Announcements of special events are posted on the website and sent out to department listservs.

Also, library resources are available to students online as well as in standing holdings. Please visit the library website for campus locations, hours, catalogs, print & electronic reserves, and more:

<http://www.ohsu.edu/library/>

In addition, the OHSU Fitness and Sports Center offers a wide variety of fitness classes, equipment, and programs for students and fitness center members. Full-time OHSU students must present their student ID card with a current term sticker before being admitted to the building. Current stickers can be obtained at the Cashier's Office located in Baird Hall. For more information, please visit their website at

<http://www.ohsu.edu/academic/acad/fsc/>

16. How do I find out about internship opportunities?

Students arrange internships based upon their own interests. Opportunities are frequently advertised in emails that are sent out to all students. These announcements include information on how to contact the preceptor for the site. Students can email the preceptor and arrange for a meeting to discuss their possible participation in the experience. In addition, ongoing projects are listed on the department website with the contact information for the preceptor. If you are having difficulty identifying an internship, talk with Katie Riley. If you are already working on an internship and there are problems, see Katie Riley as soon as possible.

17. How do I find a thesis topic and a thesis advisor?

During your first year in the program you will have several assignments to develop research designs and to have an internship experience. These are excellent opportunities to explore areas of interest and to meet potential advisors. Emails are sent out frequently with people looking for interested students for their projects. If you have an area of interest that doesn't seem to be coming forward, talk with your advisor and/or Katie Riley. Explore all possible ideas.



VI. OMPH Faculty and Staff Contact Information List

For a complete faculty list, see the OMPH program website: www.oregonmph.org

Interim Program Director: Carol Parker Terhune, JD, PhD
OMP Program Office
Tel. 503-418-2167
Fax 503-494-4678
Email: terhunec@oregonmph.org or terhunec@ohsu.edu

Program Coordinator: Alison Schneiger
506 SW Mill St., Suite 450
Portland, OR 97201
Mail Code: OMPH-SCH
Tel. 503-725-5186
Fax 503-725-5100
Email: alison@oregonmph.org

Environment, Safety and Health Track (OSU)

Admissions Information

Department of Public Health
Main Office
541-737-2686
publichealth@oregonstate.edu

Curricular Information

Cathy Neumann, PhD
Oregon State University
Department of Public Health
541-737-2686
Cathy.Neumann@oregonstate.edu

Epidemiology & Biostatistics Track (OHSU)

Admissions Information

Laurie Leo
Oregon Health & Science University
503-494-2012
leol@ohsu.edu

Curricular Information

Katherine J. Riley, Ed.D.
Oregon Health & Science University
Department of Public Health and Preventive Medicine
503-494-2556
rileyk@ohsu.edu



Health Management & Policy Track (OSU)

Admissions Information

Department of Public Health

Main Office

541-737-2686

publichealth@oregonstate.edu

Curriculum Information

Stephanie Bernell, Ph.D.

Oregon State University

Department of Public Health

541-737-9162

stephanie.bernell@oregonstate.edu

Health Management and Policy Track (PSU)

Admissions Information

Becky Fidler

503-725-3920

rfidler@pdx.edu

PublicAdmin@pdx.edu

Curricular Information

Sherril Gelmon, DrPH (*will be on leave during AY 2007-08*)

Portland State University

Mark O. Hatfield School of Government

503-725-3044

gelmons@pdx.edu

Health Promotion Track (OSU)

Admissions Information

Department of Public Health

Main Office

541-737-2686

publichealth@oregonstate.edu

Curricular Information

Sheryl Thorburn, PhD, MPH

Oregon State University

Department of Public Health

541-737-9493

Sheryl.Thorburn@oregonstate.edu



Health Promotion Track (PSU)

Admissions Information

503-725-4401

SCHinfo@pdx.edu

Curricular Information

Stephanie Farquhar, PhD

Portland State University

School of Community Health

503-725-4401

farquhar@pdx.edu

International Health Track (OSU)

Admissions Information

Department of Public Health

Main Office

541-737-2686

publichealth@oregonstate.edu

Curricular Information

Chunhuei Chi, Sci.D.

Oregon State University

Department of Public Health

541-737-3826

Chunhuei.Chi@oregonstate.edu

Primary Health Care & Health Disparities Track (OHSU)

Admissions Information

OHSU School of Nursing

503-494-7725

proginfo@ohsu.edu

Curricular Information

Deborah Messecar, PHD, MPH, RN, CNS

Associate Professor

Oregon Health & Science University

School of Nursing

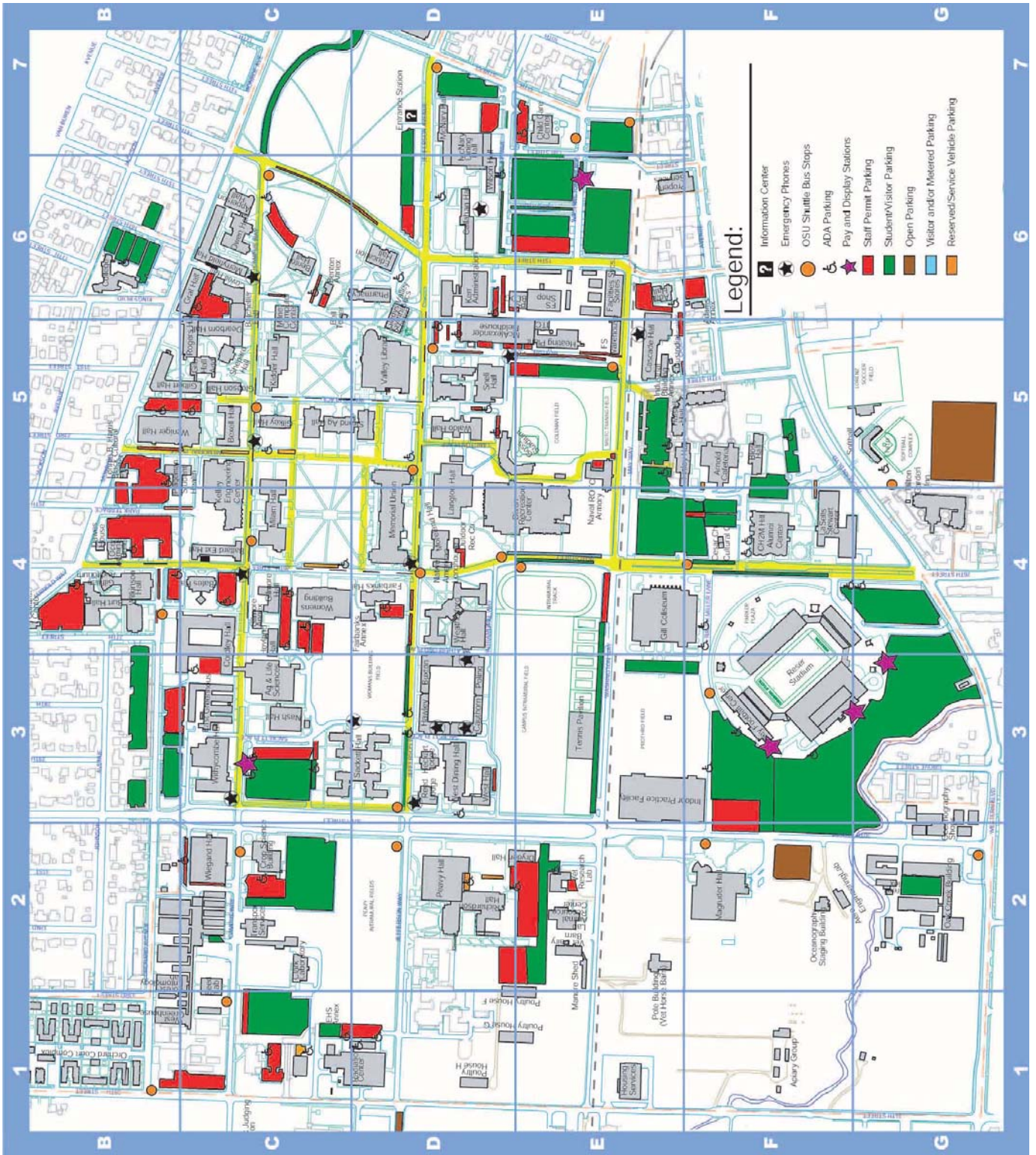
503-494-3573

messecar@ohsu.edu

Appendix A
Maps of the Three Campuses

Oregon Health & Science University
Oregon State University
Portland State University

OSU Campus Map



Portland State University

PORTLAND STATE UNIVERSITY

<http://www.psu.edu/>

Campus Public Safety Office
 Services available 24 hours daily (503) 725-4407

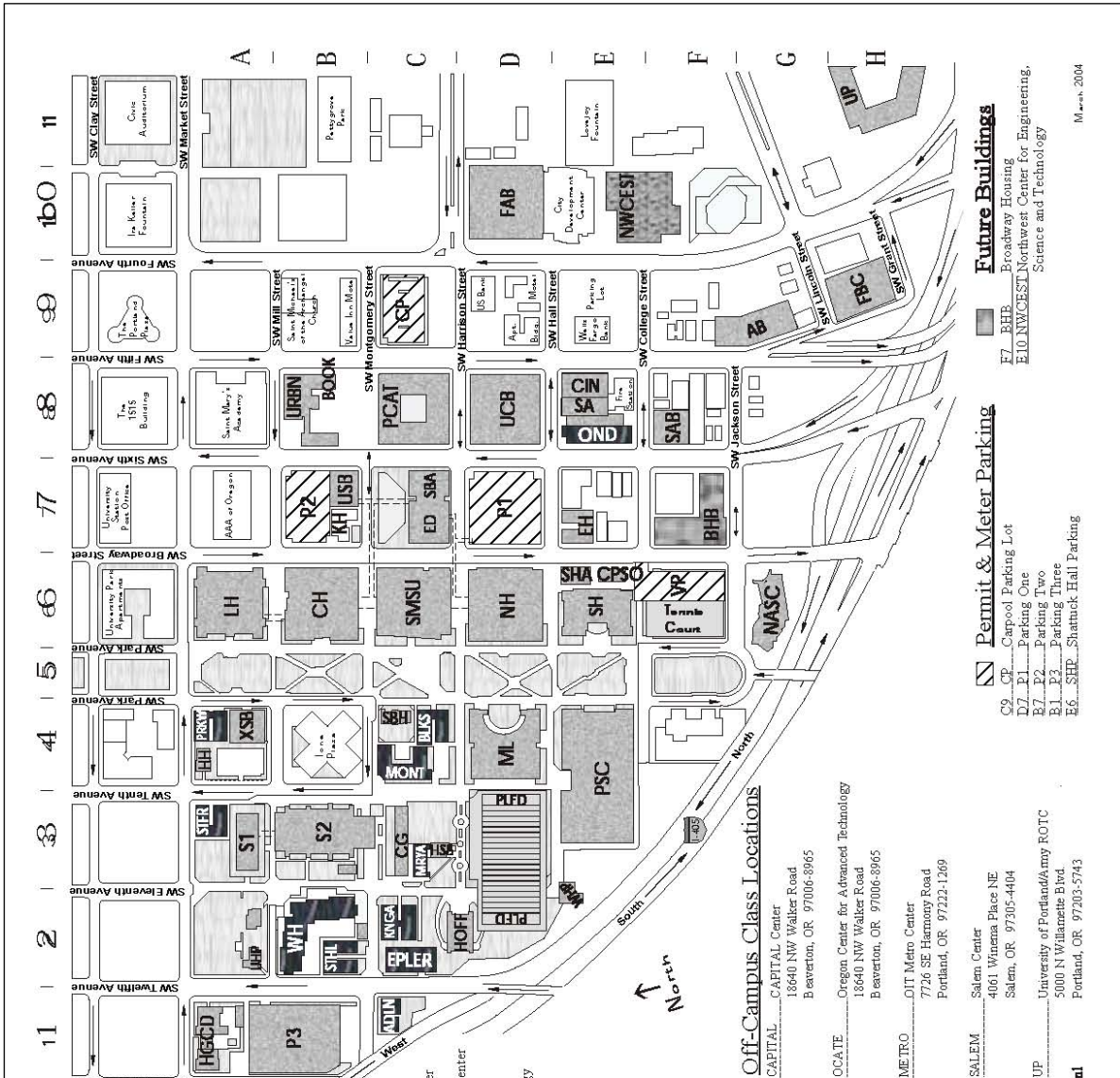
University Buildings

- G9 AB At-I Building
- D4 ML Brantford Price Miller Library
- E6 CFSO Campus Security Building
- E6 CH Craner Hall
- E7 BH East Hall
- H9 FBC Fifth Avenue Business Center
- E8 CIN Fifth Avenue Cinema
- D10 FAB Fourth Avenue Building
- C2 HOFF George C. Hoffmann Hall
- A4 HH Harder House
- C3 HSB Harrison Street Building
- A1 HSGD Helen Gordon Child Development Center
- A6 LH Lincoln Hall
- G6 NASC Native American Student Community Center
- D6 NH Neuberger Hall
- E8 OND Ondine
- E4 PSC Peter W. Scott Center
- C8 PCAT Portland Center for Advanced Technology
- C7 SBA School of Business Administration
- C7 ED School of Education (Graduate)
- A4 XSB School of Extended Studies
- A3 S1 Science One
- E3 S2 Science Two
- E8 SA SEAS Annex (a.k.a. CECS Annex)
- E6 SH Shattuck Hall
- C4 SBH Simon Benson House
- E8 SAE Sixth Avenue Building
- C8 SMSIT Smith Memorial Student Union
- D8 UCR University Center
- A2 UHP University Honor Program
- H1 UP University Place
- E7 USB University Services Building
- E8 UREN Urban Center

Student Housing

- C1 ADLN Adeline Building
- C4 ELKS Blackstone
- C2 KINGA King Albert Building
- C3 MEYA Maryanne Building
- C4 MONT Montgomery Court
- E8 OND Ondine
- A4 PERKW Parkway Building
- B2 STH Saint Helens Building
- C2 SEH Stephen E. Epler Hall
- A3 STER Stratford Building

Additional Maps: <http://www.fsp.psu.edu/maps/index.html>



- Future Buildings**
- F7 BHR Broadway Housing
 - E10 NWCEST Northwest Center for Engineering, Science and Technology

- Permit & Meter Parking**
- C9 CP Carpool Parking Lot
 - D7 E1 Parking One
 - E7 E2 Parking Two
 - E1 E3 Parking Three
 - E6 SHP Shattuck Hall Parking

- Off-Campus Class Locations**
- CAPITAL CAPITAL Center
18640 NW Walker Road
Beaverton, OR 97006-8965
 - OCCATE Oregon Center for Advanced Technology
18640 NW Walker Road
Beaverton, OR 97006-8965
 - METRO OIT Metro Center
7726 SE Harmony Road
Portland, OR 97222-1269
 - SALEM Salem Center
4061 Winema Place NE
Salem, OR 97305-4404
 - UP University of Portland/Amy ROTC
5000 N Willamette Blvd.
Portland, OR 97203-5743

March, 2004

Appendix B
Student Advising

Graduate Advisors
Graduate Advisor Assignment Form

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine Graduate Advisors

<u>Name</u>	<u>Title</u>	<u>Specialization</u>
Elizabeth J. Adams, Ph.D.	Assistant Professor	Disabilities
Donald F. Austin, M.D., M.P.H.	Professor	Cancer epidemiology
Thomas M. Becker, M.D., Ph.D.	Professor	Cancer epidemiology
Michelle Berlin, M.D., M.P.H.	Assoc. Prof. (Ob/Gyn)	Women's health
Sonia A. Buist, M.D.	Professor	Pulmonary diseases
Matthew J. Carlson, Ph.D.	Clinical Assist. Prof.	Health services
Nichole Carlson, Ph.D.	Assistant Professor	Biostatistics
Mary L.(Laurie) Cawthon, M.D., M.P.H.	Clinical Assist. Prof.	Maternal & child hlth
Dongseok Choi, Ph.D.	Assist. Prof.	Biostatistics
Gregory N. Clarke, Ph.D.	Adj. Assoc. Prof. (Psy)	Mental hlth services
Thomas G, DeLoughery, M.D.	Assoc. Prof. (Med.)	Hematology
Mary L. Durham, Ph.D.	Professor	Chronic illness; mental health services
Diane L. Elliot, M.D., FACP,FACSM	Prof. of Med.	Sports medicine
David W. Fleming, M.D.	Clin. Assist. Prof.	Epidemiology
Michael D. Freeman, D.C., Ph.D, M.P.H..	Clin. Assist. Prof.	Trauma epidemiology
Rochelle (Rongwei) Fu, Ph.D.	Assist. Prof.	Biostatistics
James Gaudino, Jr., M.D., M.S., M.P.H.,	Clinical Associate Prof.	Maternal & child health
Bruce Goldberg, M.D.	Assoc. Prof.	Health care access
Carla A. Green, Ph.D., M.P.H.	Research Assoc. Prof.	Substance abuse/MH
Merwyn R. Greenlick, Ph.D.	Emeritus Professor	Medical care organiz.
Jeanne-Marie Guise, M.D., M.P.H.	Assoc. Prof. (Ob/Gyn)	Women's health
Katrina Hedberg, M.D., M.P.H.	Clin. Assist Prof.	Epidemiology
Mark Helfand, M.D.	Professor	Evidence-based Reviews
William R. Hersh, M.D.	Professor	Informatics
David H. Hickam, M.D., M.P.H.	Professor	Health services, clin. epi
Jack F. Hollis, Ph.D.	Clin. Assoc. Prof.	Health behavior change
Mark C. Hornbrook, Ph.D.	Clin. Assoc. Prof.	Medical economics
Willi Horner Johnson, Ph.D.	Research Assist. Prof.	Disabilities
Gail M. Houck, R.N., Ph.D.	Assoc. Prof. (Nursing)	Family nursing
Linda L. Humphrey, M.D., M.P.H.	Assist. Prof.	Breast cancer & epi.
Kenneth E. James, Ph.D.	Professor	Clinical trials
Jeffrey Jensen, M.D., M.P.H.	Assist. Prof.	Ob/Gyn
Holly B. Jimison, Ph.D.	Assist. Prof.	Informatics
Lori C. Lambert, M.A.	Instructor	Biostatistics
William E. Lambert, Ph.D.	Assoc. Prof.	Environmental Epi.
Jodi A. Lapidus, Ph.D.	Assist. Prof.	Biostatistics
Erin LeBlanc, M.D., M.P.H.	Assist. Prof. (Med)	Endocrinology
James Ledbetter, M.D.	Assist. Prof.	Disabilities
Mark O. Loveless, M.D.	Clin. Assoc. Prof.	HIV/AIDS epi.
Robert A. Lowe, M.D., M.P.H., FACEP, FACP	Assoc. Prof.	Emergency med.
Lynn M. Marshall, Sc.D.	Assist. Prof.	Epidemiology
Dennis McCarty, Ph.D.	Professor	Substance Abuse

Graduate Advisors, cont.

<u>Name</u>	<u>Title</u>	<u>Specialization</u>
K. John McConnell, Ph.D.	Res. Asst. Prof.	Health Services
Bentson H. McFarland, M.D., Ph.D.	Professor	Commun. mental hlth.
Garnett P. McMillan, Ph.D.	Clin. Assist. Prof.	Biostatistics
Shannon McWeeney, Ph.D.	Assist. Prof.	Biostatistics
Yvonne L. Michael, Sc.D.	Assist. Prof.	Social epi.
Motomi Mori, Ph.D.	Assoc. Prof.	Biostatistics
Cynthia D. Morris, Ph.D., M.P.H.	Professor	Cardiovascular epi., Maternal and child health
William E. Morton, M.D. Dr. P.H.	Emeritus Professor	Occup. & environ. epi.
John P. Mullooly, Ph.D.	Clin. Assoc. Prof.	Biometrics & epi.
Dawn Peters, Ph.D.	Adj. Assoc. Prof.	Biostatistics
Nancy A. Press, Ph.D.	Assoc. Prof.	Genetic anthropology
Traci Rieckmann, Ph.D.	Res. Assist. Prof	Health services
Katherine J. Riley, Ed.D.	Assist. Prof.	Health services
Gary Rischitelli, M.D., M.P.H.,J.D.	Assoc. Prof.	Occup. & environ. epi.
Kenneth D. Rosenberg, M.D., M.P.H.	Clin. Assist. Prof.	Maternal & child health
Somnath Saha, M.D., M.P.H.	Assoc. Prof. (Med.)	Health disparities
Jan C. Semenza, Ph.D., M.P.H.	Clin. Assoc. Prof.	Environmental health
Gary J. Sexton, Ph.D.	Assoc. Prof.	Clinical trials
Jackilen Shannon, Ph.D., R.D., M.P.H	Asst. Prof.	Nutrition and cancer epi.
Michael R. Skeels, Ph.D., M.P.H.	Clin. Prof.	Health admin.
Kent A. Spackman, M.D., Ph.D.	Assoc. Prof.	Informatics
Victor J. Stevens, Ph.D.	Clin. Assoc. Prof.	Health behavior
Mara Tableman, Ph.D.	Adj. Assoc. Prof.	Statistics
Philippe Thullier, Ph.D.	Assist. Prof	Cancer Prevention
Eric M. Wall, M.D., M.P.H.	Clin. Assoc. Prof.	Clinical epidemiology
Evelyn P. Whitlock, M.D., M.P.H.	Assist. Prof.	Tobacco
Kevin L. Winthrop, M.D., M.P.H.	Assist. Prof.	Epidemiology & TB
Jennifer P. Wisdom, Ph.D., M.P.H.	Res. Assist. Prof.	Health Services Res.
Atif Zaman, M.D., M.P.H.	Assist. Prof.	Gastroenterology

SOM Graduate Studies Program: Master's Program Mentor/Advisor Assignment Form

Student: _____ Mentor/Advisor: _____

Section 1: Student's Graduate Program Affiliation (Check appropriate box)

- | | |
|---|--|
| <input type="checkbox"/> MS in Biomedical Informatics | <input type="checkbox"/> Master of Clinical Research |
| <input type="checkbox"/> Master of Biomedical Informatics | <input type="checkbox"/> Master of Physician Assistant Studies |
| <input type="checkbox"/> MS in Clinical Nutrition | <input type="checkbox"/> Master of Public Health |

Section 2: Mentor/Advisor Acceptance of Student

I am a member of the SOM Graduate Faculty affiliated with the Program indicated in Section 1 and I agree to serve as a mentor/advisor for this student.

Mentor's/Advisor's Primary Administrative Unit¹: _____

Faculty Signature: _____ **Date:** _____

Section 3: Approval by Director of Mentor's/Advisor's Primary Administrative Unit¹

The Primary Administrative Unit¹ of the Mentor/Advisor approves the assignment of the mentor/advisor named above.

Chair or Unit Director Signature: _____ **Date:** _____

Section 4: Graduate Program Acceptance and Approval

The Program indicated in Item 1: (a) accepts the student named above, (b) certifies that the mentor/advisor meets the Program's criteria for mentors/advisors, and (c) approves the assignment of this mentor/advisor to the student named above.

Program Director Signature: _____ **Date:** _____

Section 5: Student Signature

I have read and understand this document.

Student Signature: _____ **Date:** _____

Footnote:¹The Primary Administrative Unit is the OHSU unit through which the faculty member's salary is paid and that receives credit for indirect costs earned by the faculty member's grants.

Complete Sections 1-5 and submit to School of Medicine Office of Graduate Studies, L102

For Graduate Studies Office Use Only:

Date Received:

SOM Graduate Studies Program: Master's Program Mentor/Advisor Assignment Form

Instructions

This form is required for all SOM graduate students admitted to a master's degree program. It should be completed and returned to the Graduate Studies Office (L102) when the student identifies a mentor/advisor. A new form must be submitted as soon as possible if a student changes his/her mentor/advisor. The Associate Dean for Graduate Studies must approve transfers between graduate programs through a separate process as described in the Graduate Council By-Laws (<http://www.ohsu.edu/som/graduate/council/index.shtml>).

Section 1. Program: Check the appropriate box.

Section 2. Mentor: This section must be signed and dated by the proposed mentor/advisor. The mentor/advisor must be an approved member of the SOM Graduate Faculty. Moreover, the individual must meet the graduate program's requirements to serve as a mentor/advisor. Because those requirements may vary across program, each program is responsible for ensuring that the proposed mentor/advisor meets its requirements.

Section 3. Approval by Director of Mentor/Advisor's Primary Administrative Unit: This section must be completed by the chair or director of the proposed mentor/advisor's Primary Administrative Unit. The Primary Administrative Unit is the OHSU unit through which the faculty member's salary is paid and that receives credit for indirect costs earned by the faculty member's grants. For adjunct faculty who do not receive salary from OHSU, the Primary Administrative Unit is the OHSU unit that sponsored the adjunct appointment.

Section 4. Graduate Program Acceptance: This section must be signed and dated by the Director of the graduate program selected by the student. The Director's signature indicates that the Program: (a) accepts the student into the graduate program, (b) certifies that the proposed mentor/advisor meets the Program's criteria for mentors/advisors (including any financial requirements), and (c) approves the assignment of the mentor/advisor to the student.

Section 5. Student Signature: This section must be signed and dated by the student. This signature confirms the selection of the proposed mentor/advisor and graduate program.

Questions about the form or these instructions should be directed to the Graduate Studies Office (somgrad@ohsu.edu).

Appendix C
OHSU Academic Calendar 2007 - 2008

OHSU Academic Calendar 2007 - 2008

Summer Term 2007	Med. Grad
Registration Begins	5/14
Last Day to Register W/O Late Fee	6/18
Classes Begin	6/25
Last Day to Pay Tuition & Fees	7/2
Last Day to Add/Drop Classes without a "W"	7/2
Last Day to Drop Classes with a "W". Classes dropped after this date will receive "WU" or "WS"	7/13
Last Day to Withdraw with full refund	7/6
Independence Holiday	7/4
Labor Day Holiday	9/3
Summer Term Ends	9/7
Fall Term 2007	
Registration Begins	8/6
Last Day to Register w/o Late Fee	9/17
Classes Begin	9/24
Last Day to Pay Tuition and Fees	10/1
Last Day to Withdraw with full refund	10/5
Last Day to Add/Drop Classes without a "W"	10/1
Last Day to Drop Classes with a "W". Classes dropped after this date will receive "WU" or "WS"	10/12
Thanksgiving Holiday	11/22-11/23
Fall Term Ends	12/7
Winter Term 2008	
Registration Begins	11/12
Last Day to Register W/O Late Fee	12/31
Classes Begin	1/7
Last Day to Pay Tuition and Fees	1/14
Last Day to Add/Drop Classes without a "W"	1/14
Last Day to Withdraw with full refund	1/18
Last Day to Drop Classes with a "W". Classes dropped after this date will receive "WU" or "WS"	1/25
Martin Luther King Holiday	1/21
Presidents Day Holiday	2/18
Winter Term Ends	3/21
Spring Term 2008	
Registration Begins	2/11
Last Day to Register W/O Late Fee	3/24
Classes Begin	3/31
Last Day to Pay Tuition and Fees	4/7
Last Day to Add/Drop Classes without a "W"	4/7
Last Day to Withdraw with full refund	4/11
Last Day to Drop Classes with a "W". Classes dropped after this date will receive "WU" or "WS"	4/18
Memorial Day Holiday	5/26
Spring Term Ends	6/13
Graduation	TBA

Appendix D
Core course schedule for 2007-2008

Please note that the course schedule may change, please go to the website for the most current course registration information.

OMIPH CORE COURSES 2007-2008		Fall 2007	Winter 2008	Spring 2008
Course Title	Credits			
Principles of Health Behavior				
PHE 512 (PSU-SCH)	3	Wheeler 1840-2120 W	Wheeler 1600-1830 M	Wheeler 1840-2120 T Staff (On-Line)
CPHN 537 (OHSU-Nurs)	3			
H 571 (OSU)	3	Flay 1800-2050 W		
Epidemiology				
PHE 535 Epidemiology Survey (PSU-SCH)	3		Maly 1840-2120 W	Staff 1600-1830 T
CPHN 533 Epidemiology Survey (OHSU-Nurs)	3	*Not Confirmed (On-Line)		
H 525 Principles and Practices of Epidemiology (OSU)	3		Rossignol 1400 - 1650 M	
PHPM 512 Epidemiology I (Epi/Bio Track only)	4	Stull 1500-1650 MW		
Introduction to Biostatistics				
PHPM 524 (OHSU-PHPM)	4	Lambert (On-Line)		
PHPM 524 (OHSU-PHPM)	4	Park 8:30 - 10:20 TR		Lambert 1600-1750 TR
CPHN 530 (OHSU-Nurs)	4	*Not confirmed (On-Line)		
H 524 (OSU) LECTURE	4	Lachenbouch 10:00-11:20 TR (Choose Lab section)		
H 524 (OSU) LAB	0	Staff 0800-0950 R		
H 524 (OSU) LAB	0	Staff 1600 -1750 R		
PHPM 525 Biometry I (Epi/Bio Track only)	4	Lasarev 1300-1450 MW		
Environmental Health				
PHE 580 Concepts of Environmental Health (PSU-SCH)	3	Staff 1600-1830 W	Staff 1840-2120 T	
PHPM 518 Concepts of Environmental Health (OHSU-PHPM)	3			Merton 1600-1830 W
CPHN 539 Concepts of Environmental & Occupational Health (OHSU-Nurs)	3		* Not Confirmed (On-Line)	
H 512 Environmental and Occupational Health (OSU)	3	Harding 1400 - 1650 M		
Health Systems Organization				
PA 574 (PSU-PA)	3	Staff 1840-2120 T	Lee 1600-1830 R	Staff 1840-2120 R
CPHN 540 (OHSU-Nurs)	3	*Not confirmed (On-Line)		
H 533 (OSU)	3	Chi 1400-1650 T		

(updated 7/1/07)

* = not confirmed

Appendix E
Inter-campus registration policy for Epidemiology & Biostatistics Students

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Intercampus Registration Procedures

If you are interested in taking a class at a partner university other than the one to which you are admitted, you will want to start the registration process early each term. Please be aware that some classes use university web programs (e.g. WebCT or Blackboard) to support or supplement on-site courses. Your instructor will need to make special arrangements at the attending university for you to receive "guest access" to the online systems. Entirely web-based and distance courses may carry additional fees. Please note that public health courses offered by OMPH partner tracks use the following prefixes:

- OSU tracks: H
- OHSU Epidemiology & Biostatistics: PHPM
- OHSU Primary Health Care & Health Disparities: CPH
- PSU Health Management & Policy: PA

For core-classes at PSU

- Register for core courses offered at PSU through ISIS, using the course registration number (CRN) set up for OHSU students. To find the CRNs, review the Epi/Biostat course schedule on the department website: http://www.ohsu.edu/public-health/education/courses/course_schedules.shtml.

For non-core classes at PSU, or any class at OSU

- Contact the course instructor to seek confirmation that space is available and that the proposed registration is acceptable. Write the course number on the registration form as a PHPM 507 course, with the correct OSU or PSU title and the instructor's name.
- Have the instructor sign the form. If the instructor is not available to sign the form, the instructor can send an email giving her/his permission for enrollment and the email can be printed out and filed with the registration form.
- The student's advisor should then sign the form that now includes all courses being taken by the student.
- Submit the form to the OHSU Registrar.
- When the PHPM department receives enrollment lists and grade sheets for the course, they will be forwarded to the instructor for response. The completed form will then be submitted to the OHSU Registrar.

For online classes offered by the School of Nursing at OHSU

The Primary Health Care & Health Disparities (PHCHD) track at OHSU welcomes students from other tracks within the Oregon Master of Public Health Program into their core courses. Because these are online courses and there is a maximum limit of 20 students per course, preference is given to students enrolled in the PHCHD track. Other students may enroll in the above courses on a space available, first come first served basis.

IMPORTANT: Registration must be completed **no later than two weeks prior** to the date classes begin in order to set up your access to eCollege and the course.

Procedure:

- Contact the School of Nursing course faculty of record during the registration period to get your name on the waiting list.
- The faculty of record will notify you by e-mail regarding permission status no later than one week after the last registration date at the OHSU School of Nursing noted above.
- If you are accepted into the course, register at your home institution **no later than three weeks prior to the date classes begin** using the instructions below.
 - Obtain an *OHSU Registration Form*.
 - Complete the form including OHSU School of Nursing course information.
 - Take a copy of the e-mail acceptance into the course from the SON faculty of record, and your completed OHSU Registration Form to your advisor for signature.
 - Deliver the signed registration form to the OHSU Registrar.
- Your registration will be confirmed through the OHSU Registrar by Hillary Holman-Kidd, holmanki@ohsu.edu, and she will initiate set up for access to the eCollege online course and notify the instructor of your registration at that time.
- *At the end of the term when the PHPM Department receives enrollments lists and grade sheets for the course, they will be forwarded to the SON instructor for response and the completed form turned in to the OHSU Registrar.*
- If you have questions, please contact Katherine Riley in EPI/BIO: 503-494-2556, rileyk@ohsu.edu.

Online Course Registration Procedures

NOTE: Non-Degree students may not register online. Please contact the OHSU Registrar directly.

Step 1: Review Your Schedule

Academic Calendar

Review the Epi/Biostat course schedule on the department website: http://www.ohsu.edu/public-health/education/courses/course_schedules.shtml. Identify the classes you wish to register for and note the course registration number (CRN). Please be aware that if you register for a **variable credit course (e.g., internship or thesis)**, don't forget to select the credit amount by following the **Change Class Options** on the **Registration** web page. Also, for **variable instructor courses (e.g., thesis or Reading & Conference)**, you can find an individual CRN for each faculty member listed on the SOM course schedule posted online: <http://www.ohsu.edu/ohsuedu/academic/som/graduate/upload/schedule.pdf>:

Step 2: Register Online

ISIS Online is a secure, interactive application that allows you to register online and easily view your student information. You will need your ID and PIN number. Each person is assigned a student ID number and a PIN. Call the Helpdesk (503) 494-2222 if you are not able to access the site.

Step 3: Tuition and Fees

Your billing statement will be mailed to your address on record in early June. You may pay by mail or in person at the OHSU Cashiers Office located on the 1st floor of Baird Hall (see OHSU campus map in Appendix A). Financial Aid is not available until a student attends the first class.

HELP!

Questions about registration and IDs, call the OHSU Registrar at 503-494-7800.

Questions about your PIN number, call the OHSU Helpdesk at 503-494-2222.

Questions about courses, contact your department coordinator

Appendix F
Internship Guidelines

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Internship Guidelines

Purpose: The internship is intended to broaden students' public health perspectives and provide experience in applying information learned in courses. This course is designed to integrate practical experience in the field of public health with theory and content learned in didactic courses. The student is expected to write a report demonstrating the integration of classroom experience with the on-site internship (proposal form enclosed). This requirement is utilized to assist the student in developing a broader perspective on the work s/he is doing. In addition, the preceptor and the student should both have a sense that the internship activities are contributing to the preceptor's work.

Process: Our program recommends that MPH students contact a state or county health department or some other health agency to arrange the internship experience. Many of our students have been closely involved with epidemiologists in a variety of settings and have undertaken the analysis of diverse datasets under the guidance of those mentors/preceptors. Internship sites are listed at

http://www.ohsu.edu/public-health/education/mph/intern_sites.doc

Supervision: Preceptors should provide close supervision and maintain frequent contact with the student. There should be a focus on how a team and the preceptor work and the rewards of doing that work. This is an opportunity for students to explore potential career paths in public health.

Projects: Student projects could involve a wide range of tasks, from developing information regarding available services to determining the effectiveness of protocols, therapies, or a consulting service. They could be involved in coding, sorting records, observing, describing projects, analyzing data, and preparing case reports. Students may assist with outbreak investigations or be involved in developing health policy through local or state agencies.

Pre-requisites: All students participating in this experience will have completed at least Epidemiology I and Biostatistics 1. The faculty strongly recommends taking Epidemiology II and Biostatistics 2 as well before participating in the internship.

Proposal: Before registering for the internship placement, the student will complete an internship proposal form that is to be signed by the internship preceptor, the student's advisor, and the Epidemiology and Biostatistics Track Director.

Report and grade: At the end of the experience, the student will submit a project report to the preceptor describing the experience and what the student has gained from it. The preceptor evaluates the paper and, based upon the student's performance during the field experience and the report, the preceptor will assign an internship grade of Pass/Fail. The preceptor will send a copy of the internship grade and the report to the Epidemiology and Biostatistics Track Director. This recommendation can be sent via email.

Extended projects: Depending upon the student and the nature of the placement, the student may be interested in doing further work at the placement site that might develop into a thesis project.

Credits and time commitment: The time to credit ratio is 36 hours of internship experience earns one course credit. MPH students need a minimum of 3, and a maximum of 6, internship credits.

DHS Expectations: If the student is located at DHS, the student must comply with the following expectations (students are already in compliance with #2):

- (1) Abide by the policies, procedures, practices, rules and regulations of DHS which are in effect when Trainee is at the DHS, as identified by DHS to OHSU;**
- (2) Provide proof of up-to-date immunizations of Diphtheria, Tetanus, Polio, Rubella, Rubeola, Hepatitis B or proof of prior disease, yearly proof of tuberculin skin tests and/or chest x-rays, CPR certification and Bloodborne Pathogen training;**
- (3) Keep in confidence any and all privileged information concerning clients of the DHS, and upon request to provide proof of certification in HIPAA training at OHSU;**
- (4) Confer with Trainee's Preceptor regarding all client findings, interventions, and patient management plans;**
- (5) Abide by all instruction and supervised oversight of the Preceptor; and**
- (6) Not assume the responsibility, position, or authority of, DHS' qualified clinical staff.**

Problems: If problems or issues arise that are barriers to achieving your learning objectives for the internship/organizational experience, discuss them with preceptor first. Then, if problems or issues cannot be resolved, discuss them with faculty advisor. Address problems early.

Waivers: Requests for waivers can be made in writing and sent to the Epidemiology and Biostatistics Track Director. Given the goal to increase student skills and develop new insights into public health, the internship requirement is rarely waived. Students with extensive public health experience, such as in a state or county health department, are expected to seek an alternate type of challenge in another area, such as health policy, health care systems research, etc. A student with substantial research experience in an academic setting will be strongly encouraged to seek field experience in a health department or other agency that will broaden the student's horizons in public health.

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Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Field Experience Minimum Requirements

Students are expected to demonstrate competency in multiple areas such as coursework, practicum experience (e.g., an internship), and a culminating experience (e.g., a thesis). In addition to meeting the OMPH Program Minimum Standards for field experiences, internships for students in the Epidemiology & Biostatistics Track must meet the following requirements:

- Before beginning an internship, each student must obtain the approval of her/his academic advisor and the preceptor of the organization that is sponsoring the Internship. An Internship Proposal form must be completed with the internship objectives, addressing at minimum Track Competencies 1-3, 5,6. The Internship Proposal form must be signed by the student's advisor, the preceptor, and the student.
- The student's internship experience must be community or population based, preferably offering the opportunity to use an existing dataset. Internships should not be at the person's employment site, unless the student has an opportunity to participate in a new learning experience. It is possible to participate in a research internship at OHSU if the project involves population-based epidemiologic data and is outside of the program department. If conducted at OHSU, the internship preceptor must come from outside the program department.
- Any internship that will take place in an off campus site requires completion of an "off campus authorization," which can be completed online: <http://ozone.ohsu.edu/risk/oca>. This authorization protects the student and the internship site with liability insurance.
- During the internship, students should participate in at least one of the following activities involving epidemiology and biostatistics (Track Competencies 1-3,5,6):
 1. analysis of data on public health events (required),
 2. analysis of literature related to the public health agency's activities,
 3. analysis of policy implications of the data collected,
 4. evaluation of a public health program/project,
 5. development of a grant proposal for a public health program/project,
 6. collection of data/information for a public health program/project, or
 7. development of a tool, instrument, or computer software for a public health program/project.
- At the conclusion of the practicum, the student must prepare a final report, following the Internship Report guide and reflecting on his/her mastery of competencies, including Track Competencies #1-3, 5, 6. The student will present her/his internship report to her/his preceptor.
- The preceptor will provide a recommendation for a grade of pass/fail, based upon the student's performance, mastery of stated competencies, and the Internship report.

The student's final grade is assigned by the Track Director after review of the student's report and the preceptor's grade recommendation.

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University
Department of Public Health and Preventive Medicine

PH 504 Internship Proposal (please type)

Name _____ Date _____

Quarter(s) _____ Year _____ Number of Credits _____

Preceptor (name & degrees): _____ Location(name) _____

Preceptor Phone: _____ email: _____

fax: _____

Site Address _____

Off site internship: Yes _____ No _____

If yes, completed "off campus authorization (<http://ozone.ohsu.edu/risk/oca>)? Yes _____ No _____

Telephone (home) _____ (field site) _____

The internship is intended to provide experience in applying information learned in courses. This course is designed to integrate practical experience in a public health setting with theory and content learned in didactic courses. The student is expected to write a report demonstrating the integration of classroom experience with the on-site practicum (outline on next page).

Proposal:

Epidemiological domain (e.g., prevention):

Area of application (e.g., AIDS prevention) and location:

Objectives:

Does this project have IRB approval? Yes _____ No _____

If located at DHS, signature denotes agreement to abide by DHS expectations.

Approvals:

Preceptor _____ Date _____

MPH Advisor _____ Date _____

Epi/Biostat Track Director (K. Riley) _____

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Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Internship Report Format

Name: _____

Quarter(s) _____ Year _____ Number of Credits _____

Dates From (mm/yy): _____ To (mm/yy): _____ Average hrs/wk: _____

1. Agency site:

2. Preceptor:

3. Describe the program and population of focus:

4. Please check each activity in which you participated:

- Analysis of data of public health importance (required),
- Analysis of literature related to the public health agency's activities,
- Analysis of policy implications of the data collected,
- Evaluation of a public health program/project,
- Development of a grant proposal for a public health program/project,
- Collection of data/information for a public health program/project, or
- Development of a tool, instrument, or computer software for a public health program/project

5. Please write a brief statement on how you met each of the following competencies (numbers refer to the track competencies):

1. Apply population-based concepts of epidemiology and risk determination to the assessment of health problems.
 - Identify and accurately measure disease risks and associations as applied to populations:
2. Apply evidence-based knowledge of health determinants to public health issues
3. Apply and interpret a variety of statistical methods commonly used in medical and public health research, including estimation and hypothesis testing (Biostatistics 1),
 - Use one or more computing packages (e.g. SAS, SPSS) to perform statistical analyses covered in coursework.
 - Summarize methods and results of a data analysis into written form suitable for reports and publications
5. Identify ethical problems that arise when epidemiology is used to guide public policy decisions
 - Discuss any ethical issues regarding the implications of your work. If there are none, state any steps taken to ensure ethical considerations; e.g., adherence to IRB or HIPAA guidelines.
6. Identify cultural dimensions of conducting research, including culturally sensitive recruitment of study participants, and develop strategies for interpretation of data in the larger cultural context.
 - Discuss any cultural issues that were present during the project and your data analysis. If no cultural issues were included, discuss how they could have been addressed.

6. What specific lessons did you carry away from this experience regarding epidemiology or biostatistics and its application to managing health problems in a community? Discuss issues such as reliability and validity of data, power of inference using

data, program evaluation, etc. as relevant and cite references.

7. What were the benefits for you and for the agency of this internship?
8. Preceptor's grade recommendation based upon the student's performance, mastery of stated competencies, and the Internship report:
9. Preceptor's assessment of student's demonstration of the three track competencies identified in question 5 (brief statement):
10. Final grade (leave blank: review by Katie Riley, Director of the Epidemiology and Biostatistics Track):

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Appendix G

Thesis

Thesis Guidelines

Student Thesis Checklist

Request for Thesis Committee Form

Request for Oral Examination Form

Oral Examination Certification Form

IRB Approval Initial Submission Checklist

Sample Questions for Students

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Thesis Guidelines

I. Intent

The Epidemiology and Biostatistics Track of the Oregon MPH Program requires a thesis as the culminating experience. The intent of this experience is for the student to draw together the knowledge and skills acquired during his/her graduate training and apply these to the independent study of a public health issue. The thesis should be a scholarly analysis of a public health issue, problem, or program that contributes knowledge to the field. It should answer a question that adds to our knowledge beyond a single setting. The thesis should present evidence that the student possesses the ability to carry out an independent investigation, to analyze data, and to present the results in a clear and systematic form.

In selecting a thesis topic, the student should consider not only its relevance but also the time required to complete the proposed project. It is less time consuming to use secondary data than to collect new data and many local health care agencies have databases that might be available.

II. General Guidelines

The Epidemiology and Biostatistics track requires that the thesis topic be hypothesis-driven—that the student ask a focused question (or series of related questions) that can be addressed with the data that will be collected/have been collected. Thus, mere descriptive reports will not be acceptable. The topic should have some clear relevance to epidemiological and/or biostatistical issues in public health—topics that are strictly focused on a narrow clinical issue may not be judged appropriate by your thesis committee. The thesis committee is the core unit that must approve the topic—thus they will serve as the most important quality control group for your work. They will also provide you with the necessary guidance that will help the student stay focused in the preparation and presentation of the thesis.

The track has no formal length requirements regarding the length of the thesis; however, most theses that have been submitted and quickly approved were between 30-50 typed, double-spaced pages (see the [Graduate Council Thesis Guidelines](#)). One of the biggest differences between an MPH thesis in the Epidemiology and Biostatistics track and a submitted manuscript (for publication in an epidemiology or public health journal) is the length of the introduction. For the thesis, we encourage the development of background information that explains why the topic is important, how the findings may fit into existing knowledge, the public health utility of the project, and why it was an important topic to pursue. The student thus has the “luxury” of more space to convince the reading audience about the worth of the study/analysis. This approach may be in sharp contrast to the terse style and short introductions required by most journal editors. The thesis also allows the added opportunity to present interesting results that may not be strictly within the area that is directly related to the major hypothesis under study. For example, numerous tables of data may be acceptable in the thesis, when they would likely be excluded from a submitted manuscript. Journal editors require a very focused discussion for their published manuscripts: a thesis, on the other hand, allows further space to be more thorough in discussing interesting findings from the analysis, and will allow a more in-depth summary of existing literature in the area of research. Journal editors may limit the authors to 20 or 25 references; the student will not be so limited for the thesis. Quality will always be judged to be more important than quantity, however, and a well-done and creative analysis that brings new findings to a field and frames those findings within existing knowledge will always be viewed very favorably in a thesis.

The thesis is a reflection of the student’s creativity, a chance to practice skills that were learned during MPH training, and an “advertisement” of the student’s competence that will help move the student into additional training programs or into new career opportunities. The thesis should not be viewed as a hurdle that cannot be

jumped, or a barrier to hinder progress. It is an opportunity to do excellent work. Most ‘seasoned’ scientists will say that working with students on their thesis is an exciting experience, since the students are likely to be doing the very best work of their careers; the students can concentrate and focus their energy at this point in their development, perhaps better than at any other point in their careers. If the thesis is viewed as a unique opportunity to demonstrate competence and to showcase the student’s “very best work”, the process will be a much more interesting and rewarding experience.

III. Thesis Advisor and Committee

The student should select a thesis advisor who has some experience in the area of the proposed thesis and who has served on a MPH thesis committee in the past. Likewise, committee members should be selected based upon their ability to lend their expertise to advising on the project. The Graduate Council of OHSU requires that the official examining committee be composed of at least two members of the School’s graduate faculty and an additional person external to the department (the list of department faculty approved by the Graduate Council is on the department website). One of the committee members should be a faculty member qualified to advise on statistical and data analytic issues and one of the members must be from outside the Department of Public Health and Preventive Medicine. This does not prevent the student from seeking advice from others and additional members can be added to the committee.

The student should obtain a copy of the Graduate Council’s thesis guidelines (<http://www.ohsu.edu/ohsuedu/academic/som/graduate/upload/guidelines.pdf>). This document contains more details on the thesis committee, the forms required, the time lines necessary for June graduation, and thesis format specifications.

IV. Human Subjects

If your thesis topic involves human subjects, even if you are using secondary data, you must obtain human subjects Institutional Review Board (IRB) approval. Even if the study has been approved by another entity or if you think the study will be exempt, you cannot make that decision yourself. Also, approvals are not retroactive. If you think that your internship data might be able to be used for your thesis project, do not hesitate to go through the necessary steps in order to get your IRB approval BEFORE you interact with the data.

Before starting the IRB process, you will need to complete the HIPAA and Respect at the University courses online and submit a Conflict of Interest (COI) form. After you sign the COI, it can be submitted to the Department Education Office for us to route for the rest of the signatures. The Principal Investigator (PI) will need to initiate a study for IRB review by starting an IRQ in the eIRB for you. You will prepare the necessary IRB materials through the eIRB website, which includes a tutorial. Although you prepare the materials, the Project Planning Questionnaire (PPQ) must be signed by a PI. Since the PI needs to be a faculty member, this person is usually your thesis advisor. Once you prepare the form, have the PI sign it and submit it to the Department Education Office for the necessary signatures and routing for approvals. The department will also keep a copy of the forms in your file. A handy checklist for non-clinical studies is available in Appendix F. A clinical checklist is available on the eIRB website. Once everything is uploaded into the eIRB, the PI will need to sign on to the eIRB and click on “submit” to have the study reviewed. When you finish your study, don’t forget to notify the IRB office via the eIRB website.

V. Credit

Students may use up to 12 graduate thesis credits. Students must be currently enrolled for at least 1 credit during the quarter that they take their thesis examination.

VI. Outline for Thesis Process

Students are expected to:

1. Obtain ideas to select a topic

- a. Enroll in PHPM 566: Current Issues (Winter)
 - b. Talk with faculty members
 - c. Ask about possible projects at fieldwork sites
2. Select a thesis advisor
 - a. Select a member of the graduate faculty who has some interest in the area chosen and who has served on a MPH thesis committee in the past. Set up an appointment to talk with Katie Riley if you are having a problem selecting someone.
 - b. Discuss the project with the faculty member and ask if he/she will serve as the advisor.
 - c. File the *Mentor/AdvisorAssignment* form with the Track Director (K. Riley)
 - d. Determine the feasibility of the proposal and the time required to complete it.
 3. Select a thesis committee
 - a. With the help of the advisor, make a list of prospective committee members.
 - b. Obtain consent of individuals to serve on the committee
 - c. Include a faculty member qualified to advise on statistical and data analytic issues.
 - d. File the *Request for Advisory Committee* form with the Track Director.
 - e. Ask the external member to send a copy of his/her CV via email to rileyk@ohsu.edu
 4. Conduct a focused literature review to sharpen the proposal ideas
 5. Write a proposal
 - a. Prepare a written proposal of the project – this should include a literature review, objectives, hypotheses, methods, proposed data analysis, and timetable for the project. (PH540, Research Design, is designed to help students prepare their thesis proposal and is taught in the Fall and Spring quarters. It is suggested that the student have a fairly firm commitment to the area of the research topic before enrolling in this course.)
 - b. Submit the written proposal to the committee
 - c. Meet with the committee to go over the proposal and get their input/approval.
 6. Submit IRB materials for approval via the eIRB website if either primary or secondary data involving human subjects will be analyzed. Remember, approval cannot be granted retroactively so plan ahead!
 7. Carry out the thesis idea
 - a. Obtain data
 - b. Work closely with the advisor and keep the committee advised of any changes from the approved format
 - c. Analyze data
 - d. Construct tables and graphs
 8. Write drafts of thesis
 - a. Submit initial drafts to advisor
 - b. Submit later drafts to committee (If the student intends to graduate in June, this stage should be reached before April in order to meet the deadlines.)
 9. Prepare final draft
 10. As early as possible after January, identify when committee members will be in town for the oral exam, and pick a day and time. Schedule a room with the department office for the thesis oral exam. The exam must be held before May 1. The oral exam should be scheduled before April using the *Request for Oral Examination* form. This form must be TYPED and turned in to the department office one month before the presentation.
 - a. Request oral examination by filing the Oral Examination form
 - b. Schedule thesis exam to take place before April 30 (schedule the room reservation in the department education office 503-494-2012).
 - c. Submit final draft to committee members
 - d. Provide a copy of the form to the department office

- e. Have a practice presentation in front of the committee. This allows them to ask any questions they haven't thought of prior to the actual presentation. It also gives the student time to make any last-minute adjustments to the presentation.
11. After the *Request for Oral Examination* form is filed, the *Application for Degree* form will need to be filled out by the student.
 12. Have the photo taken. Make arrangements with the photography office (494-8040) for the exit photo and pay the cost directly to them (although some departments pay this fee, the Public Health and Preventive Medicine Department is not able to do so).
 13. Present the thesis in a public seminar followed by an examination by the committee members.
 - a. Prepare (TYPE) the *Oral Examination Certification* form
 - b. Ask committee members to sign the form at the successful conclusion of the oral exam. If the committee members wish the student to make additional changes on the thesis, they should still sign this form after the oral examination. The form needs to be turned in to the Dean's Office within two days of the exam. Signatures must be originals and not faxed.
 - c. Provide a copy of the signed form to the department office and take the original to the Graduate Dean's office.
 14. Obtain Final Approval
 - a. Make any changes suggested by the thesis committee
 - b. Get written approval of committee members on the thesis signature Certificate of Approval page (you type this page). The Dean's name does not need to be on this page. The page becomes part of the thesis.
 - c. Take the original and as many copies as need to have bound (at least 3) to the library. An appointment must be made with the librarian in advance (x43999). In addition, sign and turn in the *Thesis Placement Waiver* form. The student will need to pay for the copies and the binding. Enough copies need to be made for the library, the advisor, and the department plus any others the student wishes to keep or distribute. The student will get a receipt from the library. This receipt is the "Golden Ticket to Graduation." This should be brought to the graduate Dean's office in the Dean's office, together with the *Thesis Placement Waiver* form and the Change of Address form and the student will be cleared for graduation.
 - d. Distribute copies of the approved thesis to appropriate recipients (the library will keep one, one to thesis advisor, one to Department).
 - e. The bound thesis must be submitted within six months of taking the oral exam. The deadline for people intending to graduate in Spring Quarter is approximately May 20.
 15. Discontinue the IRB via the eIRB website, if applicable
 16. Schedule an exit interview with Katie Riley (503-494-2556)
 17. Attend the Hooding and Graduation ceremonies

VII. Degree Etiquette

1. When to list the degree after your name - You should not list MPH after your name until you officially receive your degree at graduation in June—even if you complete all of your requirements prior to that time.
2. Listing of other degrees - Usually you only list terminal degrees after your name. That means doctoral degrees and professional degrees such as MSW, MPH, etc. The listing order is doctoral and then professional masters degrees. Professional certifications are also listed, e.g., RN, CHES. BA, BS, MA, and MS degrees are usually not listed.

VIII. Theses of Previous Students

A wide variety of thesis topics are possible. To illustrate the possibilities, you may want to review theses of past graduates. Thesis titles and advisors of program graduates are listed at:

http://www.ohsu.edu/academic/public-health/education/mph/thesis_titles.shtml

The theses are filed alphabetically by author in the department library, CSB room 679. You are welcome to review them in the room but please do not take them from the room so they are available for use by other students.

7/13/07

Epidemiology and Biostatistics Track - Oregon MPH Program

MD/MPH Student Thesis Checklist

Overview: The thesis project is a huge endeavor that will be easier if the tasks can be broken down into smaller increments. The following will guide you in your thesis planning but may need modification to meet your particular circumstances and needs.

<i>Thesis Process Steps:</i>	<i>Suggested Timeline</i>	<i>Date Completed:</i>
1. Explore thesis opportunities during first two years and 3 rd year clinical clerkships	1st, 2nd, 3rd years	
2. Establish a thesis project sufficiently to present a 1-page thesis plan describing the topic and identifying the data source, research mentor, and thesis chair to approve the thesis plan	Sept of MPH yr	
3. Introduction to Research Design (PHPM 540) based on planned thesis project	Fall MPH yr	
4. Meet with advisor and determine general approach to a problem. <ul style="list-style-type: none"> ▪ Select other two committee members (one external person - ask him/her to email his/her CV to Katie Riley) ▪ Make sure committee includes a faculty member qualified to advise on statistical and data analytic issues 	Fall MPH Yr	
5. Write draft overview (review with advisor; establish a clear timeline for the development and completion of thesis sections; establish ground-rules for regular communication with thesis committee members.	Fall/Winter MPH Yr	
6. Meet with committee members	Frequently & Regularly!	
7. Submit IRB information via the eIRB website if you are analyzing either primary or secondary data	As Early as Possible!	
8. Draft first components of thesis – background and review of literature .	Winter/Spring MPH Yr	
9. Meet with advisor and review background and review of literature section	Spring MPH Yr	
10. Draft methods section (work closely with the quantitative member of committee)	Winter/Spring MPH Yr	
11. Meet with advisor to review draft of methods section	Spring MPH Yr	
12. Consult the Thesis Guidelines in MPH Handbook for necessary steps and the Graduate Council Thesis Guidelines for additional information.	Spring MPH Yr:	
13. Draft results section	Spring MPH Yr	
14. Meet with advisor to review draft of initial results	Spring MPH Yr	
15. Draft discussion section	Summer after MPH Yr	
16. Meet with advisor to review draft of discussion section	Summer/Fall 4th Yr	
17. Distribute copies of overall draft to committee members & receive comments	Fall 4th Year	
18. Schedule date and reserve A/V equipment for oral presentation (MPH Program Office at 503-494-2012). File Request for Oral Examination form at least one month before the defense and distribute final draft to committee. Prepare the Oral Examination Certification form and bring it to the defense. Type the signature page for the thesis.	Fall 4th Yr	
17. Make oral presentation followed by the thesis defense with your committee. After the defense, members should sign the Oral Examination Certification form and submit it to the MPH Education Office .	December 4th Yr	
18. After completing final revisions to the thesis, Committee members should sign the thesis signature page .	Winter 4th Yr	
19. Make 3 (or more) copies of the thesis on acid-free paper	Winter 4th Yr	
20. Get photo taken (and pay for it). Complete the Exit Photo Request Form and make an appointment with OHSU Medical Photography. Send a copy of the Medical Photography services receipt to the Graduate Studies Office. The photo can be taken at any point when the Request for Oral Thesis Presentation is scheduled.	Winter 4th Yr	
21. Make an appointment with Judith Norton (494-3999) to take copies of the thesis to the library to be bound, pay for binding (\$30/copy), and complete the index form. Then file the Thesis Placement Waiver Form in the Dean's office with the receipt for binding, the receipt for photo, and the Exit Contact Information Form (provide a copy to the MPH Education Office). The thesis must be submitted for binding within 6 months of the defense or May 19, whichever is earlier.	Winter 4th Yr	
22. Discontinue the IRB via the eIRB website, if applicable		



School of Medicine
Graduate Studies Program
Request for Advisory Committee

Note - The Advisory Committee is appointed by the Program Director to guide and advise the student in the research and preparation of the thesis or dissertation document. The committee must be appointed within 1 year after advancement to candidacy or upon commencement of the thesis or dissertation research, whichever is earlier. The committee must consist of no fewer than three graduate faculty members for a thesis committee and no fewer than four graduate faculty members for a dissertation committee and can be selected from any program or administrative unit. However, the Program Director may request permission to replace one of the committee members by a recognized scholar who is not a member of the graduate faculty. Requests to appoint an outside member to the Advisory Committee should include a copy of the individual's curriculum vitae and accompany the completed Request for Advisory Committee form. The candidate's mentor may also be included as a member of the committee. *The Associate Dean for Graduate Studies must approve the appointment of each Advisory Committee based upon the recommendation of the Program Director.*

The Program in: Master of Public Health
(Program Name)
 requests approval of the following faculty members to serve as the **Master's Thesis** **Ph.D. Dissertation**
 advisory committee for _____
(Student Name)
 with the proposed thesis or dissertation project title: _____

Faculty Name	Primary Department or Institute
_____	_____
_____	_____
_____	_____

* (Indicates Student's Advisor or Mentor) † (Indicates recognized scholar-not a member of the graduate faculty)

_____	_____	_____
Thesis Committee Chair Name	Thesis Committee Chair Signature	Date
Katherine Riley	_____	_____
Program Director Name	Program Director Signature	Date
Christopher L. Cunningham	_____	_____
Associate Dean for Graduate Studies Name	Associate Dean for Graduate Studies Signature	Date

Please submit to:
Office of Graduate Studies
Mackenzie Hall, room 4159
Mailcode L102

Date Received: _____



School of Medicine
Graduate Studies Program
Request for Oral Examination

Note - This form must be submitted to the Associate Dean for Graduate Studies at least four weeks prior to examination

The **Thesis** titled: _____

submitted to the program of **Public Health & Preventive Medicine** by

_____ a candidate for the degree

Master of Public Health _____ is approved for submission to the Graduate Council for the

oral examination. The persons listed below are recommended for inclusion in the oral examination committee

Faculty Name

Primary Department or Institute

Chair _____

* (Not a member of the student's thesis/dissertation advisory committee) † (Indicates recognized scholar-not a member of the graduate faculty)

On _____ the committee will meet fifteen minutes before the seminar in room _____

The seminar will begin at _____ In room _____ The examination will begin at _____ in room

_____ The Committee Chair's Mail Code is _____

_____ Mentor Name _____ Mentor Signature _____ Date

Katherine Riley _____
 Program Director Name _____ Program Director Signature _____ Date

Christopher L. Cunningham _____
 Associate Dean for Graduate Studies _____ Associate Dean for Graduate Studies _____ Date

Signature on behalf of the Graduate Council

Please submit to: **Office of Graduate Studies**
Mackenzie Hall, room 4159, Mail Code L102



School of Medicine

Graduate Studies Program

Oral Examination Certification Form

Note - The candidate's name, the date, thesis title, degree sought and the names of the examining committee members should be typed on this form before distribution to the chair of the examining committee. This report is due within two working days after the oral thesis examination. If the examination is canceled or postponed, please indicate this on this form and return it to the Associate Dean for Graduate Studies; a new Request for Oral Thesis Examination should be sent to the Dean's Office.

The undersigned members of the oral examination committee certify that on _____

_____ has been examined on the subject of the

Thesis _____ titled _____

_____ which has been submitted in partial fulfillment

of the requirements for the degree **Master of Public Health**

in the department or program of **Public Health & Preventive Medicine**

On the basis of this examination, the committee recommends the following (each committee member should personally sign his/her initials in the columns indicating satisfactory or unsatisfactory. The examination is considered to be satisfactory if a majority of the members record votes of satisfactory. A tie vote will be considered as an unsatisfactory score for the oral thesis examination).

Faculty Name	Faculty Signature	Satisfactory	Unsatisfactory
Chair _____	_____	<input type="radio"/>	<input type="radio"/>
_____	_____	<input type="radio"/>	<input type="radio"/>
_____	_____	<input type="radio"/>	<input type="radio"/>
_____	_____	<input type="radio"/>	<input type="radio"/>
_____	_____	<input type="radio"/>	<input type="radio"/>

Christopher L. Cunningham
Associate Dean for Graduate Studies

Associate Dean for Graduate Studies
**Signature on behalf of the Graduate
Council indicating that all degree
completion requirements have been met**

Date

Please submit to: **Office of Graduate Studies
Mackenzie Hall, room 4159
Mail Code L102**



Applying for IRB Approval

All submissions to for IRB review are managed through the electronic IRB system (eIRB). This checklist is intended to aid investigators in providing the documentation necessary to obtain Institutional Review Board (IRB) approval for research protocols involving human subjects. Please use the most recent forms located at <http://www.ohsu.edu/ra/forms.shtml#hsf>. Other materials may be required depending upon the specifics of your protocol, particularly if it involves a clinical intervention. The eIRB is designed to prompt you to submit required forms. If you have any questions, please call the ORIO staff at 503-494-7887.

Initial Submission Checklist

<input type="checkbox"/>	Proposed Project Questionnaire (PPQ)
<input type="checkbox"/>	Initial Review Questionnaire (IRQ)
<input type="checkbox"/>	1-2 page protocol summary written in lay language
<input type="checkbox"/>	Complete and final study protocol
<input type="checkbox"/>	Complete grant (if an NIH grant is funding this study)
<input type="checkbox"/>	Adult Informed Consent Form (If required)
<input type="checkbox"/>	Information Sheet (If needed – for low risk studies)
<input type="checkbox"/>	Child Assent (If required)
<input type="checkbox"/>	Media Informed Consent (If taking photos or movies of participants)
<input type="checkbox"/>	HIPAA Research Authorization
<input type="checkbox"/>	HIPAA Waiver of Authorization
<input type="checkbox"/>	HIPAA Data Use Agreement
<input type="checkbox"/>	HIPAA Business Associate Agreement
<input type="checkbox"/>	Advertisements/Recruitment letters
<input type="checkbox"/>	Survey instrument(s)/Data collection form(s)
<input type="checkbox"/>	Questionnaires or Surveys
<input type="checkbox"/>	Collaborative Agreement(s) (when working outside of OHSU)
<input type="checkbox"/>	Inter-institutional Agreement (when working outside of OHSU)
<input type="checkbox"/>	Certification of training. HIPAA, Conflict of Interest, and Responsible Conduct of Research.
<input type="checkbox"/>	Conflict of Interest in Research Statement

What Happens During the Initial Review Process? (The review process takes about 6-8 weeks.)

1. The OHSU Research Integrity Office (IRB) staff will review the submitted materials for completeness and compliance with OHSU IRB procedures and guidelines.
2. The IRB Chair will determine the level of review (i.e., exempt, expedited, full board).
3. After preliminary review, the IRB staff may return the materials to the investigator for modification; they may also request that the investigator submit additional materials prior to IRB committee review. Prompt response to IRB requests will significantly shorten the review process.
4. Once preliminary review is complete, the study will be scheduled for review.
5. If the study is judged exempt from IRB review, a confirmation letter will be sent to the investigator and no further action is needed.
6. For expeditable studies, materials are reviewed administratively and the study contact is notified if changes are required.
7. All initial study materials for studies requiring full board review are sent to a primary and secondary reviewer. The IRQ and consent forms are sent to all IRB members attending the meeting at which the protocol will be reviewed.

8. If the reviewers have questions prior to the meeting, they may try to contact the investigator to resolve any uncertainties. Returning reviewer phone calls promptly speeds the process!
9. Following the IRB meeting, the investigator will be notified in writing of the IRB's recommendations, typically within 3-5 working days of the meeting.

The investigator can proceed with the research agenda after:

- IRB approval has been obtained
- funding has been established
- any needed approvals from other OHSU committees or outside IRBs have been granted
- the investigator, research staff, and other relevant personnel have had [Responsible Conduct of Research](#) education

Further contact with the IRB is required:

1. If revisions or amendments to the research protocol or consent form are made. The investigator must receive IRB approval before initiating any change. See the [Consent Form Approval and Revision Process](#) for more information.
2. When adverse events occur. These must be reported within 10 days of the occurrence. Deaths should be reported to the IRB within 24 hours.
3. For continuing review. This should happen no less than once per year.

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Oral Examination Tips for Students

Practice your presentation.

Areas to consider for potential questions:

Why did you select your research method?

What are the limitations of this method?

What are the possible sources of bias and confounding?

How did you try to control for bias and confounding?

What other methods could you have used?

Why weren't they selected?

Limitations?

Sources of bias and confounding?

What additional analyses could you do with this data?

What do you intend to do in future research with the information you have gained?

Appendix H Forms

[Leave of Absence/Withdrawal](#)

[Waiver of Core Course](#)

Transfer Course Approval

Written Agreement for Incomplete

Application for Degree

Exit Contact Information

Exit Photo Request



Office of the Registrar and Financial Aid
 3181 SW Sam Jackson Park Rd., L109, Portland, OR 97239
 Phone: 503-494-7800 Fax: 503-494-4629

Withdrawal or Leave of Absence (LOA) Form

This form is to be used if:

1. Student is currently registered in a program and dropping all OHSU courses prior to completion of the present academic quarter.
2. Student is currently registered and is completing the academic quarter, but will not be returning next quarter because of a LOA.*
3. Student is not currently registered but wishes to withdraw or take a LOA.*

The effective date of the withdrawal for tuition refund purposes is the date the form is returned to the Office of the Registrar and Financial Aid with the student's signature as well as those signatures required for purposes of clearance. The effective date of withdrawal for Return of Title IV Funds purposes is the date of the notification of withdrawal (unless attendance at an academically related activity can be documented).

*Students granted a Leave of Absence will be treated as withdrawn for purposes of Return of Title IV Funds and enrollment reporting.

To be completed by the Student:

Name:	SSN or Student ID
Forwarding Address/Phone/E-Mail:	Last day you attended class?

Leave of Absence (LOA):

Please circle reason: Military Research Maternity Family Obligations Illness Hospitalization Personal/Financial Other	
When will you return? _____	
If you are currently enrolled are you completing the academic quarter? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you wish to continue Health Service/Hosp/Dental coverage? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please contact the Student Health Service at 503-494-8665	
If you will be attending another school, which institution? _____	# of credits _____

Withdrawal from School:

Please list reason: Financial Personal Transfer to _____ Other _____	
If you are currently enrolled are you completing the academic quarter? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Term and year of your intended permanent withdrawal _____	

Student Signature: _____ **Date:** _____

Approval Signatures:

Appropriate School/Department Signature	
If School of Nursing, Academic Advisor Signature	
If School of Med. Graduate Prgm., Assoc. Dean Sig.	
Financial Aid Officer Signature	

Financial Aid Recipient: Yes No

For Office Use Only:

Effective Date of Withdrawal:	Refund Due: Yes No
Refund Processed by:	Date Refund Processed:

Oregon MPH Program

Required Course Waiver Policy

All students accepted into the OMPH Program will take the five OMPH core courses in addition to a series of track required courses. It is understood that some students may have already completed a graduate course that appears to be duplicative of a required OMPH core or track required course. In such cases, students may petition to waive the requirement to take a specific OMPH course.

For this waiver to be granted, the following guidelines are to be followed:

- Courses must address the learning competencies of the course.
- Courses must be at the graduate or professional program level.
- Courses must be comparable to, or exceed, the credit hours of the OMPH course.
- Courses must have been taken within the last seven academic years and the grade earned must be the equivalent of a B or better.
- Requests must be accompanied by a copy of the course syllabus, or equivalent official detailed description.
- All waivers must be approved by the track in which the student is enrolled.

A waiver of a required course applies only to the course requirement; it does not apply to waiver of credit hours to complete the program of study toward the MPH degree.

All waiver decisions will be clearly documented in the student's file.

Adopted by APC, 3/96; Revised and approved by the CC, 6/98; Revised 9/05



Registrar & Financial Aid Office
 Mail Code: L 109
 Portland, OR 97201-3098
 TEL 503-494-7800 - FAX 503-494-4629

DATE:

TO: Cherie Honnell, Dir. Financial Aid/Registrar

RE: Transfer of Graduate Credit to Apply toward Graduate Degrees/Certificates

The course/s listed below which were completed by: _____
 (student's name)

at* _____ during the _____
 (university/college name) (term & academic year/s)

have been approved for transfer towards the _____ degree/certificate with the following distribution:

	Term/Year Completed	Course Subject/#	Credit Hrs. sem/qtr	Apply to: major (list course subj. and number), electives, etc.
Example	Fall 2004	AN 521	3 qtr	Major - NEUS 609
1				
2				
3				
4				
5				
6				
7				
8				
9				

 Department Chairperson Date

 Appropriate School Administrator with Title Date

 Cherie Honnell, Dir. Financial Aid/Registrar Date

* If transferring from more than one institution, a separate form must be completed for each university.

Rev. 02/22/2006

School of Medicine Graduate Council Policy on Incompletes **Approved—March 21, 2006**

The Graduate Council By-Laws (December 2005 revision) currently address Incomplete (I) grades as follows (from Article VIII, Section A):

The notation “Incomplete” (I) may be entered on the student’s record if a minor part of the required work in a course is not completed within the allotted time. The grade of Incomplete should be used only when a student’s work during a term cannot be completed because of illness, accident or other circumstances beyond the student’s control. Conversion of the Incomplete to a letter grade may be made if the student completes the required work within a period specified by the instructor of the course, but not to exceed one term. Students who receive a mark of Incomplete must complete the required work within the next term and the instructor must file an amended term grade report for the course, otherwise the Registrar shall convert the grade to an F.

The purpose of this Graduate Council Policy is to provide additional criteria for implementing the By-Laws on Incomplete grades. This policy is intended to supplement the By-Laws, not replace them.

Criteria

A student may be assigned an I grade by the Instructor/Course Director when all of the following criteria apply:

1. Quality of work in the course up to that point must be C level or above.
2. Reasons for assigning an “I” must be acceptable to the Instructor/Course Director. The student does not have the right to demand an “I.” The circumstances must be unforeseen or beyond the control of the student. The Instructor/Course Director may request appropriate medical or other documentation. In no case is an “Incomplete” grade given to enable a student to do additional work to raise a deficient grade.
3. A written agreement, signed by both the student and the Instructor/Course Director, should include a statement of the remaining work to be done to remove the “I” grade, and the date, not to exceed one term from the end of the term of enrollment for the course, by which work must be completed in order to earn credit toward the degree. The Instructor/Course Director may specify the highest grade to be awarded upon completion. The written agreement form is shown on the next page. Copies of the signed agreement should be retained by the Instructor/Course Director and by the student. A copy should also be provided to the Program Grade Coordinator.

To remove an Incomplete, the Instructor/Course Director must submit a signed “Removal of Incomplete” form to the Registrar’s Office within one term. As specified in the By-Laws, an Incomplete grade that has not been amended by the Instructor/Course Director within one term shall be converted to an F (or NP for P/NP courses) by the Registrar. The Instructor/Course Director may not approve requests for extension of the one-term limit. The Graduate Council and Associate Dean for Graduate Studies must approve all requests for changes in the grade after the one-term limit has expired.

SOM Graduate Studies Program

Written Agreement Between Instructor and Student for Giving an Incomplete

Please print or type all information requested below:

Student Name: _____

Instructor/Course Director Name: _____

Course Number: _____

Course Title: _____

Term (Circle one): Fall Winter Spring Summer Year: _____

Due to circumstances that were unforeseen or could not be controlled by the student, and for reasons that are acceptable to the Instructor/Course Director, a grade of Incomplete (I) has been assigned for the course shown above. To remove the Incomplete, the student named above must complete the following assignment(s) by the specified deadline(s).

Assignment(s) [*Required*]: _____

Deadline date(s) for completing assignments—must be within one term [*Required*]: _____

Highest grade that will be awarded [*Optional*]: _____

Student Agreement: I agree to complete the assignment(s) above and to submit them to the Instructor/ Course Director by the date(s) specified. I understand that if I fail to complete the assignment(s) by the deadline(s), I will receive an F or NP for this course.

Student Signature

Date

Instructor/Course Director Agreement: I accept this student's reason(s) for requesting an Incomplete and I agree that the circumstances are consistent with the Graduate Council Policy on Incompletes. The work of the student to date is at "C" level or above, and I have agreed to assign a final grade if the student completes the above assignment(s) by the date(s) specified.

Instructor/Course Director Signature

Date



Oregon Health & Science University
 Office of the Registrar , L-109
 3181 SW Sam Jackson Park Rd.
 Portland, OR 97239
 Phone: 503-494-7800 or 1-800-775-5460
 Fax: 503-494-4629

Application for Degree

A graduation fee will be assessed to your student account during the term in which your degree is awarded.

Your Name _____

Social Security Number _____

Term in which you will be graduating _____

If your OHSU email account is no longer active or you will complete your program of study prior to graduation, please provide us with an active email address for communication regarding commencement _____

School of Medicine: *(Circle the degree(s) or certificate you expect to receive)*

B.S. Rad. Ther. BMI cert. M.P.A.S. M.P.H. M.S. M.D. Ph.D. MBI HIP cert. Diet. Intrn.

School of Nursing: *(Circle the degree(s) or certificate you expect to receive)*

B.S. Nursing M.N. M.S. Nursing M.P.H. Post Master’s Certificate Ph.D.

Print your name *exactly* as you wish it to appear on your diploma: _____

If you have recently changed your name and haven’t updated your student record yet, please go to www.ohsu.edu/registrar and follow the directions on the *change of address/name form*. We can only print your name on your diploma as it is in our records. (please note, we do not include previous degrees on diplomas)

Print your name as you wish it to appear in the commencement program – space is limited
 So list only first name, middle initial (if applicable) and last name _____

Print your hometown and state (or country) as you wish it to appear in the commencement program _____

If you are unable to pick up your diploma in the Registrar’s Office, please e-mail regohsu@ohsu.edu with a request to have your diploma mailed. Include in your request your name, social security # or student id, the program you were in and the mailing address where the diploma is to be sent. Please make sure you give an address that will be current after graduation. You may submit your request at any time. Diplomas are mailed 3-4 weeks after graduation (once graduation requirements are met). The Registrar’s Office holds diplomas that are not picked up or mailed but after 60 days is not responsible for stored diplomas.

Please return this form to the Registrar’s Office at above address or fax number

Appendix I

MD/MPH Resources

MD/MPH Combined Degree Program Overview
Key Components of the MD/MPH Program
Sample MD/MPH Curriculum
MD/MPH Program – Global Schedule
Organizational Structure
MD/MPH Resources for Frequent Questions

MD/MPH Combined Degree Program Overview

Oregon Health & Science University Department of Public Health and Preventive Medicine

John D. Stull, MD, MPH, Program Director

A. Vision

The MD/MPH Program at the Oregon Health and Sciences University (OHSU), founded in 1995 and substantially revised in 1999, is designed for students with a firm commitment to a career involving substantive engagement in both clinical medicine and public health or population medicine.

1. The Program seeks to graduate health care professionals who:
 - Have a broad understanding of health through an integration of and a facility with the methods, concepts, and perspectives of medicine and public health
 - Are well grounded in Epidemiology and Biostatistics, as basic sciences of both Public Health and Medicine
 - Are able to apply these methods and concepts rigorously in their particular areas of interest in medicine and public health.
2. Potential Career Paths include
 - Academic Medicine – combining patient care, research, and teaching
 - Health Systems-based Practice – combining part-time clinical care with either research or organizational efforts to provide medical services to populations and communities
 - Community-based Practice – combining a part-time practice with some engagement with community-based research or local public health work
3. Training that focuses on quantitative skills and research is particularly critical with the growing importance in medical practice of “evidence-based medicine” and “translating research into practice”
4. Curricular integration is an important goal for helping students develop a clearer understanding of the essential interdependence of medicine and public health

B. Program Description

1. MD/MPH students are admitted through a joint application process to the OHSU School of Medicine and concurrently to the research-oriented Epidemiology and Biostatistics track at OHSU (part of the Oregon MPH Program)
2. Successful applicants begin their MPH studies with an intensive three-week introductory Epidemiology course in the summer prior to beginning medical school classes. This brings public health methods to the forefront of their medical school experience and helps form the “community of scholars” we try to nurture throughout their five years at OHSU.
 - a) We consolidate that “community of scholars” with
 - An MD/MPH seminar in the fall of their first year and
 - Ongoing advising and mentoring by both faculty and fellow MD/MPH students.

3. During the first two years, students:
 - a) Accumulate an additional 10-12 credits by:
 - Taking selected MPH courses, including an MD/MPH Seminar (Fall of 1st year) and Introduction to Thesis Development (Spring of 2nd year)
 - Summer internship in public health research or practice encouraged between the 1st and 2nd years of medical school.
 - b) Explore Thesis
4. A year dedicated primarily to graduate studies for the MPH degree follows the 3rd year of medical school, during which students complete the MPH course requirements and the bulk of their required thesis work.
5. The overarching strategy of the Program seeks to keep students engaged with, and thinking about, public health issues and perspectives while studying clinical medicine, and allows them to become familiar with the faculty and research for mentorship, internship, and thesis opportunities.

C. Administrative Structures

1. The MD/MPH Program is housed in the Department of Public Health and Preventive Medicine of the School of Medicine and is run jointly by the Dean's Office and the Department of Public Health and Preventive Medicine.
 - a) The course requirements and academic progress for the Medical School are determined and monitored by the Dean's Office of the School of Medicine
 - b) The course requirements and academic progress for the for the MPH are determined and monitored by the policies of the Oregon MPH Program and the OHSU Graduate Council, and by the Directors of both the MD/MPH Program and OHSU's Epidemiology and Biostatistics track of the Oregon MPH Program.
 - c) The progress of students through the combined program requirements is monitored and coordinated by key personnel of the Dean's Office (Vicki Fields, Ed Keenan, Molly Osborn) and the Department of Public Health and Preventive Medicine (Katie Riley, John Stull)
2. The Director of the MD/MPH Program, in the Department of Public Health and Preventive Medicine, is responsible for:
 - a) Overseeing the application review and interview processes in conjunction with the School of Medicine Admissions Committee
 - b) Advising and mentoring MD/MPH students and monitoring their progress throughout their five-year tenure at OHSU
 - c) Ongoing development of Program improvements in conjunction with the Dean's Office and in response to student feedback through the MD/MPH Student Council.
 - d) Maintaining mechanisms for coordinating the administrative and educational details for MD/MPH students between the School of Medicine and the Epidemiology and Biostatistics track of the Oregon MPH Program.
3. MD/MPH Student Council:
 - a) Composed of representatives (1-2) from each of the five classes; President and Secretary are elected by this council usually from among students in their MPH year.
 - b) The council meets every 1-2 months or as needed to discuss issues and strategies for improvement as well as plan student activities including orientation, student peer mentoring, and new student welcome packets

Key Components of the MD/MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

- 1. Development and maintenance of an engaged “community of scholars” through:**
 - a. Intensive Introductory Epidemiology course prior to Medical School
 - b. MD/MPH Seminar in the Fall Quarter of the 1st year
 - c. Ongoing academic advising and mentoring by faculty
 - d. Peer advising through MD/MPH “families” (small multi-year groups of students)
 - e. MD/MPH Student Council providing student self-governance

- 2. Quasi-integrated curriculum in the 1st and 2nd years through:**
 - a. Selected Public Health course work concurrent with Medical School curriculum
 - b. Summer Internship in Public Health between the 1st and 2nd years

- 3. Focused year of public health studies for completion of:**
 - a. Course requirements
 - b. The bulk of the thesis work (final write-up and defense in the 4th year).

- 4. Focus on quantitative methods (epidemiology and biostatistics) in a research perspective, with applications in a wide variety of areas (internship and thesis).**
 - a. Core Course Requirements**
 - i. Epidemiology I, II, & III
 - ii. Biostatistics 1, 2, & 3
 - iii. Current Issues in Public Health (or equivalent if Foundations of PH already taken)
 - iv. Ethics in Epidemiology/Public Health (or Research Ethics)
 - v. Health Systems Organization
 - vi. Health Behaviors
 - vii. Environmental Health
 - viii. Research Design (not required but highly encouraged)
 - ix. Additional elective courses to a total of 60 credits

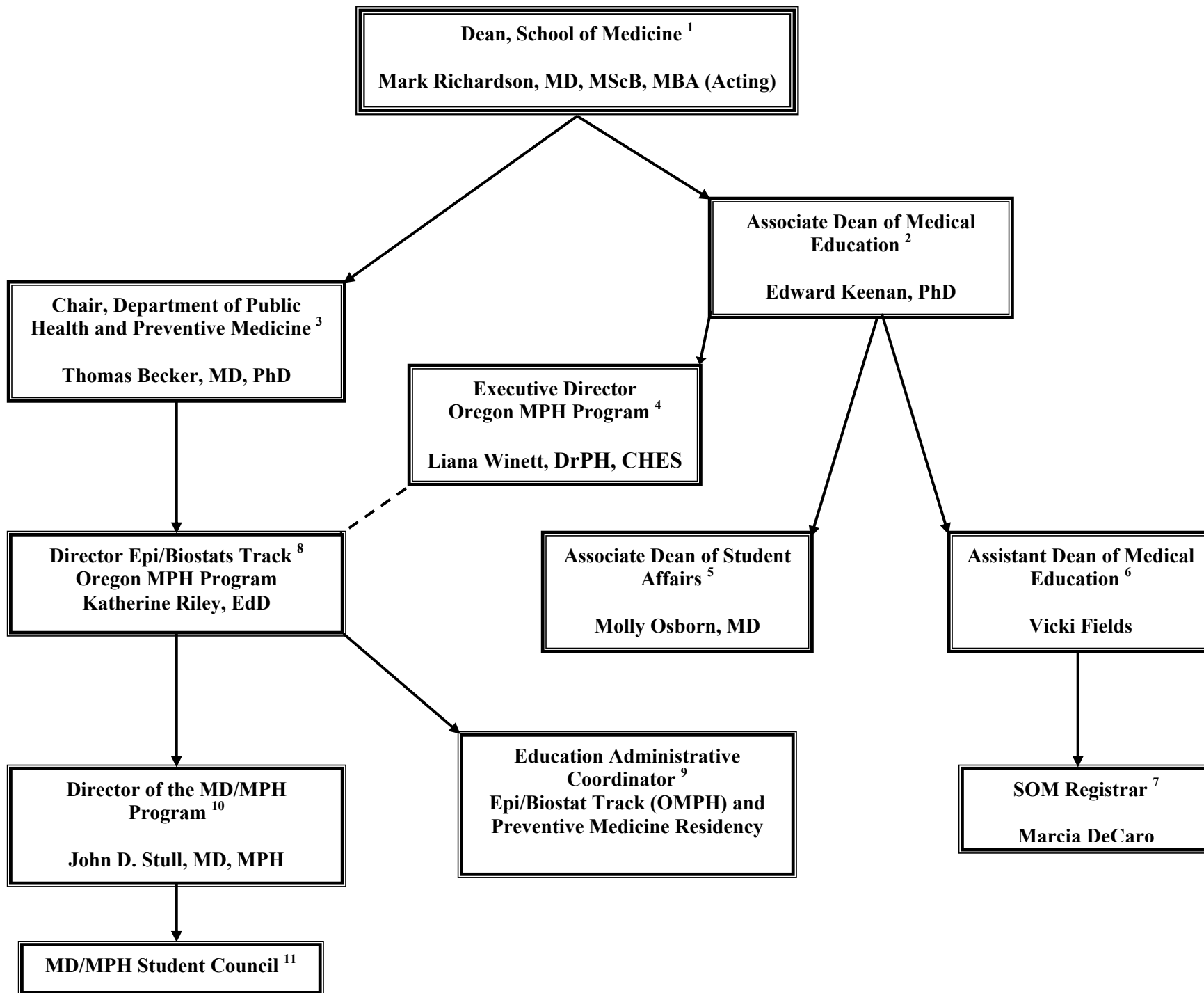
 - b. Public Health Internship**
 - Involves application of epidemiology and biostatistics course work in practice area of public health or population medicine (3-6 units; 36 contact hours per credit).

 - c. Masters Thesis**
 - Development, execution, and presentation of a hypothesis-based research project (often using already collected data) in area of public health or population medicine of particular interest to the student.

MD/MPH Program – Global Schedule

<u>Year</u>	<u>Quarter</u>	<u>MD Studies</u>	<u>MPH Course Recommendations</u>	<u>Alternatives/Notes</u>
1 st Year	Summer	-	<i>Epidemiology I</i>	
	Fall	<i>Gross Anatomy, Imaging and Embryology</i>	<i>MD/MPH Seminar</i>	
		<i>Cell Structure and Function (CSF)</i>		
	Winter	<i>(PCM Epidemiology)</i>	<i>Elective or Quarter Off</i>	<i>International Health</i>
		<i>Systems Process and Homeostasis (SPH)</i>		<i>Forensic & Trauma Epidemiology</i>
				<i>Women's Health Epidemiology</i>
Spring	<i>Biologic Basis of Disease (BBOD)</i>	<i>Introduction to SPSS</i>	<i>Elective</i>	
2 nd Year	Summer	-	<i>Internship in Public Health (4-8wks)</i>	<i>Other Clinical/Public Health Activity</i>
				<i>Personal Agenda</i>
	Fall	<i>Circulation</i>	<i>Elective</i>	<i>HIV/AIDS Epidemiology</i>
		<i>Metabolism</i>		<i>MCH Survey</i>
	Winter	<i>Neurosciences and Behavior</i>	<i>Current Issues in Public Health</i>	<i>Ethics in Epidemiology</i>
		<i>Blood</i>		<i>Other Elective</i>
Spring	<i>Human Growth and Development</i>	<i>No Elective (3rd year and Boards Preparation)</i>		
3 rd Year	Summer	<i>June - Boards Part I</i>	<i>(Explore Thesis Opportunities in Clerkships)</i>	
		<i>Medicine</i>		
		<i>Surgery</i>		
	Fall	<i>Pediatrics (Inpatient)</i>	<i>(Explore Thesis Opportunities in Clerkships)</i>	
		<i>OB/GYN</i>		
	Winter	<i>Psychiatry</i>	<i>(Explore Thesis Opportunities in Clerkships)</i>	
		<i>Family Medicine</i>		
	Spring	<i>Rural</i>	<i>(Explore Thesis Opportunities in Clerkships)</i>	
	<i>Electives (4 weeks)</i>			

MPH Year	Summer	<i>June - Off and Transition to Clerkships</i>		
		<i>Clinical Elective/Required (Space Available)</i>		
		<i>August/September - Board Preparation (Part 2)</i>	<i>Thesis topic preparation</i>	
	Fall		<i>MPH Course Work (Last week in September)</i>	<i>Thesis Topic ready for Research Design Course</i>
	Winter		<i>MPH Course Work and Thesis</i>	
	Spring		<i>MPH Course Work and Thesis</i>	
			<i>(MPH Course work complete; Rough Draft of Thesis)</i>	
4th Year	Summer	<i>MPH Year Ends 2nd Week in June</i>		
		<i>Sub-Internship</i>		
	Fall	<i>Intensive Care Unit</i>		
		<i>Surgery Subspecialty</i>		
	Winter	<i>Neurology</i>		
		<i>Pediatrics (Outpatient)</i>		
	Spring	<i>Elective Credits (Total of 30 1.5/wk clinical)</i>		
<<OHSU GRADUATION: MD & MPH>>				



The following individuals hold key administrative positions related to the MD/MPH Program:

1. **Dean of the School of Medicine** – Final arbiter of all School of Medicine activities, programs, and organizations. May have an opportunity to interact with the Dean although most issues will be handled directly by others under his charge.
2. **Edward Keenan, PhD: Associate Dean of Medical Education** – Primary responsibility for all educational programs within the School of Medicine (SOM) and serves on the Dean's Oversight Council for the Oregon MPH Program. Dr. Keenan is the key administrative person with decision-making capacity regarding both curriculum and student affairs for the SOM. MD/MPH students may have an opportunity to interact with Dr. Keenan over students' concerns about Program curriculum and policy but most issues will be handled directly by others under his charge. Dr. Keenan also teaches actively in the basic sciences curriculum.
3. **Thomas Becker, MD, PhD, MPH: Chair, Department of Public Health and Preventive Medicine** – Primary responsibility for organization and administration of all programs and activities within the Department of Public Health and Preventive Medicine, which houses the Epidemiology and Biostatistics track of the Oregon MPH. Dr. Becker is very busy but highly interested in the MD/MPH Program and its students. Most issues will be handled through others under his charge.
4. **Liana Winett, DrPH, CHES: Executive Director, Oregon Master in Public Health Program (OMPH)** – Primary responsibility for accreditation and compliance of the OMPH, for Program monitoring and quality improvement, and for intra-program coordination across the participating institutions (including core course schedules). Dr. Winett chairs the combined OMPH Coordinating Council/Track Coordinator Committee and interfaces with the OMPH student representatives to address student concerns. Students may address cross-institutional problems or concerns directly with Dr. Winett or through the mechanisms within the MD/MPH Program (Drs. Stull or Riley or the MD/MPH Student Council).
5. **Molly Osborn, MD: Associate Dean of Student Affairs** – Primary responsibility for student activities and progress. Dr. Osborn is an important student resource for issues involving academic progress, student-faculty conflicts, and the challenges students face in successfully making their way through the medical school curriculum and balancing personal and professional demands. She provides general academic advising to students, particularly related to strategies for (and approval of) variations in curriculum to meet student needs. She works with Dr. Stull to monitor MD/MPH student progress and to develop appropriate strategies for completing both academic degrees successfully.
6. **Vicki Fields: Assistant Dean of Medical Education** – Primary resource (working closely with Dr. Osborn) for students to organize and strategize the completion of medical school curriculum. Vicki Fields knows the details of the curriculum and the policies, procedures, and rules that determine what will and won't work, and is the best person to talk to about day-to-day operational questions about medical school classes and rotations. She is Dr. Stull's front line contact with the Dean's Office for most operational questions and in monitoring MD/MPH student progress toward successful graduation.
7. **Marcia DeCaro: Registrar, School of Medicine** – Primary responsibility for registration of all SOM courses for all medical students. Registration for all MPH courses (those taken any time during medical school) will be done on-line with ISIS. Marcia works closely with Vicki Fields and is also an excellent resource for students regarding operational questions about the SOM curriculum, classes and rotations.

The following individuals hold key positions in, and are key contacts regarding, the MD/MPH Program:

8. **Katherine (Katie) Riley, EdD: Director, OHSU Epidemiology & Biostatistics Track (Oregon MPH Program)** – Primary responsibility for administering the Epidemiology/Biostatistics track of the OMPH and for insuring compliance with the policies and requirements of the OMPH. As such she functions as liaison to the OMPH regarding matters of policy, curriculum and joint activities. Dr. Riley is responsible for the MPH portion of the MD/MPH Program and is the primary arbiter of what will and won't work regarding the completion of the MPH curricular requirements. She provides advise on and approval of all Internship proposals and reports and assists students with academic advisors and with thesis project ideas and the selection of a thesis advisor and thesis committee members. In addition, Dr. Riley acts as the ombudsperson for students for any and all issues related to the Department of Public Health and Preventive Medicine (including courses, academic and graduation requirements) the MD/MPH Program, or the Departmental and course faculty.
9. **Laura Leo: Education Administrative Coordinator, Epidemiology/Biostatistics Track, Preventive Medicine Residency** – Provides administrative support to Dr. Riley and Dr. Stull, maintains student files and program records, acts as the main interface regarding grades and course evaluations, and maintains the MPH and MD/MPH webpages. She also schedules rooms for MPH courses, special events and thesis defenses.
10. **John Stull, MD, MPH: Director, MD/MPH Program** – Primary responsibility for the development and maintenance of the MD/MPH Program policies, structures and functions consistent with those established by the School of Medicine (Dr. Keenan) and the OMPH (Drs. Winett and Riley). He is responsible for the activities and progress of all MD/MPH students (particularly related to public health studies and their impact on and relationship to medical school studies) as well as for the administration and day-to-day workings of the MD/MPH Program. He functions as academic advisor for all MD/MPH students throughout their time at OHSU, particularly related to general academic advising, overall curricular planning, and personal/professional development. Dr. Stull is the primary administrative contact for all issues, problems, or questions regarding the structure and content of the MD/MPH Program and its relation to other activities at OHSU. He is also responsible for coordinating the MD/MPH Program activities with the School of Medicine (Drs. Keenan & Osborn and Vicki Fields), the OMPH (Dr. Winett) and the Epidemiology/Biostatistics track (Dr. Riley)
11. **MD/MPH Student Council** – Comprised of a President (MPH year) and 1-2 representatives from each class/year. This group serves as a vital resource for students to register complaints, express concerns, and make suggestions regarding any aspect of the MD/MPH Program. This is where much of the work of ongoing Program assessment and improvement happens through student feedback on issues encountered 'in the trenches'. This group is not only involved in identifying problems and concerns but is actively engaged in the development and implementation of solutions to address these problems and concerns.

MD/MPH Resources for Frequent Questions

<i>Issue</i>	<i>MD Enrollment Years</i>	<i>MPH Enrollment Year</i>
Advisor for MD/MPH interface, first contact for any and all questions, issues, problems related to the program	John Stull	John Stull
Advice for MD curriculum and scheduling	Vicki Fields Marcia DeCaro	Vicki Fields Marcia DeCaro
Financial aid	Financial Aid Office	Financial Aid Office
MPH course registration	Marcia DeCaro	ISIS online Melanie Jordan for problems
Internship advice and approval	Katie Riley	Katie Riley
Thesis topics advice	Katie Riley John Stull	Katie Riley John Stull
Thesis advisor selection	Katie Riley	Katie Riley
Tartar fellowship	SOM	SOM