



**HEALTH MANAGEMENT
AND POLICY**

PORTLAND STATE UNIVERSITY

Student Handbook

2009-2010

2009-2010 OMPH Handbook for Health Management & Policy Track at PSU

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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. The OMPH Program is committed to fostering an environment conducive to the recruitment, training, and success of diverse faculty and students and providing pluralistic education to sustain a multicultural community of public health practitioners. 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

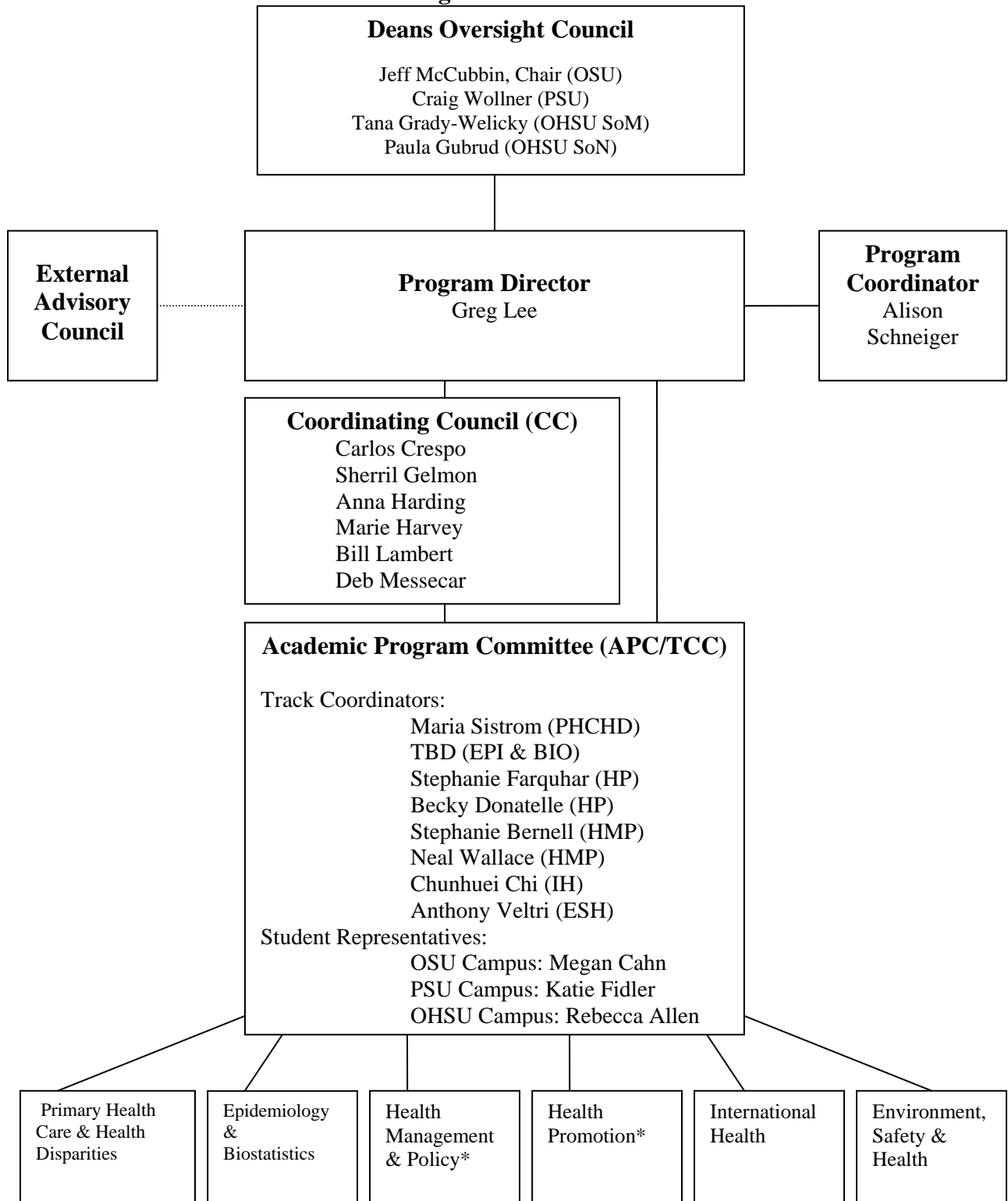
Upon completion of the OMPH program, students will be able to:

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. Health Management and Policy Track

A. Track Competencies

The goal of the Health Management and Policy track is to develop and strengthen the knowledge and practice of health services policy and delivery. The curriculum includes the core concepts of public health with specific instruction in management, finance, strategy, policy, economics, and ethics. The specific competencies for students to demonstrate by graduation are:

- Conceptualize, analyze and resolve problems related to health services delivery and finance.
- Identify and apply economic, financial, legal, organizational, political, and ethical theories and frameworks.
- Employ appropriate qualitative and quantitative techniques to manage human, fiscal, technological, information, physical, and other resources.
- Establish and manage systems and processes to assess organizational performance for continuous improvement of quality, safety, and effectiveness.
- Act ethically and professionally, and be responsive to community variations in cultures and socio-demographics.
- Lead in all levels of public and private health services organizations.
- Communicate, think critically, and creatively solve problems and make decisions related to health policy and management in the public and private sector.
- Integrate theory and practice to effectively plan, implement, and evaluate strategies and policies in health services programs, systems, and organizations.

B. Program Setting

College of Urban and Public Affairs at PSU

The College of Urban and Public Affairs at Portland State University allows students with interests in urban problems and processes to take advantage of the resources of an urban university situated in a major metropolitan area. Opportunities for urban education are available through eight graduate degrees, two undergraduate degree programs, and baccalaureate minors.

The College of Urban and Public Affairs (www.pdx.edu/cupa) is comprised of three schools: the Mark O. Hatfield School of Government, the School of Community Health, and the Nohad A. Toulan School of Urban Studies and Planning. The College also hosts a number of research centers and public service units including the Institute on Aging, the Center for Public Health Studies, the Executive Leadership Institute, the Institute for Nonprofit Management, the Criminal Justice Policy Research Institute, the Center for Urban Studies, the Institute for Portland Metropolitan Studies, and the Center for Population Research and Census. The College is located in the Urban Center (Mill St. between 5th and 6th Avenues).

Mark O. Hatfield School of Government

The Mark O. Hatfield School of Government (www.pdx.edu/hatfieldschool) includes the Division of Criminology and Criminal Justice, the Division of Political Science, and the Division of Public Administration. Public Administration offers the Health Management and Policy track of the Oregon MPH, as well as the Masters of Public Administration program, and the Masters of Public Administration - Health Administration program. It is the lead division for the College-

wide Ph.D. program in Public Administration and Policy. The Hatfield School is housed on the 5th and 6th floors of the Urban Center.

School of Community Health

The graduate programs of the School of Community Health (www.pdx.edu/sch.index.html) are designed to prepare students for professional work in the fields of community health, health education, and health promotion in a wide variety of settings. Community Health offers the MPH track in Health Promotion. The School also offers an undergraduate major in health studies. The faculty and programs of the Institute of Aging are also part of the School of Community Health. The Institute is a multidisciplinary research and training unit that also coordinates a graduate certificate in gerontology program. The School is located on the 4th floor of the Urban Center.

Track Descriptions and Objectives

The two tracks in the Oregon MPH Program offered at PSU. Health Management and Policy and Health Promotion, have many similarities, but also have some differences in emphasis and in requirements. Students should carefully review the requirements for their track to avoid confusion with expectations for the other track.

C. Core Curriculum (Required of All OMPH Program 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. The OMPH current core course schedule is posted on the OMPH website at: <http://www.oregonmph.org/course/course.html>.

OMPH 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>
Health Systems Organization	Not taught in SOM	CPH 540 Health Systems Organization	PA 574 Health Systems Organization (E&B enroll in PHPM519)	H 533 Health Systems Organization
Principles of Health Behavior	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
Epidemiology	Not taught in SOM*	CPH 533 Epidemiology Survey	PHE 535 Epidemiology Survey	H 525 Principles & Practice of Epidemiology
Environmental Health	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
Introduction to Biostatistics	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.

You will need to follow the campus specific procedures for registration, for instructions see: [insert p.24-25 of policy from FAQ section]). You will register through the institution in which you are enrolled.

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 Health Management & Policy track at PSU requires:

1. A total of at least 61 approved credit hours. These credits include:

- OMPH Core Courses (16 credits)
- Required Track Courses (15 credits)
- HMP Concentration Electives (12 credits)
- Other Electives (12 Credits)
- Organizational Experience (6 Credits)

2. A minimum 3.0 (B) grade point average for all work completed in graduate standing. 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, the student will need to retake the course

3. Successful completion of 200 hours of organizational experience in the form of field experience. This includes development of a comprehensive field-based project and written report. Approximately 150 hours will be spent in the field, and up to 50 of the 200 hours may be allotted for writing the culminating assessment paper.

It is very important that you work closely with your advisor to become familiar with and plan for how you will complete these requirements. Note that this track does not have a thesis option and there is no comprehensive final examination. Students must attend an orientation for the PA 509 Organizational Experience prior to registering for it; the orientation is offered three times in each of the regular quarters.

The following courses are required:

OMPH Core (16 Credits)

- PA 574: Health Systems Organization (PSU)
- PHE 535: Epidemiology Survey (PSU)
- PHPM 524: Introduction to Biostatistics (OHSU) (4 credits)
- PHE 512: Principles of Health Behavior (PSU)
- PHE 580: Concepts of Environmental Health (PSU)

Students wishing to register for a core course at either OHSU or OSU must first obtain the instructor's permission, and then register and pay through PSU for the course; it will be transcribed as PA 699.

Health Management and Policy Concentration Core (15 credits)

- PA 541: Organizational Behavior in Health Services Organizations
- PA 571: Health Policy
- PA 573: Values and Ethics in Health
- PA 576: Strategic Management of Health Care Organizations
- PA 586: Introduction to Health Economics

Health Management and Policy Concentration Electives (choose 12 credits)

- PA 544: Leadership and Governance in Health Care
- PA 570: Health Administration
- PA 577: Health Care Law and Regulation (PA 571, 574 prerequisites)
- PA 578: Continual Improvement in Health Care
- PA 579: Health Care Information Systems Management (PA 571, 574 prerequisites)
- PA 587: Financial Management of Health Services
- PA 588: Program Evaluation and Management in Health Services
- PA 589: Research Methods in Health Services (PHPM 524, PHE 535 prerequisites)
- PA 599: Human Resources Management in Health Care

Other Electives (choose 12 credits; other courses may also be approved by your advisor)

- PA 575: Advanced Health Policy (PA 571 prerequisite)
- PA 572: Health Politics
- PA 525: Grantwriting for Nonprofit Organizations
- PA 543: Creating Collaborative Communities
- PA 549: Crosscultural Communication in the Public Sector
- PHE 517: Community Organizing
- PHE 520: Qualitative Research Design
- PHE 541: Media Advocacy and Public Health
- PHE 557: National Long-term Care Policy
- PHE 558: Perspectives on Aging
- PS 526: Politics of the News
- USP 528: Concepts of Community Development
- MGMT 545: Managing Innovation Performance (PA 541 prerequisite)
- MGMT 554: Negotiation and Conflict Resolution (PA 541 prerequisite)
- MGMT 555: Management of Organizational Change (PA 541 prerequisite)
- PH 513: Epidemiology II (OHSU)
- PH 567: International Health Epidemiology (OHSU)

Field Experience (6 credits)

- PA 509: Organizational Experience (42 credits required as minimum prerequisite)

Total Credits: 61

E. Advising

For graduate students, academic advisors are the most readily accessible role models. Positive relationships between graduate students and their advisors can be a major factor in determining successful program outcomes. In recognition of the specific needs of graduate students, advisors in the Public Administration Division are encouraged to be accessible and approachable and are expected to:

- 1) Meet with advisees at least once a quarter (either in person or via telephone or email);
- 2) Provide weekly office hours and time for advising convenient to both full and part-time students.

Since graduate students exercise a great deal of autonomy for their learning and career development, they must also assume a portion of the responsibility for maintaining a productive relationship with their advisors. Students will maximize the benefit of advising and program resources by taking the following steps:

- 1) Initiate contact with your advisor at least once per quarter;
- 2) Check email regularly for notices and personal communication;
- 3) Take advantage of special events sponsored by the School, the Program, and the College (e.g. lecturers, brown bag lunches);
- 4) Inform your advisor immediately on change of status or potential problems; and
- 5) Notify the divisional administrator of address or other information changes.

During the admissions process, new students are assigned to a faculty advisor based on a review of their interests. However, a student may switch advisors by informing the assigned advisor of his or her desire to do so and by finding another faculty member to agree to assume the advisor position. Once all agreements have been reached, both the new advisor and the student should inform the divisional administrator of the change. Note that students in the MPH-HMP normally have one of the MPH core faculty in the Division as their advisor.

For a complete list of faculty in the Public Administration Division, please visit our website at <http://www.pdx.edu/hatfieldschool/public-administration-faculty>

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.

The curriculum will best serve your educational needs if you follow a recommended sequence of courses to maximize your learning. The faculty in the Division of Public Administration recognizes that students do not enter the program on a cohort model, and therefore may need to take courses as they are available, rather than in a strict sequence. However, there are some suggested guidelines:

- PA 574 Health Systems Organization should be taken before PA 571 Health Policy
- PA 541 Organizational Behavior in Health Services Organizations should be taken early in the program
- PA 574 and 541 are useful courses to take before taking the HMP concentration electives
- If you have no experience in health care, PA 570 Health Administration is a useful concentration elective to take early in your program
- PHPM 524 Introduction to Biostatistics should be taken before PHE 535 Epidemiology Survey
- PHE 535 Epidemiology Survey should be taken before PHE 590 Concepts of Environmental Health
- PA 573 Values and Ethics in Health Care should not be taken until you have completed at least 42 credits (unless you have extensive experience in health services delivery)
- You should try to complete the MPH and HMP core courses before taking many of the HMP electives
- You should take as many required courses as possible before taking the "other electives" so that you can use these electives to fill in areas of special interest to you
- PA 509 Organizational Experience may not be taken until you have taken at least 42 and preferably more credits; ideally it should be the last or close to last course in your program

If you are admitted with “conditional” or “qualified” status, you must pay close attention to the conditions specified in your letter of admission. In particular, if you have not completed an undergraduate course in statistics, this qualification must be completed (i.e. you must successfully complete an undergraduate course in statistics and communicate that to your advisor in writing) before you take PHPM 524 Introduction to Biostatistics, PHE 535 Epidemiology Survey, or PHE 590 Concepts of Environmental Health.

Always consult with your advisor regarding your program of study. Note that your advisor must sign off on your program of study before you can graduate, so it is wise to consult with him/her regarding electives so that you know you have his/her approval.

G. Field experience and Minimum Standards Guidelines

Field Experience Information and Orientation

The OMPH Program Office has a database that contains data on field experience sites utilized by students. The database contains information about field experience sites including: agency background information, contact information, specialty track(s) served, and the number of students placed each year. Students at all of the collaborative universities can request access to this database from the Program Office by contacting the Program Coordinator, Alison Schneiger at alison@oregonmph.org. Links to the Field Experience guidelines and orientation presentations for both students and preceptors can be found on the OMPH website at: <http://www.oregonmph.org/register/register.html#Field>

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; Preceptors must have public health credentials or appropriate health related credentials and experience to provide appropriate mentorship/supervision in your learning experience. All site preceptors and sites will be assessed on a case by case basis.
- 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; revision approved 6/11/08)

Track Minimum Standards for Field Experiences

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

The organizational experience is the culminating experience for the Health Management and Policy Track. It provides the student with a customized final integrative experience that allows them to build skills for future practice, to integrate theoretical and applied knowledge obtained through coursework, and to develop skills of reflective practice to assist in integration and synthesis of program content and plan for future career directions.

All HMP students must complete PA 509: Organizational Experience as part of their program of study. It is a 6-credit course. The organizational experience typically involves the student working on an administrative or management issue confronting a health services organization. It is an opportunity for the student to relate her/his academic experience in the OMPH program to a practice setting. The site must be pre-approved by both the student's faculty advisor and the PA 509 Health faculty instructor.

The student spends a minimum of 200 hours of work in the organizational experience, usually operationalized as two days per week over one quarter, or one day per week over two quarters. PA 509 normally is taken toward the end of the program. Students must have completed at least 42 graduate credits in the OMPH program, to ensure that they have sufficient academic experience to use their organizational experience as an integrative and reflective activity.

The culmination of the experience is a three-part product:

1. A written report that the student prepares that documents the experience and their work, including documentation prepared for the organizational setting, as well as for the academic instructor of record.

2. A written personal reflection on a) achievement of the student's learning objectives articulated at the beginning of the organizational experience (including Track Competencies 5, 6, and 8), b) opportunities for integration of curricular content into practice, and c) future career directions based on the experience and related learning.
3. A 10-minute oral presentation (using a standardized outline and in PowerPoint format) to faculty, students and preceptors.

Students taking PA 509 are graded as follows: 40% report for the organization; 30% personal reflection; 20% presentation; and 10% faculty assessment of overall performance. All products must be submitted in hard copy. The track is in the process of developing an assessment format by which the preceptor will evaluate the student's performance with respect to the competencies designated at the beginning of the experience, including at minimum Track Competencies 5, 6, and 8.

Students should meet with their assigned faculty advisor to discuss appropriate timing of PA 509 in their course of study. Students are then required to attend the PA 509 orientation offered three times each quarter by the Division of Public Administration to learn about the requirements and expectations. They then consult with their faculty advisor and develop a draft of the learning contract in conjunction with the faculty advisor and the potential field placement site, before making contact with the designated PA 509 Health faculty instructor, listed each quarter in the *PSU Schedule of Classes*. Students should begin arrangements for the experience no later than the quarter prior to commencing PA 509; an experience may not begin until the faculty advisor has approved the draft learning contract, and the student, field supervisor, and PA 509 Health faculty instructor have all signed the student's final learning contract. Registration requires a special form, signed by the PA 509 Health faculty instructor, and may not be done on-line. For more information, go to

<http://www.pdx.edu/hatfieldschool/pa-509-organizational-experience>

H. Policies

Grading and GPA Requirements

Students are assigned numeric grades for all classes. Pluses and minuses may be assigned but there is no 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.pdx.edu/media/r/e/reg_I_to_F_students.pdf for additional information on incompletes and course withdrawals at PSU.

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 HMP Track Coordinator, Dr. Neal Wallace. If that discussion does not satisfy the student, an appeal may be made to the Director of the Hatfield School of Government, Dr. Ron Tammen. If this review does not satisfy the student, an appeal may be made to the Dean of the College of Urban and Public Affairs, Dr. Larry Wallack. At each level of appeal, the student will be provided with a written response to the appeal.

The Office of Student Affairs has a board that will hear appeals from students who feel they have not been treated fairly; however the student must make a reasonable effort to contact the instructor, department head, and academic dean before filing an appeal. Students can find more information regarding the appeal process at http://www.gsr.pdx.edu/ogs_general_appeals.php. Information on other student affairs issues may be found through the Office of Student Affairs web page at <http://www.pdx.edu/studentaffairs>.

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 and Pre-admission Credits

Policy: OMPH students may transfer in up to 1/3 of the number of credits required for their degree. 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's degree at the originating institution without qualification; and 6) must not be correspondence credit. Refer to the [PSU Bulletin](#) for information on transfer of television courses, short-term courses, and courses from foreign institutions, as these require additional documentation.

Transfer credits will count toward the 61 credits required for the degree.

Procedure: The student should type the Proposed Pre-Admission and Transfer Credit form (GO-21) which can be downloaded from the Office of Graduate Studies website at http://www.gsr.pdx.edu/ogs_forms.php. Students must also request that a transcript be sent to their advisor, and attach a syllabus or course description of the course(s) to be transferred.

Note: OMPH Graduate Certificate students are allowed to transfer all 19 of their certificate-required credits once admitted in to the OMPH Program. (Approved by CC/TCC 4/22/08)

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 must 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 submit a request in writing to their PA faculty advisor, and 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 Evaluations

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. You may receive multiple evaluations for some courses, as the OMPH program evaluates core and required courses, and individual academic units also conduct their own course evaluations.

Leave of Absence and Continuous Enrollment Policies

Policy: Any student admitted to the OMPH program, and in academic good standing, may petition for a leave of absence. 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. The Hatfield School of Government abides by PSU enrollment policies, detailed in the *2008-2009 PSU Bulletin*.

A leave of absence is granted for up to one calendar year. Students who have not enrolled for three terms (excluding summer) must submit a re-enrollment request.

Procedure: Students who are considering requesting a leave of absence should meet with their advisor to discuss the reasons for the leave. The student's advisor and the Division Chair must endorse a leave of absence petition. Application for leave of absence must be filed in the Office of Graduate Studies no later than the last day to register for classes in the term for which the application is made. A leave of absence does *not* constitute a waiver of the time limit for completion of the OMPH program. Only in cases of extreme need will additional leave time be considered. The Division chair must approve such extensions.

Time to Degree Completion

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

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. Please follow the specific policies detailed, below.

Please be aware that 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.

Please also 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, Sakai, eCollege, or WebCT.

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.

Procedure for registering for a class at a partner university other than PSU: You will want to start the registration process as soon as registration opens for the next term. Please follow the following steps:

- Contact the course instructor to seek confirmation that space is available and that the proposed registration is acceptable.
- Send an email to Neal Wallace, HMP-PSU track coordinator (nwallace@pdx.edu), indicating you have been approved for the course. When he responds to you indicating the course is acceptable, go to the office of the Division of Public Administration and complete a "Special Registration" form with the following information:
 - Course Number: PA 699 (the common designated course number for all such registrations)
 - Credit hours (3 or 4)
 - Grade Method: Graded (the course must be graded to count towards graduation)
 - Course Title (showing initials of institutions offering the course, institution's designated course number and title. For example, OHSU PH526 Biometry II, or OSU H591 Health Systems Analysis)
 - Course Name (same as Course Title above)
 - Course Description (Include a statement that the course is part of the OMPH curriculum. Also include the name of instructor, their rank/title, the instructor's telephone number, and the name of academic department offering the course.)
- Submit the completed form to Becky Fidler in PA who will process the registration, and complete additional paperwork required by the University. The University can take several weeks to complete the documentation, so you are encouraged to start the process early, especially if your financial aid depends upon completed registration.
- Please note that only Neal Wallace, HMP-PSU track coordinator, is authorized to sign the registration form.
- At the conclusion of the term, the course instructor will send the grade to the PSU faculty of record, who will enter the grade into the PSU student record system. You are encouraged to remind the course instructor that this is the method for submitting the grade; they will not receive any paperwork from PSU for the grading.

PSU students registering for Biostatistics offered at OHSU: Public Administration is allocated 10 slots to fill each time this class is offered at OHSU, and instructor approval is not required for this course. Students need to email Becky Fidler at rfidler@pdx.edu indicating the section in which they wish to enroll (sometimes both online and in-person sections are offered the same

quarter). Students will be registered in the order in which they contact Becky. Once the 10 slots are filled, she will manage a waiting list and enroll students in the order in which they were added to the wait list. This must be done in advance of the first class, as these classes generally fill quickly.

Online classes of the Primary Health Care & Health Disparities track at the OHSU School of Nursing: Space for students from other tracks in their online classes is extremely limited, and available on a first-come basis. Follow the policy described on the previous page of contacting the course instructor for permission.

Use of technology to support courses: 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, Sakai, eCollege, or WebCT. 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?

OMPH 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.

- 1) **OHSU Parking Services:** #503.494.8283
<http://www.ohsu.edu/parking/>
- 2) **OSU Parking Services:** #541.737.2583
http://oregonstate.edu/facilities/transit_pkg/index_pkg.html
- 3) **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 ILL-obtained 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.

- 1) **OHSU Library Services:** #503.494.3460
<http://www.ohsu.edu/library/>
- 2) **OSU Library Services:** #541.737.3331
<http://osulibrary.oregonstate.edu>

3) **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.

*Note: OMPH Graduate Certificate students are allowed to transfer all 19 of their certificate required credits once admitted in to the OMPH Program. (Approved by CC/TCC 4/22/08)

5. How do I get more involved in the OMPH Program? What are the opportunities to serve as a student representative? What is OMPH Peer Mentoring and how do I get involved?

Each year there are a number of opportunities for first and second-year students to become involved in the OMPH Program and its events. These include serving as track representative at either the campus or program levels, serving as a representative to the student assembly of APHA, or serving on the new OPHA student assembly. There may also be opportunities for second-year students to mentor other students and assist with track related events and planning. OMPH Peer Mentoring is designed to be informal and flexible, with current MPH graduate students volunteering resourceful information and advice throughout the summer and the following academic year. The goal is to help new incoming students transition into the graduate program smoothly. Most of the OMPH tracks have their own unique mentor program, so mentors should contact their Track Representative for further information. (*Note: The role of the Peer Mentor is **not** to supplant the official role of track advisors; thus courses and practicum experiences cannot be approved by Peer Mentors.*) If you are interested in these opportunities please contact your student representatives, Track Coordinator, or the Program Director for information regarding current opportunities. Contact information for your track can be found on your track webpage on the OMPH website: <http://www.oregonmph.org/tracks/index.html>.

6. How do I contact the OMPH Program office?

Program Director: Greg Lee, PhD
OMPH Program Office
Tel. 503-725-5106
Fax 503-494-4678
Email: greglee@oregonmph.org

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 or aschneig@pdx.edu

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.

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

The Oregon Master of Public Health Program Student Symposium is generally held in conjunction with 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/> However, this year the Symposium will be held on Friday, May 7, 2010 in Portland.

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.

2. What is the NBPHE (National Board of Public Health Examiners) Certification in Public Health Exam?

The OMPH Position Statement on the National Board of Public Health Examiners (NBPHE)

In August 2008, the first national certification exam for graduates of CEPH-accredited schools and programs of public health was offered. The NBPHE believe the exam will keep public health practitioners at the forefront of their field by ensuring competency in the five basic core competencies in public health.

The primary objective of the faculty members in the Oregon MPH Program is to ensure that our graduates receive the highest quality education in public health. The faculty members have reviewed the objectives of the exam and do not support the need to further test individuals who have already demonstrated their competencies in the five basic core competencies in public

health evidenced by their successful completion of their MPH degree. Although we respect the right and desire of any individual to take the examination, the Oregon MPH Program does not support the need for the examination nor does it encourage students and graduates of our program to take the exam.

(CC/TCC/DOC approved April 2008)

To find out more about the exam go to: <http://www.nbphe.org>

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

The program office now maintains both OMPH Student and Faculty listservs. As an OMPH Program student, you will be automatically subscribed to the OMPH Program Student Listserv. If you do NOT wish to be included on this listserv you must notify the program office to opt out. If you are not receiving emails, notify Program Coordinator Alison Schneiger at alison@oregonmph.org or 503-725-5186.

In addition, you may be added to track or department-specific listservs. HMP students at PSU are subscribed to the PSU-MPH listserv on admission; if your email changes, please advise Becky Fidler at rfidler@pdx.edu and she will update your subscription.

Through these listservs, students will find the most current information about OMPH Program events and news, 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 OMPH program or the Public Health field. Please observe proper “netiquette” in all communications.

4. 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 and Science University

www.ohsu.edu/public-health

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

<http://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 PSU Health Management and Policy Track

1. How do I register for classes at PSU?

Students register for PSU courses online using the PSU Information System. Students must be formally admitted to the University prior to registering for classes. The PSU Information System can be accessed at <https://banweb.pdx.edu> or from a link on PSU's homepage at www.pdx.edu.

Logging onto the PSU Information System requires a student ID and PIN number. Your login ID is your PSU ID number. Your initial PIN is a six-digit number representing the month, day, and year of your birth. For example, a student born on April 1, 1960 uses 040160 as the initial PIN. Students are required to change their PIN to a unique number upon their first login. Portland State recommends changing PINs at frequent intervals and choosing PINs that are easy to remember but difficult for others to guess. PIN changes may be made online or at the registration windows in the lobby of Neuberger Hall. Please note that entering an incorrect PIN five times in a single session will disable the account. Instructions for resolving this issue are included in the Help link on the PSU Information System login page.

After successfully logging in, select the "Student Services and Financial Aid" link. Next, select "Registration". Update student information if appropriate, otherwise click on "Continue to Registration Menu".

To search for classes, select "Look-up Classes to Add". The search feature allows students to look for classes according to subject, course number, title, part of term, instructor, start and end times, and days of the week. Choose one parameter or several, then click on the "Get Classes" button. Select courses using the check box on the left side of the search results screen, then click on either "Register" or "Add to Worksheet" at the bottom of the page. Proceed to add classes using this procedure, or use the "Add/Drop Classes" link from the main Registration Menu.

When finished add/dropping classes and/or making other changes, click on the **"Please click here to complete your registration"** link at the bottom of the page. **Students who fail to perform this crucial step are not registered.**

Students may view their completed registration/class schedule by selecting "Student Schedule Detail" or "Student Schedule by Day and Time" links from the main Registration Menu.

Exit the PSU Information System by clicking on "Exit" near the top right-hand corner of the page. If using a shared computer, close the browser application to ensure privacy of personal data.

NOTE: Some classes fill up early, so if you want to be sure to get into a specific offering of a course, be sure to register very soon after registration opens for the next quarter.

2. How do I get a PSU email account?

Portland State University provides many computing resources to students. An "Odin" account will allow you to access most of these resources, including:

- Email (WebMail, IMAP, POP3)
- Dial-up Internet access
- Campus computer labs
- UNIX shell access (odin.pdx.edu)
- Disk space for personal files and web pages

It may be necessary to obtain additional department and application-specific accounts to access other resources on campus.

A more detailed description of what is available at <https://www.account.pdx.edu>.

Go to <https://www.account.pdx.edu/setup/index.php> to set up your Odin account.

3. What kind of financial aid is available?

Students should check with the university office of financial aid for a complete listing of available sources and grant and loan requirements. Following is a partial list of scholarship opportunities available to OMPH students at Portland State University. Financial aid is available primarily for full time graduate students although some loans and grants are open to part-time students. This aid is of three general types: (1) graduate assistantships available through the College of Urban and Public Affairs and the Hatfield School of Government; (2) loans and work study available through the University's Office of Financial Aid; and (3) awards, grants, and scholarships available through PSU.

Graduate Assistantships

Graduate assistant (GA) positions provide teaching or research services working with faculty. Levels of appointment are between .15 and .49 FTE, granted on a one-term, nine-month, or 12-month basis. The typical full time assistantship is .15 FTE which is equivalent to 7.5 hours per week, or .30 FTE which is equal to 15 hours per week. These positions provide services such as teaching lab sections of courses, facilitating discussion sessions, grading papers, providing research assistance, etc. In all cases, the assistantship is regarded as a contribution to the graduate student's learning experience.

Students interested in applying for graduate assistantships must have regular admission status and maintain good standing in the graduate program. GA positions also require that students be registered for, and satisfactorily complete, a minimum of nine graduate credits each term with the exception of summer term.

Graduate assistants usually receive tuition remission and a stipend. Check with the administrator in the Division of Public Administration for more information. Student workers receive an hourly wage.

The Office of Graduate Studies and Research registers graduate assistants for up to six credit hours per term. These credits do not count toward your degree, but are meant to reflect the educational value of the GA activities on your transcript.

Financial Assistance Available Through the University: Loans and Work Study

Graduate students may receive consideration for financial assistance through the Federal Perkins Loan, Federal Work Study, and Federal Direct Stafford Loan programs. The Office of Financial Aid is located in Neuberger Hall lobby, (503) 725-3461.

Federal Perkins Loans

This federally funded loan program is available to graduate students who demonstrate exceptional financial need. This is a long term, low interest rate loan for which repayment commences nine months after the student is no longer enrolled, on at least a part-time basis.

Work Study

Graduate students are eligible for Federal Work Study funds. Federal Work Study is a need-based program in which the Federal government pays from 70-90 percent of student wages and the institution or agency pays the remainder. This program assists students who demonstrate a need for part-time employment to pursue a college education. Sources of work include metropolitan non-profit agencies and/or campus employment. For other student employment opportunities contact the Student Employment Office at (503) 725-4958, University Services Building, Room 402F.

Federal Direct Stafford Loans

These loans are available to PSU graduate students through the cooperation of the University and the U.S. Department of Education. Both interest subsidized and unsubsidized loans are available. Repayment begins six months after the student drops *below half-time* status, or leaves the University. The federal government pays interest on the subsidized loans while the student is in school. Unsubsidized loan eligibility is based on the difference between the student's cost of attendance and the financial aid awarded. Repayment begins while the student is still enrolled. The federal government *does not* make interest payments. Annual loan maximums for graduate students receiving either subsidized or unsubsidized Perkins loans are \$10,000.

Awards Available Through the University

The Scholarship Guide is available through the Office of Academic Affairs, Cramer Hall, Room 349, (503) 725-3422. You may also access scholarship information and application materials at www.pdx.edu/finaid/ and at http://www.gsr.pdx.edu/ogs_funding_scholarships.php.

• **Robert and Rosemary Low Memorial Award**

One award, given in years when funds are available. This scholarship gives special recognition to academically qualified graduate students with physical handicaps. Eligible students must be admitted to PSU as regular graduate students. Selection will be based on scholarship and academic potential. Financial need may be considered, but is not a requirement. The deadline for application is April 15 for the following academic year. Information is available after March 1, at the Office of Graduate Studies and Research, Cramer Hall, Room 111, (503) 725-8410.

- **Oregon Laurels Tuition Remission Program**

These are annual awards of tuition credit equivalent to the instructional portion of graduate fees for full and part time PSU graduate students. Awards are merit-based. Financial need is a consideration for some of these awards. Deadline for application is April 15 for the following academic year. For further information contact the Office of Graduate Studies after March 1st of the year in which you wish to apply (Office of Graduate Studies, Cramer Hall, Room 111, (503) 725-8410.)

- **Frank Roberts Community Service Scholarship**

Awarded to a PSU graduate student who exemplifies a spirit of public service and commitment to community, applicants must be admitted to a PSU graduate program, in good academic standing, and enrolled for at least 6 credit hours per term. They must also have excellent undergraduate portfolios and demonstrate financial need. For information contact the Office of Graduate Studies and Research, Cramer Hall, Room 111, (503) 725-8410.

4. What is the policy for minimum enrollment?

The College of Urban and Public Affairs requires that students be continuously enrolled for at least three credits per quarter until the completion of their degree unless they are on an approved leave of absence.

5. What is the difference between full-time and part-time enrollment?

Full-time students are enrolled in a minimum of nine credit hours of classes each term for three terms per year. Part-time students take up to eight credit hours each term. Both full and part-time students may be enrolled in the OMPH program.

6. If I work, are there evening classes available in the OMPH program?

Most of the core OMPH courses, and all of the MPH-HMP courses, are offered in time slots beginning at 4 p.m. or 6:40 p.m. on a once-per-week basis. However, it may not be possible to complete the degree by solely taking courses offered in the late afternoon or evening. Occasionally courses are offered on a weekend intensive basis. Check the quarterly schedule of classes for more information.

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

You should check with your advisor regarding any potential substitutions before enrolling in a substitute course.

8. What should I know about plagiarism?

Plagiarism is an EXTREMELY serious academic offense. You must document your sources whenever you use words or ideas that are not your own. Making sure you have not plagiarized is your responsibility, not the instructor's. If you are uncertain about how to use source material, please review the following guidelines for properly documenting a research paper:

1. Use quotation marks to set off borrowed passages a few words to three lines long; cite the source (always include page numbers) of the quoted passage.
2. Indent and single space quoted passages of three or more lines; cite the source of the quoted passage.

3. Cite the reference of any facts, ideas, or information that are not common knowledge.

Please ask the instructor, the writing associate, or a tutor at the PSU Writing Center if you have any questions. A useful article by the Writing Tutorial Service entitled, "Plagiarism: What It is and How to Recognize and Avoid It," can be found on the Internet at:

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>.

Any assignment containing plagiarized material will receive a failing grade on the assignment and will be reported to the Office of Student Affairs. A second offense will result in a failing grade for the course.

9. How can I improve my study skills?

You can contact the IASC (Information and Academic Support Center) for materials on ways to study to enhance your chances for academic success at PSU.

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

According to Campus Compact, a national higher education advocacy organization, "service-learning is a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility." Service-learning (called community-based learning at PSU) has been incorporated into courses throughout Portland State University and the Division of Public Administration. 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 course material

11. How do I arrange Reading and Conference (independent study) credits?

If you have a topic that you would like to explore in depth outside of a regular class, you may 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 a special CRN number. You will be expected to do reading in this area and to write a paper on the topic in order to earn a grade.

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

Students may request to view their official files by contacting the division administrator, Becky Fidler at rfidler@pdx.edu, or may access their transcripts on-line via the PSU Information System at <http://banweb.pdx.edu>.

13. What are my rights regarding my file?

Listed below is a summary of the rights and privileges relating to the privacy and release of student records and enrollment information provided by the Office of Academic Affairs. All questions relating to the release and maintenance of your student records should be directed to the administrator in the Division of Public Administration or the Office of Admissions, Registration and Records at <http://www.pdx.edu/admissions/>.

Faculty, staff, and those under departmental supervision may not release protected student information to any outside party, including parents of minors, except as provided by public records' law. Care should be exercised to protect the privacy of students. The student information listed below is considered strictly confidential at all times.

- Student identification number or social security number
- Age, race, gender, national origin, religious affiliation
- Exam or course grades
- Class schedule
- Financial, medical or public safety records
- Email addresses

Data such as email addresses, class rosters, grade reports, student ID numbers, exams and papers shall not be routed or posted openly in the classroom or faculty offices. These documents and data are protected under the student privacy regulations. Under public records' authority, faculty may release information for current or previously registered students, which is designated as "public" or "directory" information. Such public information is limited to:

- Student name
- Current address and telephone number
- Number of academic credits earned
- Dates of attendance and the fact of enrollment, including full or part-time students
- Degrees and awards received

Students have a right to restrict distribution of the "public" information listed above. No information, including public directory information, may be released for students who have requested this confidential, non-disclosure status. Students concerns or complaints regarding records or enrollment information should be directed to the Office of Academic Affairs, 503-725-3422.

14. What are the required procedures for graduation?

The Office of Graduate Studies and Research provides the necessary forms for applying for graduation. They are available online at http://www.gsr.pdx.edu/ogs_forms.php.

Graduating students must complete the form GO-12, *Approved Graduate Degree Program*. This form requires the listing of all courses taken to complete your degree, and must be submitted according to the deadlines listed at http://www.gsr.pdx.edu/ogs_general_deadlines.php.

There is also an *Application for Advanced Degree* (a green half-sheet) that is available from the Office of Graduate Studies (6th Floor, Unitus Building) that must be filed at the same time as the GO-12.

It is strongly recommended that students submit these two completed forms to the PA Division administrator (Becky Fidler) during the quarter **PRIOR** to when they wish to graduate. This will help to ensure sufficient time for the advisor to sign the forms and have them submitted in a timely fashion. It is not necessary to set up an appointment with your advisor to submit these forms, unless you have concerns or questions. Students should check with the divisional

administrator to make sure that forms have been signed by all relevant administrators and submitted prior to the deadline.

15. How can I become more involved with the Division of Public Administration?

Speak with your faculty advisor regarding other opportunities that may be available.

16. What other resources are available to students on the PSU Campus?

a. Office of Graduate Studies

The Office of Graduate Studies and Research, located on the 6th floor of the Unitus Building, provides guidelines for graduation and thesis preparation, scholarship information, and access to many other resources. The website is <http://www.gsr.pdx.edu/ogs.php>.

b. Millar Library

The Branford P. Millar Library has holding of more than one million volumes and more than 10,000 subscriptions and serials in support of teaching and research. The Information Desk, Reserve Section, guides to library use, and catalog files are located on the ground floor. The library has an on-line public access catalog file. For library hours call 725-3065. The website is <http://library.pdx.edu/>.

c. Computer Labs

PSU's Office of Information Technology maintains numerous microcomputer laboratories on campus. These labs provide students, faculty, and staff with access to a variety of general-purpose microcomputer hardware and software for use in the academically related tasks. The computers provided include word processors, databases, programming languages, spreadsheets, graphics applications, and a range of instructional software. Lab attendants are on duty at all times to help with user problems. In addition, software manuals, user guides, and tutorials are on hand for reference and self paced instruction.

The College of Urban and Public Affairs provides a lab designated for graduate students within the college. The lab is located on the 2nd floor of the Urban Center. For more information on hours of operations call 725-4017.

A lab exclusively for use by graduate students is located in the basement of Smith Center.

The main general access labs are located at 112 Shattuck Hall (725-3140), 107 Shattuck Hall (725-3113), and on the first floor of Millar library (725-8425). Other labs around campus are available for general access when not scheduled for specific purposes. Each lab has its own schedule. Students may also contact the Help Desk at 725-HELP for more information.

d. Counseling and Psychological Services

The Testing Service for Counseling and Psychological Services provides assistance to PSU students in the following areas: academic major and career counseling, educational counseling, biofeedback, relaxation training, and stress management, national test program preparation. CAPS is open Monday through Thursday, 8:00 a.m. to 6:00 p.m., Friday, 8:00 a.m. to 5:00 p.m. For inquiries, phone 725-2800, or visit the center at 1880 SW 6th Ave. (University Center Building, Suite 200.) The website is <http://www.shac.pdx.edu/caps/>.

e. The Center for Student Health and Counseling

The Center for Student Health and Counseling is a primary clinic that provides outpatient medical treatment, women's health care, lab and x-ray facilities, immunizations, dispensary services, wellness resource center, health education, dental services and psychological counseling.

A basic insurance plan is automatically provided fall, winter, and spring quarters, but it must be purchased separately for the summer term, unless a student is enrolled for at least one credit. An extended plan can be purchased each quarter that provides additional coverage for the student, spouse or family. For further information regarding services available, measles vaccination requirements, or insurance information, please contact SHAC at (503) 725-2800 or their website: <http://www.shac.pdx.edu/>. The Center for Student Health and Counseling is located in the University Center Building, Suite 200 (SW 6th and Hall St.).

f. Student Lounge and CUPA Library

A student lounge is located within the College of Urban and Public Affairs on the second floor of the Urban Center. The lounge is equipped with a microwave oven, refrigerator, sink, tables, chairs and couches. Vending machines are nearby on the second floor. Students are also encouraged to use the CUPA Resource Library located on the seventh floor as a quiet area to study and conduct research.

g. Student Recreation and Intramurals

Located in the Peter Stott Center, student recreation is a program that allows students registered for at least one credit hour, to utilize various facilities for recreational purposes. This includes an extensive weight room, circuit training room, open basketball, racquetball and squash courts, table tennis, and a swimming pool. Locker-room services are also available for a limited fee.

Intramurals is an organized delivery of team sports, and some individual sports that provide a level of competition to students of all abilities. Some activities include flag football, basketball, softball, step aerobics. These activities are free to students. Both the student recreation and intramurals offices are located in the lower level lobby of Peter Stott Center.

h. Campus Public Safety

The Campus Public Safety Office provides assistance in emergency situations, an evening escort service, and routes emergency messages on campus. It is located at the corner of SW Broadway and College. In cases of emergency, call 725-4404 or use any of the emergency phones located around campus. For non-emergency inquiries, call 725-4407.

VI. OMPH Faculty, Student Representative and Staff Contact Information

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

Program Director: Greg Lee, PhD

OMPH Program Office

Tel. 503-725-5106

Fax 503-494-4678

Email: greglee@oregonmph.org

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 or aschneig@pdx.edu

OMPH Student Campus Representatives for 2009-10

This person acts as a representative for his/her particular campus (PSU, OSU or OHSU) and is a voting member of the Academic Program Committee/Track Coordinators Committee. The three student campus representatives meet with the APC on a bi-monthly basis, and all participate in the OMPH Leadership Retreat. Acting together they help make decisions relative to long and short-term planning of curricula, program activities and events, and serving the best interests of the students.

PSU Campus Representative

Katie Fidler

katefid@hotmail.com

OSU Campus Representative

Megan Cahn

megan.cahn@gmail.com

OHSU Campus Representative

Rebecca Allen

allenre@ohsu.edu

Environment, Safety and Health Track (OSU)

Admissions Contact

Department of Public Health

Main Office

541-737-3825

eileen.kaspar@oregonstate.edu

Curricular Information

Anthony Veltri, EdD
Oregon State University
Department of Public Health
541-737-3831

Antony.Veltri@oregonstate.edu

OMPH Student Representative

Leanne Keri Valley
valley@onid.orst.edu

Epidemiology & Biostatistics Track (OHSU)**Admissions Information**

Tree Triano
Oregon Health & Science University
503-494-2012

trianot@ohsu.edu

Curricular Information

Bill Lambert, PhD
Oregon Health & Science University
Department of Public Health and Preventive Medicine
503-494-9488

lambertw@ohsu.edu

OMPH Student Representative

Gretchen Barron

barrong@ohsu.edu

Rebecca Allen for MD/MPH

allenre@ohsu.edu

Health Management & Policy Track (OSU)**Admissions Information**

Department of Public Health
Main Office
541-737-3825

eileen.kaspar@oregonstate.edu

Curriculum Information

Stephanie Bernell, PhD
Oregon State University
Department of Public Health
541-737-9162

Stephanie.Bernell@oregonstate.edu

OMPH Student Representative

TBD

Health Management and Policy Track (PSU)

Admissions Information

Becky Fidler
503-725-3920
rfidler@pdx.edu

PublicAdmin@pdx.edu

Curricular Information

Neal Wallace, PhD
Portland State University
Mark O. Hatfield School of Government
503-725- 8248
nwallace@pdx.edu

OMPH Student Representative

TBD

Health Promotion Track (OSU)

Admissions Contact

Department of Public Health
Main Office
541-737-3825
eileen.kaspar@oregonstate.edu

Curricular Information

Becky Donatelle, PhD
Oregon State University
Department of Public Health
541-737-3839
Becky.Donatelle@oregonstate.edu

OMPH Student Representative

Lauren Fein
feinl@onid.orst.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

OMPH Student Representative

Tessa McKenzie
tessamckenzie@gmail.com

International Health Track (OSU)

Admissions Information

Department of Public Health

Main Office

541-737-3825

eileen.kaspar@oregonstate.edu

Curricular Information

Chunhuei Chi, Sci.D.

Oregon State University

Department of Public Health

541-737-3826

Chunhuei.Chi@oregonstate.edu

OMPH Student Representative

Elizabeth Cassidy

ejcassidy@gmail.com

Primary Health Care & Health Disparities Track (OHSU)

Admissions Contact

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

OMPH Student Representative

Christina Baldisseri

cbaldisseri@gmail.com

Appendix A

Maps of the Three Campuses

Oregon Health & Science University

Oregon State University

Portland State University

Portland State University



OSU Campus Map

Appendix B
Student Advising Sheet: MPH-HMP at PSU

Student Name: _____

Course Number	Course Name	Quarter Completed	Grade
MPH Core (16 credits)			
PA 574	Health Systems Organization		
PHE 535	Epidemiology Survey		
PHPM 524	Biometry Survey (OHSU)		
PHE 512	Principles of Health Behavior		
PHE 580	Concepts of Environmental Health		
Health Administration and Policy Concentration Core (15 credits)			
PA 541	Organizational Behavior in Health Services Organizations		
PA 571	Health Policy		
PA 573	Values and Ethics in Health		
PA 576	Strategic Management of Health Care Organizations		
PA 586	Introduction to Health Economics		
Health Administration and Policy Concentration Electives (12 credits)			
PA 570	Health Administration		
PA 577	Health Care Law and Regulation		
PA 578	Continual Improvement in Health		
PA 579	Health Care Information Systems Management		
PA 587	Financial Management of Health Services		
PA 588	Program Evaluation and Management in Health Services		
PA 589	Research Methods in Health Services		
PA 599	Health Services Human Resources Management		
Other Electives (12 credits)			
Field Experience (6 credits)			
PA 509	Organizational Experience		

Reviewed with Advisor: (date) _____ Advisor's signature: _____

Anticipated Graduation Term & Year: _____



Appendix C
OMPH Program Calendar, AY 2009-10

Fall 2009		
<u>Date</u>	<u>Description</u>	<u>Location</u>
Fri 9/25/09	OMPH Program New Student Orientation	OSU
Thurs 9/24/09	First CC Meeting	Salem
Mon 9/28/09	Fall Term Begins	
Mon -Tue 10/26/09-10/27/09	65 th Annual OPHA Conference (incl. OMPH student poster session)	OSU
Wed 10/14/09	First APC/TCC Meeting (12-1:00)	Conf. Call
Fri 10/30/09	OMPH Program Leadership Retreat	Bridgeport Brewery, Portland
Sat -Wed 11/7/09-11/11/09	APHA 137 th Annual Meeting	Philadelphia, PA
Wed 11/11/09	Holiday: Veteran's Day	
Thur-Fri 11/26/09-11/27/09	Holiday: Thanksgiving Day	
Wed 12/9/09	December APC/TCC Meeting (12-1:00)	Conf. Call
Sun 12/6/09	Classes End	
Mon – Fri 12/7/09-12/12/09	Final Exams	
Fri 12/12/08	Fall Term Ends	
Winter 2010		
<u>Date</u>	<u>Description</u>	<u>Location</u>
Mon 1/4/10	Winter Term Begins	
Wed 1/13/10	January APC/TCC Meeting (12-1:00)	Conf. Call
Mon 1/18/10	Holiday: Martin Luther King, Jr. Day	
Mon 2/15/10	Holiday (OHSU): President's Day	
Mon 3/10/10	March APC Meeting (12-1:00)	Conf. Call
Mon-Fri 3/15/10-3/20/10	Final Exams	
Fri 3/20/10	Winter Term Ends	
3/20/10 to 3/29/10	Spring Break	
Spring 2010		
<u>Date</u>	<u>Description</u>	<u>Location</u>
Mon 3/29/10	Spring Term Begins	
Mon – Fri 4/7/10 - 4/13/10	National Public Health Week!	
Wed 4/14/10	April APC/TCC Meeting (12-1:00)	Conf. Call
Fri 5/07/10	OMPH Program Student Symposium	Portland
Mon 5/31/10	Holiday: Memorial Day	
Wed 6/9/10	June APC Meeting (12-1:00)	Conf. Call
Mon-Fri 6/7/10-6/12/10	Final Exams	
Fri 6/12/10	Spring Term Ends	



Appendix D Core course schedule for 2009-2010, 2010-2011

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

Course Title		Credits	Fall 2009	Winter 2010	Spring 2010	Fall 2010	Winter 2011	Spring 2011
Principles of Health Behavior								
PHE 512	(PSU-SCH)	3	Wheeler 1840-2120 W	Wheeler 1600-1830 M	Wheeler 1840-2120 T	Wheeler 1840-2120 W	Wheeler 1600-1830 M	Wheeler 1840-2120 T
CPHN 537	(OHSU-Nurs)	3			Parker Walsh (On-Line)			Parker Walsh (On-Line)
H 571	(OSU)	3	Donatelle 1400-1650 R			Donatelle TBD		
Epidemiology								
PHE 535	Epidemiology Survey (PSU-SCH)	3		Maty 1840-2120 W	Maty 1600-1830 T		Maty 1840-2120 W	Maty 1600-1830 T
CPHN 533	Epidemiology Survey (OHSU-Nurs)	3	Messeccar TBD (On-Line)			Staff TBD (On-Line)		
H 525	Principles and Practice of Epidemiology (OSU)	3	Smit 0930 - 0950 MW			Smit TBD		
PHPM 512	Epidemiology / (Epi/Bio Track only)	4	Stull 1500-1650 MW			Stull 1500-1650 MW		
Introduction to Biostatistics								
PHPM 524	(OHSU-PHPM) ONLINE	4	Lambert (On-Line)			TBD (On-Line)		
PHPM 524	(OHSU-PHPM) Class	4	Park 8:30 - 10:20 TR in BICC 124		Lasarev 1600 - 1800 MR Mac 1162	Park 8:30 - 10:20 TR (location TBD)		Lasarev 1600 - 1800 MR Mac 1162
PHE 510		4		Instructor and time TBD		Lachenbruch TBD (Choose Lab section)	Instructor and time TBD	
CPHN 530	(OHSU-Nurs)	4	Messeccar TBD (On-Line)			Staff TBD (On-Line)		
H 524	(OSU) LECTURE	4	Lachenbruch 10:00-11:20 TR (Choose Lab section)			Lachenbruch TBD (Choose Lab section)		
H 524	(OSU) LAB	0	Staff 0800-0950 R			TBD		
H 524	(OSU) LAB	0	Staff 1200-1350 R			TBD		
H 524	(OSU) LAB	0	Staff 1600 - 1750 R			TBD		
PHPM 525	Biometry / (Epi/Bio Track only)	4	Lasarev 1300-1450 MW			Lasarev 1300-1450 MW		
Environmental Health								
PHE 580	Concepts of Environmental Health (PSU-SCH)	3	Dinno 1600-1830 W	Dinno 1840-2120 T		Dinno 1600-1830 W	Dinno 1840-2120 T	
PHPM 518	Concepts of Environmental Health (OHSU-PHPM)	3			Morton 1600-1830 W			TBD 1600-1830 W
CPHN 539	Concepts of Environmental & Occupational Health (OHSU-Nurs)	3		Findholt (On-Line)			Staff TBD (On-Line)	
H 512	Environmental and Occupational Health (OSU)	3	Harding 1400 - 1650 M			Harding TBD		
Health Systems Organization								
PA 574	(PSU-PA)	3	Gelmon 1840-2120 T	Rissi 18:40-21:20 R	Wallace 16:00-18:30 W	Gelmon 1840-2120 T	Rissi 18:40-21:20 R	Wallace 16:00-18:30 W
CPHN 540	(OHSU-Nurs)	3	Parker Walsh (On-Line)			Parker Walsh (On-Line)		
H 533	(OSU)	3	Chi 1400-1650 T			Chi TBD		



Appendix E

Intercampus registration procedure

Procedure for registering for a class at a partner university other than PSU: You will want to start the registration process as soon as registration opens for the next term. Please follow the following steps:

- Contact the course instructor to seek confirmation that space is available and that the proposed registration is acceptable.
- Send an email to Neal Wallace, HMP-PSU track coordinator (nwallace@pdx.edu), indicating you have been approved for the course. When he responds to you indicating the course is acceptable, go to the office of the Division of Public Administration and complete a "Special Registration" form with the following information:
 - Course Number: PA 699 (the common designated course number for all such registrations)
 - Credit hours (3 or 4)
 - Grade Method: Graded (the course must be graded to count towards graduation)
 - Course Title (showing initials of institutions offering the course, institution's designated course number and title. For example, OHSU PH526 Biometry II, or OSU H591 Health Systems Analysis)
 - Course Name (same as Course Title above)
 - Course Description (Include a statement that the course is part of the OMPH curriculum. Also include the name of instructor, their rank/title, the instructor's telephone number, and the name of academic department offering the course.)
- Submit the completed form to Becky Fidler in PA who will process the registration, and complete additional paperwork required by the University. The University can take several weeks to complete the documentation, so you are encouraged to start the process early, especially if your financial aid depends upon completed registration.
- Please note that only Neal Wallace, HMP-PSU track coordinator, is authorized to sign the registration form.
- At the conclusion of the term, the course instructor will send the grade to the PSU faculty of record, who will enter the grade into the PSU student record system. You are encouraged to remind the course instructor that this is the method for submitting the grade; they will not receive any paperwork from PSU for the grading.

PSU students registering for Biostatistics offered at OHSU: Public Administration is allocated 10 slots to fill each time this class is offered at OHSU, and instructor approval is not required for this course. Students need to email Becky Fidler at rfidler@pdx.edu indicating the section in which they wish to enroll (sometimes both online and in-person sections are offered the same quarter). Students will be registered in the order in which they contact Becky. Once the 10 slots are filled, she will manage a waiting list and enroll students in the order in which they were added to the wait list. This must be done in advance of the first class, as these classes generally fill quickly.

Online classes of the Primary Health Care & Health Disparities track at the OHSU School of Nursing: Space for students from other tracks in their online classes is extremely limited, and



available on a first-come basis. Follow the policy described on the previous page of contacting the course instructor for permission.

Use of technology to support courses: 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, Sakai, eCollege, or WebCT. 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.



Appendix F

Field Experience Guidelines

Detailed information about the PA 509 Organizational Experience is available on the PA website at http://www.pdx.edu/hatfieldschool/pa509_org_exp.html.

MPH-HMP students must attend an orientation no later than the quarter prior to the quarter in which they wish to begin the PA 509. The orientation is offered three times each quarter (Fall, Winter, Spring); no orientations are offered in the summer.

The materials on the website include detailed narrative and answers to frequently asked questions; the learning contract; the orientation slides; guidelines for the final presentation; and guidelines for the final product.