



**HEALTH MANAGEMENT
AND POLICY
PORTLAND STATE UNIVERSITY**

Student Handbook

2005-2006

OMPH Handbook
Health Management and Policy Track
Portland State University
2005-2006

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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. 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 and Ethics

The Program has articulated a statement of values and ethics to which students, faculty and staff are expected to subscribe:

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

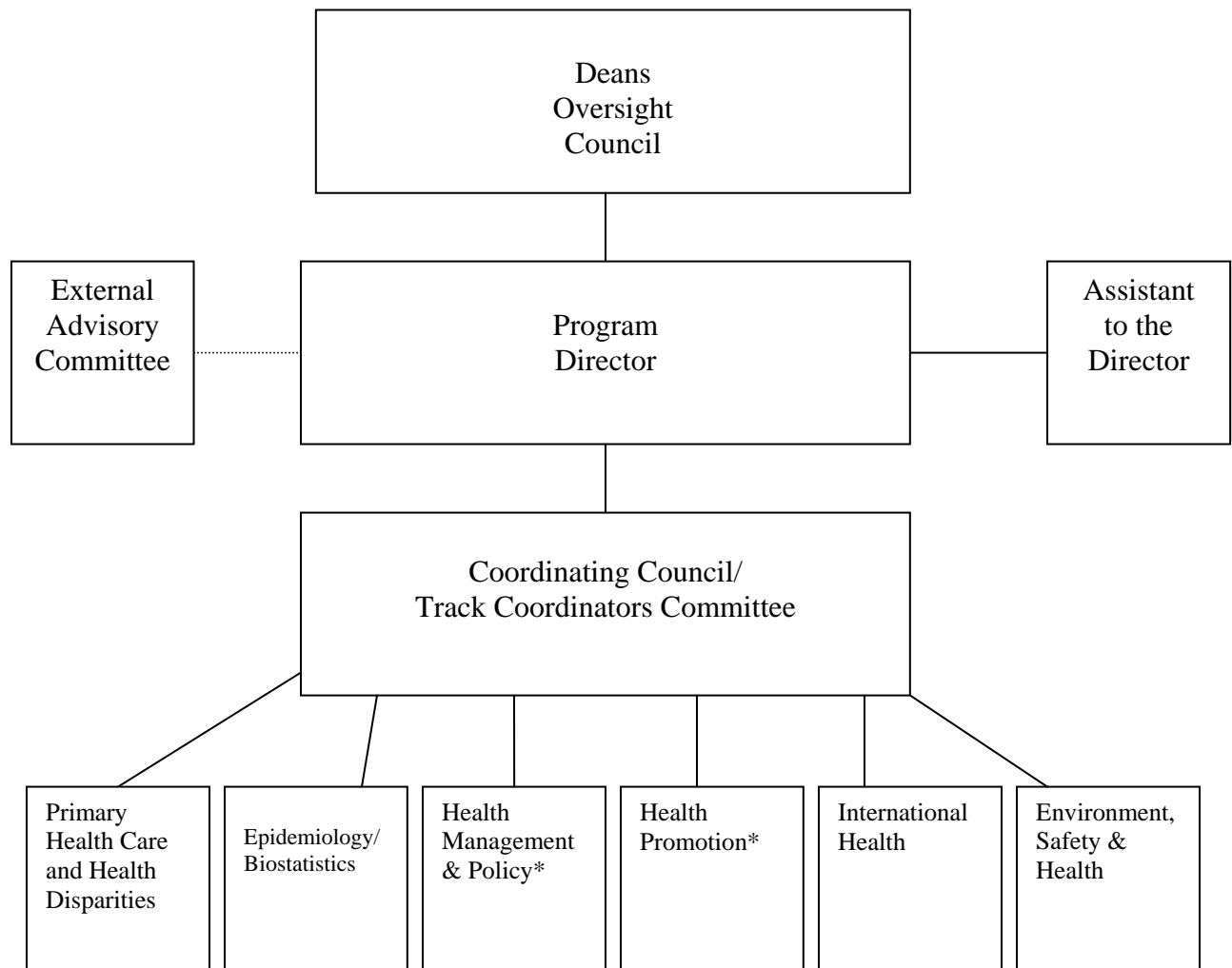
Upon completion of the OMPH program, students will be able to:

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 following competencies are expected to be accomplished by each student by time of graduation:

- 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 sociodemographics.
- 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 is comprised of three schools: the Mark O. Hatfield School of Government, the School of Community Health, and the Nohad Toulon School of Urban Studies and Planning. The College also includes 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 moved into its new facility in the Urban Center in March 2000.

Mark O. Hatfield School of Government

The Mark O. Hatfield School of Government houses the Division of Administration of Justice, Division of Political Science, and the Division of Public Administration that offers the Health Management and Policy track of the Oregon MPH. Public Administration also offers 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 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. The School also offers a baccalaureate 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 housed on the 4th floor of the Urban Center.

Track Descriptions and Objectives

Two tracks in the Oregon MPH Program are offered at PSU: the Health Management and Policy track, and the Health Promotion track. The two tracks 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 Students)

All students must take a common MPH core of five courses (16 credits) in the areas listed below. Core courses are shared between OHSU and PSU in Portland, and OSU in Corvallis. The core courses are:

- Epidemiology
- Biometry/Biostatistics
- Principles of Health Behavior
- Environmental Health
- Health Systems Organization

D. Degree Requirements

Completing the MPH degree in Health Management and Policy (HMP) requires:

1. At least 61 credits of coursework approved by the Academic Advisor, including:
 - OMPHE Core Courses (16 credits)
 - Required HMP Track Courses (15 credits)
 - HMP Concentration Electives (12 Credits)
 - Other Electives (12 Credits)
 - Final Integrative Experience (6 credits)

2. A minimum 3.0 (B) grade point average for all work completed in graduate standing.
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.

OMPH Core (16 Credits)

- PA 574: Health Systems Organization (PSU) or CPH 540 Health Systems Organization (OHSU-SON online)
- PH 511: Epidemiology Survey (OHSU) or PHE 535 Epidemiology Survey (PSU) or CPH 533 Epidemiology (OHSU-SON online)
- PH 525: Biometry Survey (OHSU) or CPH 530 Biometry Survey (OHSU-SON online) (4 credits)
- PHE 512: Principles of Health Behavior (PSU) or CPH 537 Principles of Health Behavior (OHSU-SON online)
- PHE 580: Concepts of Environmental Health (PSU) or CPH 539 Concepts of Environmental and Occupational Health (OHSU-SON online)

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 in Health Services
- PA 586: Introduction to Health Economics

Health Management and Policy Concentration Electives (choose 12 credits)

- PA 570: Health Administration
- PA 577: Health Care Law and Regulation
- PA 578: Continual Improvement in Health Care
- 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

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

- PA 510: Leadership and Governance in Health Care
- PA 510: Advanced Health Policy
- PA 522: Governance of Nonprofit Organizations
- PA 525: Grantwriting for Nonprofit Organizations
- PA 529: Nonprofit Field Study in Oaxaca, Mexico
- PA 543: Creating Collaborative Communities

PA 590:	Human Resource Management in the Public Sector
PA 592:	Volunteerism and Volunteer Management
PHE 510:	Integrative Health and Systems Thinking (4)
PHE 517:	Community Organizing
PHE 520:	Qualitative Research Design
PHE 541:	Media Advocacy and Public Health
PHE 551:	Women and Holistic Health
PHE 552:	Women's Health
PHE 553:	Women's Reproductive 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
PH 513:	Epidemiology II (OHSU)
PH 567:	International Health Epidemiology (OHSU)
MINF 510:	Introduction to Medical Informatics (OHSU)

Practicum/Field Experience (6 credits)

PA 509:	Organizational Experience
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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) 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.hatfieldschool.pdx.edu/faculty/paf.php>

F. Sample Course Sequence

The curriculum will best serve your educational needs if there is attention to a particular sequence. 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 early Concentration elective to take
- 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)
- 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
- PH 524 Biometry Survey should be taken before PH 511 Epidemiology Survey
- PH 511 Epidemiology Survey should be taken before PHE 590 Concepts of Environmental Health
- You should try to complete the MPH and HMP cores, 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

The PSU Bulletin includes a course planning schedule for the full year; this is also available from the Division of Public Administration. It can be very helpful in planning your courses for the full year. Always consult with your advisor regarding your program of study. Note that your advisor must sign off on your program before you can graduate, so it is wise to consult with them regarding electives so that you know you have their approval.

G. Organizational Experience

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 culmination of the experience is a report that the student prepares that documents the experience and its product, comments on the utility of the experience for the student, and offers personal reflection on a) achievement of the student's learning objectives articulated at the beginning of the organizational experience, b) opportunities for integration of curricular content into practice, and c) future career directions based on the experience and related learning. The report includes documentation prepared for the organizational setting, as well as for the academic instructor of record, and is submitted to the instructor as the evidence of completion of the experience. The report is graded on a pass/no pass basis.

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 in some cases as 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.

Students should meet with their advisor to discuss appropriate timing of PA 509 in their course of study. Students are then expected to attend the PA 509 orientation offered quarterly by the Division of Public Administration to learn about the requirements and expectations. They then make arrangements for the experience through 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 student, field supervisor, and PA 509 Health faculty instructor have all signed the student's learning contract. Registration requires a special form, signed by the PA 509 Health faculty instructor, and may not be done on-line.

H. Policies

Grading

Students are assigned numeric grades for classes except for the field experience, which is graded "pass/fail." Pluses and minuses may be assigned but there is no A+.

Incompletes

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 adheres strictly 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.*

Grievances/disagreements

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

Procedure: 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 and other student affairs issues on the Office of Student Affairs web page at <http://www.ess.pdx.edu/osa/guidlines-forms.htm>.

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 MPH program.

Procedure: Students who take classes on a non-degree basis must apply for admission to the MPH program after taking a maximum of 12 credits.

GPA Requirements

Policy: All students in the HMP track of the OMPH are required to maintain a “B” (3.0) average. Students who fail to do so will be placed on immediate probation until a B average is once again attained (see PSU Bulletin for the removal of probationary status). No student may have more than two “probations.” Any student who is placed on probation a third time will be automatically dropped from the program. In addition, students may receive only two “C” grades in classes applied to their course of study.

Transfer of 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 old at the time the master’s 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.html 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.

Course Waiver Requirement

Policy: OMPH students may request a waiver of a class requirement if they have comparable previous experience, either through coursework or professional experience. The course instructor is the person responsible for determining the comparability of the previous experience with the required course.

Procedure: The student must provide appropriate documentation (course syllabi or written statement of professional experience) to the course instructor. Both the course instructor and the student's advisor must approve the waiver. The waiver decision must be clearly documented in the student's file. Obtaining a waiver of a course requirement does not count toward completion of the credits required for the degree. Students must still complete 61 credits in their course of study, and should consult with their advisor regarding appropriate coursework to substitute for the waived course(s).

Course Evaluation Completion

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

Leave of Absence

The Hatfield School of Government abides by University enrollment policies, detailed on pages 63-67 in the *2005-2006 Bulletin*. 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. A leave of absence is granted for up to one calendar year.

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 not 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.

Students who have not enrolled for three terms (excluding summer) must submit a re-enrollment request.

Time to Degree Completion

A student is entitled to take up to seven years to complete the 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. Begin by contacting the OMPH administrative staff for your track or campus. You may need to also secure permission from the instructor. Please be aware that some classes use university web programs to support or supplement on-site courses. You will need to make special arrangements at the attending university to receive "guest access" to Blackboard (OSU & OHSU) or WebCT (PSU). Web-based and distance courses may involve additional fees. Visit <http://www.oregonmph.org/register/register.html> for additional information.

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.

For complete information on registering for online classes through OHSU's School of Nursing, see Appendix B.

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.

- **OHSU Parking Services:** #503.494.8283
<http://www.ohsu.edu/parking/>
- **OSU Parking Services:** #541.737.2969
<http://www.ohsu.edu/parking/>
- **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?

OMPH students have privileges at each of the OHSU, OSU, *and* PSU libraries. Students visiting one of the other two campuses may also access those institutions' online databases from the workstations within the libraries. Dialup access to the library databases at campuses other than a student's "home" campus is not available. Students may, however, request materials from one of the other campus libraries through their own interlibrary loan services. Interlibrary loan services are free for registered students. For further information, contact:

- **OHSU Library Services:** #503.494.3462
<http://www.ohsu.edu/library/>
- **OSU Library Services:** #541.737.3432
<http://osulibrary.oregonstate.edu/index2.html>
- **PSU Library Services:** # 503.725.5874
<http://www.lib.pdx.edu/>

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

You can apply 12 MPH credits completed pre-admission to your degree.

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?

Liana Winett, DrPH, CHES
Director, OMPH Program Office
506 SW Mill St., Suite 450
Portland, OR 97201
Mail Code: OMPH-SCH
Tel. 503-725-5106
Fax 503-725-5100
Email: lwinnett@oregonmph.org

Ross Betzer
Assistant to the Director, OMPH Program Office
506 SW Mill St., Suite 450
Portland, OR 97201
Mail Code: OMPH-SCH
Tel. 503-725-5186
Fax: 503-725-5100
Email: rbetzer@oregonmph.org

V. Frequently Asked Questions about the 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 access at https://banweb.pdx.edu/pls/oprd/twbkwbis.P_WWWLogin 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 social security 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.

2. 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.

The Office of Graduate Studies and Research registers graduate assistants for up to six credit hours per term. These credits will 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 <http://www.ess.pdx.edu/ets/etsub/Resources/finaid.htm>

- **Helen Oliver Memorial Fellowship Award**

An annual cash award given to a graduating student with an official degree who demonstrates the promise of being a responsible and mature civic leader. The award is not based on need or scholastic achievement (although good scholarship is assumed), but rather on good character and

dedicated spirit. Students may apply through the Office of Academic Affairs, Cramer Hall, Room 349, (503) 725-5251.

- **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.

- **Underrepresented Minorities Achievement Scholarship Program – Graduate - Level**

A limited number of UMAS awards are available to PSU graduate students who are Oregon residents and of African-American, American Indian/Alaska Native, or Hispanic American heritage. Awards are made in the amount of instructional fees. For information contact Educational Equity Programs and Services, Smith Memorial Center, Room 120, (503) 725-4457.

- **Ron Cease Founders Award – Graduate - Level**

Professor Ron Cease, founder of the Division of Public Administration, and his wife Jane Cease led active careers with the Oregon State Legislature and were involved with PSU. This scholarship honors students wishing to follow similar careers by providing financial assistance for graduate students pursuing careers in public service. Preference will be given to students in the Division of Public Administration. For information contact the Division office (503) 725-3920.

3. 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.

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

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.

5. 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.

6. 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 course.

7. 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: www.indiana.edu/~wts/wts/plagiarism.html.

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.

8. How can I improve my study skills?

For a very useful website with recommendations on how to improve your study skills, go to <http://pdx.edu/iasc/resources.html>. Also, you can contact the IASC (Information and Academic Support Center) for more materials on ways to study to enhance your chances for academic success at PSU.

9. 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 (also called community-based learning) 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

10. How do I arrange Reading and Conference 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.

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

Students may request to view their official files by contacting the division administrator, or may access their transcripts on-line via PSU Information Systems at www.web.pdx.edu.

12. 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 Agnes Hoffman, Office of Admissions and Records, 503-725-5502.

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.

13. 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_general_summary.html 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.html

There is also an *Application for Advanced Degree* (a green half-sheet) which is available from the Office of Graduate Studies (Cramer Hall 111) which also must be filed at the same time as the GO-12.

It is strongly recommended that students submit these two completed forms to the departmental administrator 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. Students should check with the departmental administrator to make sure that forms have been signed by all relevant administrators and submitted prior to the deadline.

14. How can I become more involved within the Division of Public Administration?

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

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

a. The MPH Listserv

As a graduate student, you are encouraged to subscribe to the MPH electronic listserv. The listserv is open only to graduate students enrolled in either of the two tracks of the MPH program offered at PSU. Through the listserv, 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. It is also a great way to communicate with other students. The listserv is not to be used to send personal messages, fund-raising, or other solicitations or to disseminate information not directly related to the MPH program and please observe proper “netiquette.” To subscribe to the list, students should send an email message to Becky Fidler rfidler@pdx.edu with the message “subscribe MPH” in the subject area. In the body of the message, please provide your name and the track in which you are enrolled. Once subscribed to the list, messages may be sent to all MPH students by using the address mph@lists.pdx.edu. All questions related to the MPH listserv should be directed to Becky Fidler.

b. Office of Graduate Studies

The Office of Graduate Studies and Research, located at 111 Cramer Hall, provides guidelines for graduation and thesis preparation, scholarship information, and access to many other resources. The website is http://www.gsr.pdx.edu/ogs_general_summary.html.

c. 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://www.lib.pdx.edu/>.

d. Computer Labs

PSU's Office of Information Technologies 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.

e. 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/>

f. Student Health Service

The Student Health Service provides outpatient health care to students taking nine or more credit hours fall, winter, and spring quarters. Students carrying four to eight credits should contact Health Services for eligibility information. The following are services available: dispensary services, emergency care, lab and x-ray services, medical treatment, orthopedic equipment, and women's health care. The Student Health Service sponsors health promotion activities

throughout the year on topics of specific interest to students. These events are usually available to students, faculty, and the community.

A basic insurance plan is automatically provided fall, winter, and spring quarters, but it must be purchased separately summer term. For further information regarding services available, measles vaccination requirements, or insurance information, please contact the Health Service Monday - Thursday, 8:00 a.m. to 6:00 p.m., Friday, 8:00 a.m. to 5:00 p.m. The Center for Student Health and Counseling is located at 1880 SW 6th Ave. (University Center Building, Suite 200.) Their phone number is 503-725-2800.

g. Student Lounge and CUPA Library

A student lounge is located within the College of Urban and Public Affairs on the 2nd 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 2nd floor. Students are also encouraged to use the CUPA Resource Library located on the 7th floor as a quiet area to study and conduct research.

h. 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.

i. 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.

16. What are websites of interest to HMP students?

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

American College of Healthcare Executives

www.ache.org

Professional association for individuals in health care management

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 Teachers of Preventive Medicine

www.atpm.org

Association of health promotion and disease prevention educators and researchers

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

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

VI. OMPH Faculty and Staff Contact Information List

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

A. Track Contacts

Katherine (Katie) Riley, EdD

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Department of Public Health & Preventive Medicine

Oregon Health & Science University

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Portland, OR 97239-3098

Office: (503) 494-2556

Fax: (503) 494-4981

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Cathy Neumann, PhD

Environment, Safety & Health

Department of Public Health

Oregon State University

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Corvallis, OR 97331

Office: (541) 737-3833

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cathy.neumann@oregonstate.edu

Maria Sstrom, RN, MSN

Primary Health Care & Health Disparities

School of Nursing

Oregon Health & Science University

3455 SW Veterans Hospital Rd., SN 5S

Portland, OR 97239-2941

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Fax (503) 494-3878

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Portland, OR 97207-0751
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Fax: (503) 725-5100
farquhar@pdx.edu

B. Program Administrative Staff

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

OHSU
Public Health and Preventive Medicine
503-494-2012
phpm@ohsu.edu

School of Nursing
c/o 503-494-3573
proginfo@ohsu.edu

PSU
School of Community Health
503-725-4401
schinfo@pdx.edu

Hatfield School of Government
503-725-3920
<http://www.hatfieldschool.pdx.edu/>
Becky Fidler – rfidler@pdx.edu

Appendix A

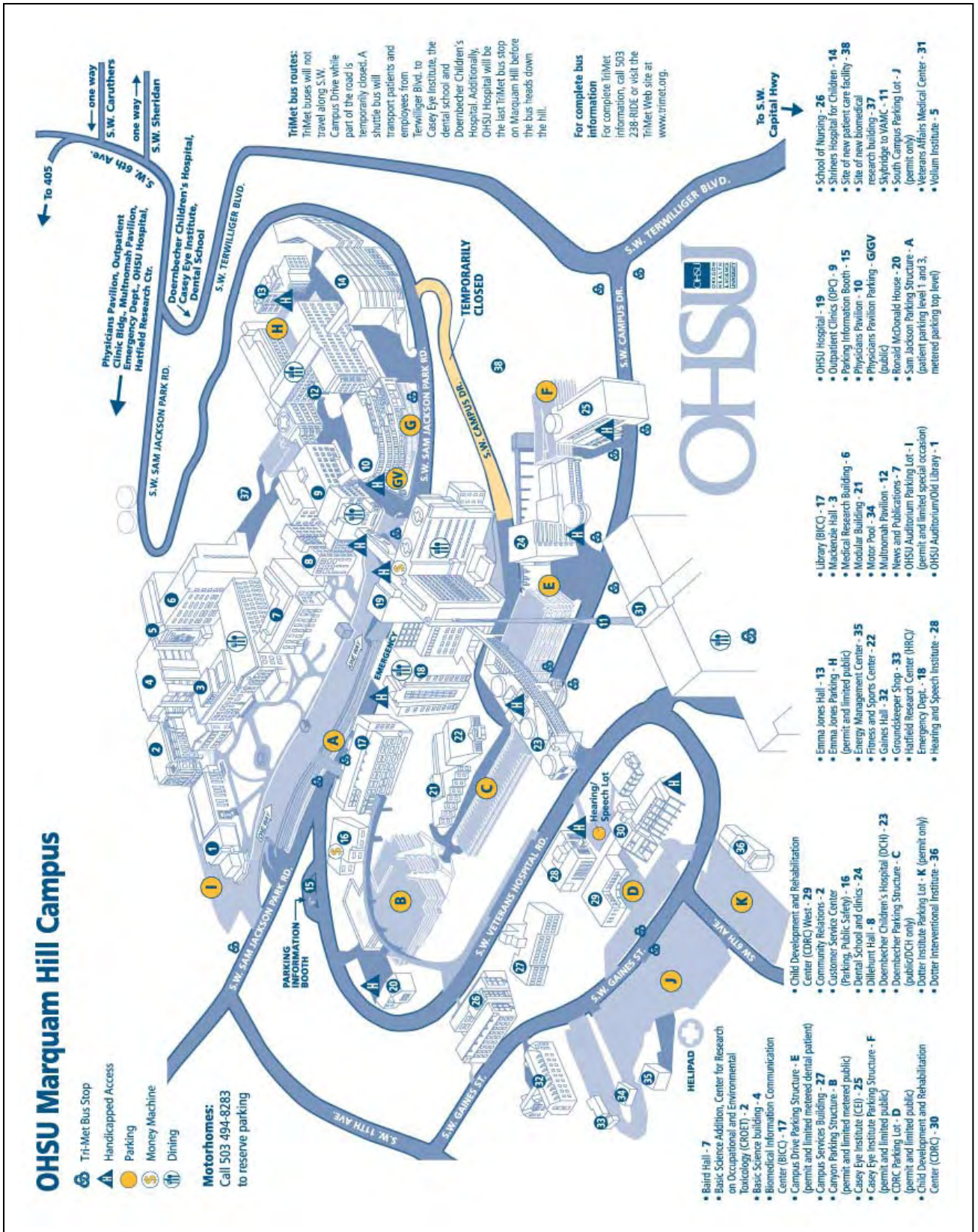
Maps of the Three Campuses

Oregon Health & Science University

Oregon State University

Portland State University

OHSU Campus Map



OHSU Marquam Hill Campus

- Tri-Met Bus Stop
- Handicapped Access
- Parking
- Money Machine
- Dining

Motorhomes:
Call 503 494-8283
to reserve parking

TriMet bus routes:
TriMet buses will not travel along S.W. Campus Drive while part of the road is temporarily closed. A shuttle bus will transport patients and employees from Terwilliger Blvd. to Casey Eye Institute, the dental school and Doernbecher Children's Hospital. Additionally, OHSU Hospital will be the last TriMet bus stop on Marquam Hill before the bus heads down the hill.

For complete bus information
For complete TriMet information, call 503 238-RIDE or visit the TriMet Web site at www.trimet.org.

- Baird Hall - 7
- Basic Science Addition, Center for Research on Occupational and Environmental Toxicology (CROET) - 2
- Basic Science building - 4
- Biomedical Information Communication Center (BICC) - 17
- Campus Drive Parking Structure - E (permit and limited metered dental patient)
- Canyon Parking Structure - B (permit and limited metered public)
- Casey Eye Institute (CEI) - 25
- Casey Eye Institute Parking Structure - F (permit and limited public)
- CDRC Parking Lot - D (permit and limited public)
- Child Development and Rehabilitation Center (CDRC) - 30
- Child Development and Rehabilitation Center (CDRC) West - 29
- Community Service Center (Parking, Public Safety) - 16
- Dental School and clinics - 24
- Dillehuert Hall - 8
- Doernbecher Children's Hospital (DCH) - 23
- Doernbecher Parking Structure - C (public/CDCT only)
- Doctor Institute Parking Lot - K (permit only)
- Doctor Institute - 18
- Hearing and Speech Institute - 28
- Emma Jones Hall - 13
- Emma Jones Parking - H (permit and limited public)
- Energy Management Center - 35
- Fitness and Sports Center - 22
- Gaines Hall - 32
- Groundskeeper Shop - 33
- Hatfield Research Center (HRC) (permit and limited special occasion)
- Hearing and Speech Institute - 28
- Library (BICC) - 17
- Mackenzie Hall - 3
- Medical Research Building - 6
- Modular Building - 21
- Motor Pool - 34
- Multnomah Pavilion - 12
- News and Publications - 7
- OHSU Auditorium Parking Lot - 1 (permit and limited special occasion)
- OHSU Auditorium/Old Library - 1
- OHSU Hospital - 19
- Outpatient Clinics (OPC) - 9
- Parking Information Booth - 15
- Physicians Pavilion - 10
- Physicians Pavilion Parking - G/GV (public)
- Ronald McDonald House - 20
- Sam Jackson Parking Structure - A (patient parking level 1 and 3, metered parking top level)
- School of Nursing - 26
- Shirrins Hospital for Children - 14
- Site of new patient care facility - 38
- Site of new biomedical research building - 37
- Skydome to WAMC - 11
- South Campus Parking Lot - J (permit only)
- Veterans Affairs Medical Center - 31
- Vollum Institute - 5

Portland State University

PORTLAND STATE UNIVERSITY

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

Campus Public Safety Office

Services available 24 hours daily (503) 725-4407

University Buildings

- G9 AE Art Building
- D4 ML Brantford Price Millar Library
- E6 CFSO Campus Security Building
- E6 CH Cramer Hall
- E7 EH East Hall
- E9 FEC 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 HSE Harrison Street Building
- A1 HGCDD 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 XSE School of Extended Studies
- A3 S1 Science One
- B3 S2 Science Two
- E8 SA SEAS Annex (a.k.a. CECS Annex)
- E6 SH Shattuck Hall
- C4 SBH Simon Benson House
- F8 SAB Sixth Avenue Building
- C6 SMSU Smith Memorial Student Union
- D8 UCB University Center
- A2 UHP University Honors Program
- H11 UP University Place
- E7 USE University Services Building
- B8 UREN Urban Center

Student Housing

- C1 ADLN Adeline Building
- C4 BLKS Blackstone
- C2 KNGA King Albert Building
- C3 MRYA Maryanne Building
- C4 MONT Montgomery Court
- E8 OND Ondine
- A4 PRKW Parkway Building
- E2 STHL Saint Helens Building
- C2 SEH Stephen E. Eppler Hall
- A3 STFR Stratford Building

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



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

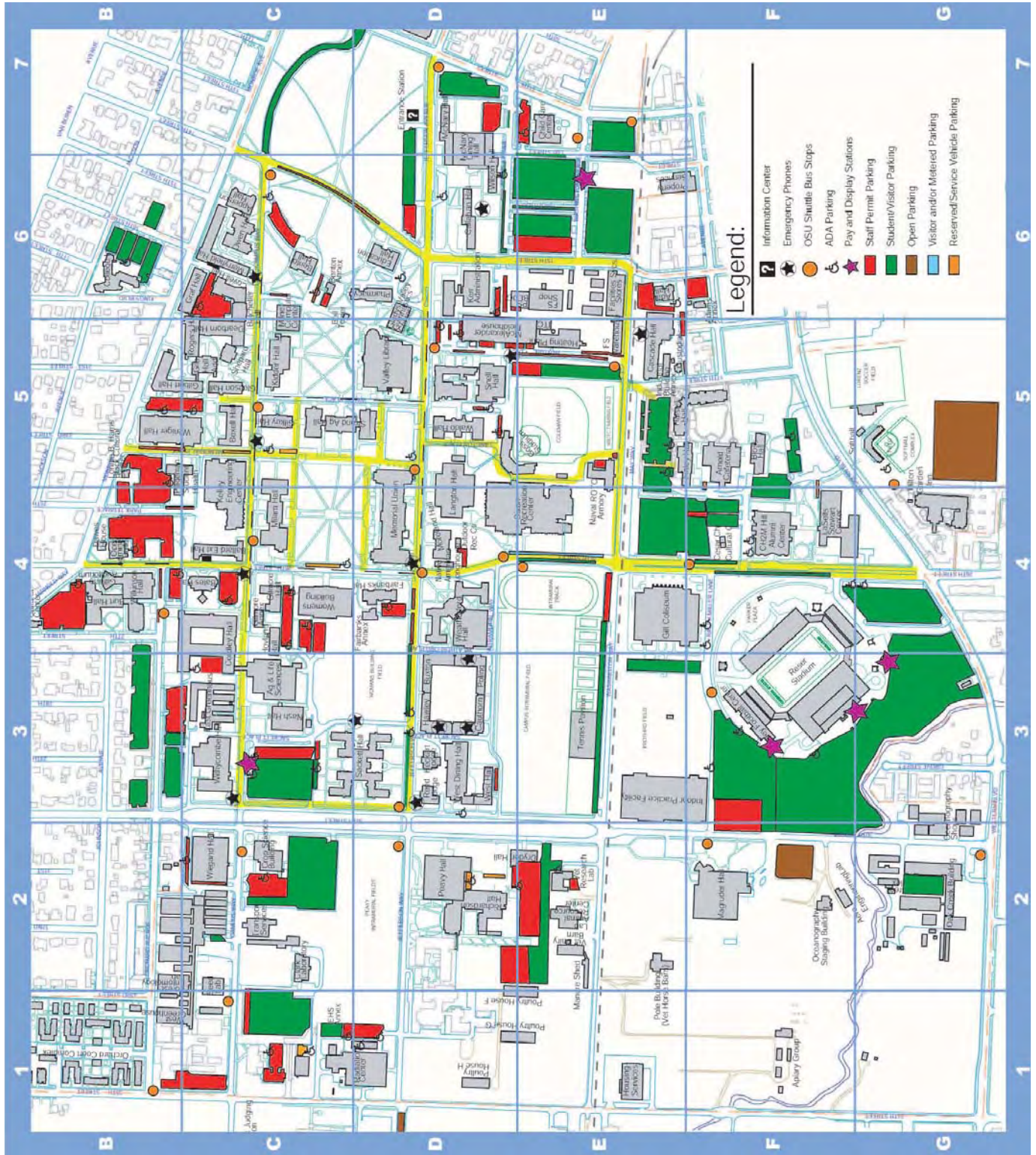
Permit & Meter Parking

- C9 CP Carpool Parking Lot
- D7 P1 Parking One
- E7 P2 Parking Two
- B1 P3 Parking Three
- E6 SHP Shattuck Hall Parking

Future Buildings

- E7 BHB Broadway Housing
- E10 NWCEST Northwest Center for Engineering, Science and Technology

OSU Campus Map



Appendix B

OHSU School of Nursing Online Course Registration Procedures

REGISTRATION FOR OMPH CORE COURSES OFFERED ONLINE BY OREGON HEALTH & SCIENCE UNIVERSITY SCHOOL OF NURSING ACADEMIC YEAR 2005/06

Information for OMPH Students and Advisors from PSU, OSU, and OHSU-SOM

The OHSU School of Nursing offers the following OMPH online core courses:

COURSE NUMBER and (Cross-listed Numbers)	COURSE TITLE	TERM OFFERED	FACULTY OF RECORD	FACULTY E-MAIL AND FAX	REGISTRATION DATES	CLASSES BEGIN
CPH 533 (PH511, PHE535, H525)	Epidemiology Survey	Winter 2006	Shirin Hiatt <i>(Sr. Research Associate)</i>	hiatts@ohsu.edu PH 503-494-3978 FAX 503-494-4456	11/7/05 - 11/18/05	1/9/06
CPH 537 (PH517, PHE512, H571)	Principles of Health Behavior	Spring 2006	Susan Butterworth <i>(Associate Professor)</i>	butterwo@ohsu.edu PH 503-494-3821 FAX 503-494-4678	2/13/05 - 2/24/06	4/3/06
CPH 540 (PH519, PA574, H533)	Health Systems Organization	Fall 2005	Maria Sstrom <i>(Assistant Professor)</i>	sistromm@ohsu.edu PH 503-494-3869 FAX 503-494-3878	8/8/05 - 8/19/05	9/26/05
CPH 530	Biometry Survey	Tentatively scheduled for Fall 2005 but may be moved to Winter 2005	Deb Messecar <i>(Associate Professor)</i>	Messecar@ohsu.edu PH 503-494-3573 FAX 503-494-4678	8/8/05 through 8/19/05	9/26/05
CPH 539 (PH518, PHE580, H542)	Concepts of Environmental & Occupational Health	Not offered this academic year				

We welcome students from other tracks within the Oregon Master of Public Health Program into these 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 Primary Health Care & Health Disparities track. Other students may enroll in the above courses on a space available, first come first served basis.

REGISTRATION PROCEDURE FOR ALL OMPH STUDENTS:

1. Contact the School of Nursing course faculty of record during the registration period to get your name on the waiting list.
2. 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.
3. 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.
4. *Each track will supply the School of Nursing with a complete list of registering students no later than three days before the class is to begin.*

Portland State University:

Health Management & Policy (HMP)

- a. AFTER receiving permission from the SON course faculty, contact Professor Sherril Gelmon (gelmons@pdx.edu) with:
 - your name, telephone number, identification number,
 - the OHSU-SON course number (e.g., CPH) and title,
 - the OHSU-SON faculty name and contact information
- b. Professor Gelmon will then register you for the course through PSU (as a PSU 699 course). Professor Gelmon will confirm your registration to Kira Hughes at the School of Nursing. Kira will initiate set up for access to the eCollege online course and notify the instructor once your registration is confirmed.
- c. *At the conclusion of the course, the OHSU-SON faculty will send Professor Gelmon your grade and it will be entered into the PSU system.*
- d. If you have questions, please contact Becky Fidler in HMP: 503-725-3920, rfidler@pdx.edu

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.

Note: For OHSU Library off-campus access, see www.ohsu.edu/library/libcdapp.shtml. Other information about library policies is available at www.ohsu.edu/library/circpol.shtml and www.ohsu.edu/library/offcampus/distintro.shtml.

Note: For your online course, you need an e-mail provider that easily sends and receives attachments. Check with your home institution for an e-mail account. If you want an OHSU e-mail account, go to <http://www.ohsu.edu/son/academic/app-nds.shtml> which takes you to the “Non-degree Status” page on the OHSU School of Nursing website. Go down to number 4 (4.) and follow the instructions.

Appendix C

Student Advising Sheet

Student Name: _____

Course Number	Course Name	Quarter Completed	Grade
MPH Core (16 credits)			
PA 574	Health Systems Organization		
PHE 535	Epidemiology Survey (OHSU or PSU)		
PH 524	Biometry Survey (OHSU) (4 credits)		
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 in 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		
Other Electives (12 credits)			
Integrative Experience (6 credits)			
PA 509	Organizational Experience		

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

Anticipated Graduation Term & Year: _____