



**HEALTH PROMOTION
(PSU)
TRACK**

Student Handbook

2005-2006

OMPH Student Handbook
Health Promotion 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. 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. 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

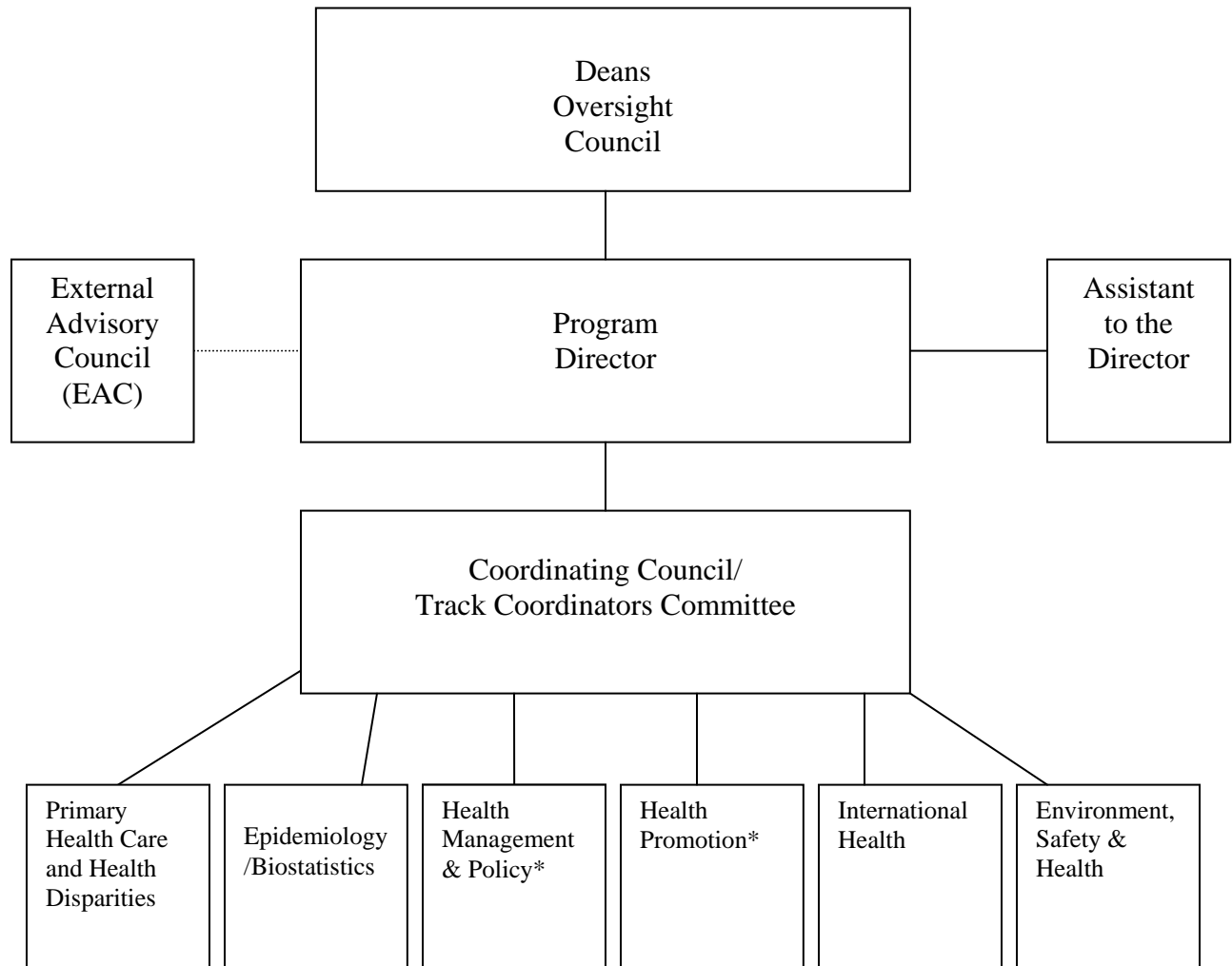
Upon completion of the OMPH program, students will be able to:

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



*These tracks are offered at two sites: OSU in Corvallis and PSU in Portland. Students must apply to one of the sites.

III. Health Promotion Track

A. Track Competencies

The goal of the Health Promotion track is to prepare students for advanced study or professional work in the fields of community health, health education, and health promotion in a wide variety of settings. The curriculum prepares students to utilize public health approaches to develop, administer, implement, and evaluate culturally sensitive health promotion and behavior change programs, and to mobilize community resources for planned social change.

Track Competency	PSU courses	OSU courses	Links to Program Learning Competencies
1. Apply theory in the development, implementation, and evaluation of health promotion interventions, programs, and policies	PHE 511, Foundations of Public Health PHE 550, Program Planning PA 588, Program Evaluation PHE 540, Mass Communication and Health PHE 521 Quantitative Research Design PHE 504, Internship Comprehensive Exam <i>PA 574, Health Systems Organization</i> <i>PHE 512, Principles of Health Behavior</i>	H591, Foundations in Public Health H576, Program Planning/Proposal Writing in Health/Human Services H549, Health Risk Communication H575, Evaluation of Health Promotion and Education Programs H515, Research Methodology in Health and Safety H 510, Internship Comprehensive Exam <i>H533, Organization, Financing and Delivery of Health Care</i> <i>H571, Principles of Health Behavior</i>	PLC #1 PLC #2 PLC #3
2. Develop interventions and programs to effect change at multiple levels, including individual, community, organizations, and policy	PHE 540, Mass Communication and Health PHE 550, Program Planning PHE 517, Community Organizing PHE 504, Internship Comprehensive Exam <i>PHE 512, Principles of Health Behavior</i> <i>PA 574, Health Systems Organization</i>	H549, Health Risk Communication H576, Program Planning/Proposal Writing in Health/Human Services H572, Community Organization for Health Promotion and Education H510, Internship Comprehensive Exam <i>H571, Principles of Health Behavior</i> <i>H533 Organization, Financing, and Delivery of Health Care</i>	PLC #1 PLC #2 PLC #3 PLC #4 PLC #7

3. Design and implement strategies to promote health	PHE 550, Program Planning PHE 517, Community Organizing PHE 540, Mass Communication and Health PHE 504, Internship <i>PHE 580, Environmental Health</i> <i>PHE 512, Principles of Health Behavior</i> Comprehensive Exam	H549, Health Risk Communication H576, Program Planning/Proposal Writing in Health/Human Services H572, Community Organization for Health Promotion and Education H510, Internship <i>H542, Environmental and Occupational Health</i> <i>H571 Principles of Health Behavior</i> Comprehensive Exam	PLC #1 PLC #2 PLC #7
4. Solicit and integrate input from community and organization stakeholders	PHE 550, Program Planning PHE 517, Community Organizing PA 588, Program Evaluation PHE 540, Mass Communication and Health PHE 504, Internship	H576, Program Planning/Proposal Writing in Health/Human Services H572, Community Organization for Health Promotion and Education H575, Evaluation of Health Promotion and Education Programs H549, Health Risk Communication H 510, Internship	PLC #2 PLC #6
5. Design and deliver health communication messages	PHE 540, Mass Communication and Health PHE 517, Community Organizing PHE 550, Program Planning Comprehensive Exam	H549, Health Risk Communication H572, Community Organization for Health Promotion and Education H576, Program Planning/Proposal Writing in Health/Human Services Comprehensive Exam	PLC #1 PLC #4
6. Evaluate and interpret results from program evaluations and other research	PHE 521, Quantitative Research Methods PA 588, Program Evaluation <i>PHE 535, Epidemiology</i> <i>PHE 580, Environmental Health</i> <i>PHPM 512, Biometry Survey</i> Comprehensive Exam	H515, Research Methodology in Health and Safety H575, Evaluation of Health Promotion and Education Programs <i>H525, Principles & Practices of Epidemiology</i> <i>H542, Environmental and Occupational Health</i> <i>H524, Health Data Analysis</i> Comprehensive Exam	PLC #2

7. Define research problems, frame research questions, design research procedures, and outline methods of analysis	PA 588, Program Evaluation PHE 521, Quantitative Research Methods PHE 550, Program Planning <i>PHE 535, Epidemiology</i> <i>PHPM 512 Biometry Survey</i> <i>PA 574, Health Systems Organization</i> <i>PHE 580, Environmental Health</i> Comprehensive Exam	H575, Evaluation of Health Promotion and Education Programs H515, Research Methodology in Health and Safety H576, Program Planning/Proposal Writing in Health/Human Services <i>H525, Principles & Practices of Epidemiology</i> <i>H524, Health Data Analysis</i> <i>H533, Organization, Financing and Delivery of Health Care</i> <i>H542, Environmental and Occupational Health</i> Comprehensive Exam	PLC #2
8. Apply ethical principles that govern the practice of public health	PA 588, Program Evaluation PHE 521, Quantitative Research Methods PHE 517, Community Organizing PHE 550, Program Planning PHE 511, Foundations of Public Health PHE 504, Internship <i>PA 574, Health Systems Organization</i>	H575, Evaluation of Health Promotion and Education Programs H515, Research Methodology in Health and Safety H572, Community Organization for Health Promotion and Education H576, Program Planning/Proposal Writing in Health/Human Services H591, Foundations in Public Health H510, Internship <i>H533, Organization, Financing and Delivery of Health Care</i>	PLC #5
9. Enact cultural competency in diverse social and cultural communities.	PHE 517, Community Organizing PHE 504, Internship <i>PHE 512, Principles of Health Behavior</i>	H572, Community Organization for Health Promotion and Education H510, Internship <i>H571, Principles of Health Behavior</i>	PLC #6
10. Develop a substantive area of emphasis.	PHE 504, Internship Courses in area of emphasis	H510, Internship Courses in area of emphasis	PLC #1 PLC #7

Note: Italicized courses are OMPH core courses.

B. Program Setting

College of Urban and Public Affairs at PSU

The College of Urban and Public Affairs at Portland State University allows students to take advantage of the resources of an urban university situated in a major metropolitan area. Opportunities for urban education are available through nine graduate degrees, four undergraduate degree programs, and baccalaureate minors. Currently we have an enrollment of approximately 1,600 students.

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 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 is located in the Urban and Public Affairs building (SW 5th and Mill Street).

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 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 certification in gerontology program. The School also houses the Center for Public Health Studies, a research center that focuses on a broad range of community health issues. The School is located on the 4th floor of the Urban and Public Affairs building.

SCH Mission

The mission of the Portland State University School of Community Health is to promote the public's health and well-being through multidisciplinary education, research, and service. The School builds on the resources of the urban university by integrating individual, population, and systems perspectives respecting cultural diversity, social justice, and global connectedness. We work in collaboration with students, faculty, alumni, and community organizations.

C. Core Curriculum (Required of All OMPH Students)

All students must take a common OMPH core of five courses (16 credits) in the areas listed below:

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

D. Degree Requirements

Completing the MPH degree in Health Promotion requires:

1. At least 59 credits of coursework approved by the Academic Advisor, including
 - OMPH Core Courses (16 credits)
 - Required Health Promotion Track Courses (19 credits)
 - Internship (6 credits)
 - Area of Emphasis Courses (15 credits)
 - General Electives (3 credits)
2. A minimum 3.0 (B) grade point average for all work completed in graduate standing.
3. Successful completion of 200 hours of internship experience in the form of field training. This includes development of a comprehensive field based project and written report. The internship topic must be connected to the student's chosen area of emphasis.
4. Successful completion of a comprehensive oral exam.

It is very important that you work closely with your advisor to become familiar with and plan for how you will complete these requirements. **If the requirements for degree completion change during a student's course of study, s/he may continue to follow the requirements outlined in the handbook for the year of enrollment or elect to follow revised requirements.**

OMPH – HP Curriculum (59 credits)

OMPH Core (16 Credits)

PHE 512	Principals of Health Behavior (3)
PHE 535	Epidemiology Survey (3)
PHE 580	Concepts of Environmental Health (3)
PH 524	Biometry Survey—offered through OHSU (4)
PA 574	Health Systems Organizations (3)

MPH Required (19 Credits)

PHE 511	Foundations of Public Health* (3)
PHE 517	Community Organizing (3)
PHE 521	Quantitative Research Design (3)
PHE 540	Mass Communication & Health (3)
PHE 550	Health Promotion Program Planning (4)
PA 588	Program Evaluation (3)

Internship (6 Credits)

PHE 504	Internship (6)
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* Must be taken first quarter of enrollment.

Area of Emphasis (15 Credits)

Courses listings for area of emphasis may not be exhaustive and may vary each year; check with faculty advisors for additional course offerings.

Advocacy & Social Change (Lead Faculty: Stephanie Farquhar, Ph.D. & Jan Semenza, Ph.D.)

PHE 517	Community Organizing ⁺ (3)
PHE 541	Media Advocacy and Public Health (3)
SOC 536	Social Movements (4)
SOC 576	Theories of Social Change (4)
PA 543	Creating Collaborative Communities (3)
PS 517	Interest Groups (4)
PSY 540	Group Process (4)
USP 550	Citizen Participation (4)
USP 560	Policy Process (3)

Aging (Lead Faculty: Elizabeth Kutza, Ph.D.)

PHE 558	Perspectives on Aging ⁺ (3)
PHE 556	Health Aspects of Aging (3)
PHE 557	National Long Term Care Policy (3)
PHE 559	Economics of Aging (3)
USP 510	Mental Health and Aging (3)
USP 564	Political & Administrative Issues (3)

Health Behavior (Lead Faculty: Mark Kaplan, Dr. P.H. & Judith Sobel, Ph.D.)

PHE 513	Health, Behavior & the Social Environment ⁺ (3)
PHE 510	Integrative Health & Systems Thinking (4)
PSY 571	Health Psychology (4)
SP 515	Problems of Intercultural Communication (4)
SOC 559	Medical Sociology [±] (4)
SOC 585	Proseminar [±] (3)

Integrative Health (Lead Faculty: Leslie McBride, Ph.D.)

PHE 510	Integrative Health & Systems Thinking ⁺ (4)
PHE 507	Research in Integrative Health (3)
PHE 510	Contemplative Practice and Social Justice (4)
PA 573	Values/Ethics in Health (3)
USP 510	Sustainable Development Practices (3)
USP 510	Sustainable Food Systems (3)
SOC 565	Environmental Sociology (4)

⁺ Represents primary course in area of emphasis that must be taken first.

[±] Students with no background in sociology should take SOC 559. Students with a sociological background should take SOC 585.

- EPFA 510 Global Political Ecology (4)
- EPFA 510 Leadership for Sustainability (4)
- EPFA 520 Developmental Perspectives on Adult Learning (4)

Physical Activity and Risk Reduction (Lead Faculty: Gary Brodowicz, Ph.D.)

- PHE 573 Exercise Physiology⁺ (4)
- PHE 507 Seminar (3)
- PHE 556 Health Aspects of Aging (4)
- PHE 575 Exercise Testing Techniques (4)
- PHE 576 Physical Activity, Health and Disease (3)
- PHE 577 Exercise, Nutrition, and Performance (3)

Women's Health (Lead Faculty: Karen Seccombe, Ph.D. & Siobhan Maty, Ph.D.)

- PHE 552 Women's Health⁺ (3)
- PHE 551 Women and Holistic Health (4)
- PHE 553 Women's Reproductive Health (4)
- SOC 525 Sociology of Women (4)
- SOC 526 Women/Mental Illness (4)
- SOC 585 Medicalization of Women's Bodies (3)

General Electives* (3 Credits)

- PHE 510 Integrative Health & Systems Thinking (3)
- PHE 510 Men's Health (4)
- PHE 510 Social Inequalities & Health (3)
- PHE 513 Health, Behavior & the Environment (3)
- PHE 520 Qualitative Research Methods (3)
- PHE 541 Media Advocacy & Public Health (3)
- PHE 552 Women's Health (3)
- PHE 553 Women's Reproductive Health (4)
- PHE 556 Health Aspects of Aging (3)
- PHE 573 Exercise Physiology (3)
- PA 525 Grantwriting (3)
- PA 573 Values/Ethics in Health (3)
- PA 576 Strategic Planning (3)

⁺ Represents primary course in area of emphasis that must be taken first.

^{*} Courses taken as part of the area of emphasis do not count toward meeting the 3 credits of general electives.

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 School of Community Health are encouraged to be accessible and approachable and are required to:

- 1) Meet with advisees at least once a quarter;
- 2) Maintain a current file on each advisee to help monitor progress and address concerns;
- 3) Provide weekly office hours and time for advising convenient to both full- and part-time students.

Because 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 or regular mailboxes at least once every week for notices and personal communication;
- 3) Take advantage of special events sponsored by the school and the college (e.g. lecturers, brown bag lunches);
- 4) Inform your advisor immediately on change of status or potential problems;
- 5) Notify both Elizabeth Bull and your advisor if address or other information changes.

During the admissions process new students are assigned to faculty 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 assume the advisor position. Once all agreements have been reached, both the new advisor and the student should inform Elizabeth Bull of the change.

For a complete list of faculty and staff in the School of Community Health, please visit our website at <http://www.healthed.pdx.edu/faculty.htm>.

F. Sample Course Sequence

The curriculum will best serve your educational needs if there is attention to a particular sequence. Core courses should be taken as soon as possible. All core and required courses must be successfully completed prior to taking the comprehensive exam and the internship. Depending on your interests, you might want to take some core courses sooner than others. However, epidemiology is the core of public health and should be taken as early as possible as – certainly no later than the second quarter.

It may be that our current scheduling does not allow for the exact sequence suggested but we are assessing changes to make this possible. Listed below are courses with a recommended sequence.

<u>Course</u>	<u>Recommended Timeframe</u>
PHE 511 – Foundations of Public Health	1 st Quarter
PHE 535 – Epidemiology Survey	1 st or 2 nd Quarter
PHE 512 – Principles of Health Behavior	1 st or 2 nd Quarter
PHE 580 – Concepts of Environmental Health	3 rd or 4 th Quarter
PH 524 – Biometry Survey	3 rd or 4 th Quarter
PHE 574 – Health Systems Organization	5 th Quarter
PHE 517 – Community Organizing	Before internship
PHE 550 – Health Promotion Planning	Before internship

G. Internship and Minimum Standards Guidelines

The internship is a work-related experience designed to integrate theory and practice in an applied setting under supervision. This allows the student to demonstrate his/her ability to apply knowledge of theory and practice in a work-related environment.

The purpose of the internship is to provide students with a professional experience where they can gain new skills, apply current skills, and become more socialized into the field of community/public health. New skills include those the student has gained through their educational experience in the MPH program. Current skills are those skills that students bring to the program from their life experience and previous education. Socialization occurs through the mentoring of the student in the worksite and professional arena by the preceptor for the internship.

The internship is a 6-credit hour course which means students are expected to participate in worksite activities 20 hours per week for ten weeks, or the equivalent of **200 hours per term**. The internship should be completed in the final quarter, or two quarters, of the program. All OMPH core courses, PHE 550, and PHE 517 should be taken before beginning an internship.

There is a shared responsibility between students, faculty advisors, and preceptors in selecting, monitoring and evaluating an internship.

Students: The student must articulate the kinds of skills or experiences that s/he is looking to augment or develop as a result of the internship. These must be communicated to the faculty advisor through a resume, a self-assessment of skills and skill development needs, and a statement of learning objectives. **Students must register for PHE 504 during the term in which they undertake their internship.**

Student Responsibilities:

1. **OBTAIN** and **COMPLETE** the internship packet from the School of Community Health's website: www.healthed.pdx.edu. The internship packet contains all the necessary forms.
2. Identify an internship site the term before you plan to enroll.
3. Complete the Agency Agreement Form and Internship Information Form and obtain the necessary signatures.
4. Write your internship goals and proposed learning objectives and submit these in typed form to the faculty and field supervisors prior to beginning the internship. See the internship packet for detailed information about learning objectives.
5. **IF THE INTERNSHIP IS TO BE COMPLETED IN THE SUMMER - #'S 1, 2 AND 3 ABOVE MUST BE COMPLETED BEFORE THE END OF THE SPRING TERM PRIOR TO THE INTERNSHIP.**
6. Fulfill the internship contract as specified.
7. Keep a daily journal of work-related experiences and reflections during the internship.
8. Report to faculty supervisor on a regular basis.
9. Submit an Internship Summary Report.
10. Complete the Internship Evaluation Report when the internship is completed.
11. Have the preceptor complete the Student Evaluation Form and return to the faculty advisor.

Faculty Advisors: Working with students on internship selection is an important part of faculty advising. Faculty members are responsible for working with students to clarify learning objectives and to identify the kinds of environments that would best suit student needs. Faculty advisors should also approve learning objectives developed by students. Additionally, each faculty member must be responsible for developing possible internship opportunities through research contacts, practice and service activities.

Preceptor: Ideally, preceptors from participating community and public health organizations should possess a MPH degree. While this is not always possible, the preceptor is also responsible for evaluating the performance of the intern. The preceptor signs the learning contract and must be responsible for ensuring that the student-learning contract is fulfilled. The preceptor is providing a service to our program and the field by accepting interns. Nevertheless, the preceptor's organization benefits as well because it is better able to meet its goals through the contributions of our students.

For a list of previous internship sites, please see the School of Community Health's website at www.healthed.pdx.edu.

Health Promotion Standards for Internships

In addition to meeting the OMPH program's minimum standards for field experiences, internships for students in the Health Promotion Track at OSU and PSU must meet the following requirements:

- Students must complete all core and required courses before beginning an internship or have written consent from their faculty advisor.

- Students must complete an internship application, which must be approved by their major professor/advisor.
- As part of their internship applications:
 - Students must develop appropriate learning competencies for the internship and document them in the internship application.
 - Students must describe how their area of emphasis, internship, and career objectives are connected.
 - Students must describe the Health Promotion track competencies that they intend to gain mastery in during their internship (*see Section 3A. of this handbook for list of track competencies*).
- After completing their internship, students must complete an internship summary report, which must be approved by their major professor/advisor.
- To measure students' mastery of learning and track competencies, as part of students' internship summary reports:
 - Students must describe and evaluate the degree to which they accomplished their learning competencies and attained the track competencies during their internships.
 - Preceptors must evaluate the degree to which students accomplished their learning competencies and attained the track competencies.

H. Culminating Experience—Comprehensive Exam

Upon completion of all required coursework and the internship, all MPH students must schedule a final oral examination. (Note that all required coursework and the internship must be completed before taking the exam). Students must receive approval to take the exam from their academic advisors. All deviations from policy must be approved by the Program Coordinator (OSU) or School Director (PSU).

Purpose

The purpose of the oral examination is to provide students with an opportunity to integrate their educational experiences and draw from coursework and the internship to respond to substantive, methodological, and theory-based questions. In conjunction with the internship, the exam is designed to test the Health Promotion track competencies and to provide the student an opportunity to assess his or her mastery of the competencies.

Format

The examination will last approximately 3 hours. Student will receive a list of possible questions one hour prior to the beginning of the oral exam, and will be able to use that one hour to synthesize their thoughts and write down responses to the questions. After this hour, the examination committee will proceed with an oral examination covering many of the questions. The oral exam will last approximately 1½ hours. Committee members will then convene to discuss the responses and determine the examination grade.

Students may not bring any notes, books, papers or study materials into the exam room. All questions will be collected at the end of the exam.

Committee

The exam committee will be comprised of 3 faculty members, including the student's advisor and two additional members who are faculty of the Department (OSU)/School (PSU). Students should discuss the procedure for creating committees with their faculty advisor (OSU) or the Track Coordinator (PSU).

Assigning Grade

Students will be assigned a "pass" or "fail" grade. A grade of "pass" means that the student has responded to the exam questions satisfactorily. If the student receives a grade of "fail" on their examination, faculty must provide specific comments, feedback, and suggestions for improvement. Failure of the examination may result in additional coursework, remedial assignments or readings, prior to retaking the examination. Students will be allowed *one* retake of the examination, which will include new questions and follow the same procedures as above. The examination may be retaken no sooner than 10 weeks (one full academic term) after the date of the failed exam.

If the student fails the second oral examination, the student will be terminated from the OMPH program.

I. Policies

Grading

Students are assigned letter grades for classes except for the internship course which is graded "pass/fail." Pluses and minuses may be assigned except 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 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.*

Grievances/Disagreements

The Office of Student Affairs has a board that will hear appeals from students who feel they have not been given fair grades by a professor; 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 OMPH program.

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

GPA Requirements

All students in the HP OMPH program 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.

Students may not receive a grade lower than a B- in any of the 5 core OMPH courses. A student receiving these grades must retake the core course.

Transfer of Credits

Policy: Students may transfer up to 1/3 of the total program graduate credits from another institution for appropriate courses. Transfer courses may not have been used to apply for another degree. These credits will count toward the 59 credits required for the degree.

Procedure: The student should type the Transfer of Credit form, request that a transcript be sent to Elizabeth Bull, and attach a syllabus or course description of the course to be transferred.

Course Waiver Requirement

Policy: OMPH students may request a waiver of a class if they have already taken a comparable graduate class elsewhere within the last 7 academic years and received the equivalent of a B or better. The course instructor is responsible for determining the comparability of the previous course with the required course. Obtaining a waiver of a course requirement does not count toward completion of the 59 credits required for the degree.

Procedure: A form to request a waiver should be typed and a copy of the course syllabus of the equivalent course, a transcript for the course, and any other appropriate supporting documentation should be provided to the instructor. Additionally, the student may need to pass an exam provided by the instructor to demonstrate prior acquisition of the information taught in the course. The waiver will be verified in writing by the instructor and the SCH Director. Any and all deviations from the required courses must be approved in writing by your advisor before taking the course. The approval should be submitted to Elizabeth Bull to be kept with your student records.

Course Evaluation Completion

We encourage all students to complete an evaluation for all courses taken. Course evaluations are imperative to faculty and staff to assess the quality of the courses and places for improvement.

Leave of Absence

The School of Community Health follows the university enrollment policies, detailed on pages 63-65 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 SCH Director 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 SCH Director 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 E-college 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://faweb1.baf.orst.edu/towow/departments/parkingservices/prmtStudent.asp>
- **PSU Parking Services:** #503.725.3442
<http://www.aux.pdx.edu/transport/>

Additionally, there is a free shuttle for OHSU/PSU students, faculty and staff that runs regularly from Harrison & Broadway (at PSU) to the OHSU Out-Patient Clinic. Contact OHSU at 503-494-8019 for current schedule and further information.

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. How many pre-admittance credits can I apply to my OMPH degree?

You can apply 12 MPH credits completed pre-admittance 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: lwinett@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

7. What are some websites of interest for students in the OMPH program?

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 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: www.nih.gov
Links to health institutes, health education materials

Oregon Health Division: www.ohd.hr.state.or.us
Oregon Health Division homepage

Oregon Employment Department: www.emp.state.or.us
Job links: city, county, state, federal, etc.

Oregon Public Health Association: www.oregonpublichealth.org
News, career resources, links to public health organizations

Oregon Rural Health Association: www.orha.org
Rural health topics: advocacy, research, education

Public Health Employment Connection: 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 Health Promotion 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.

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. 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 School of Community Health; (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 for either a one-term, nine-month, or 12-month basis. The typical full time assistantship is .15 FTE, which is equivalent to 7-10 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 small monthly stipend. Check with Elizabeth Bull in the School of Community Health or Rod Johnson in the Dean's Office of the College of Urban and Public Affairs on the 7th Floor of the Urban Center.

Financial Assistance Available Through the University

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. 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. Unlike subsidized loans, the federal government *does not* make interest payments while the student is enrolled. Repayment begins six months after the student drops *below half-time* status or leaves the University. The annual combined loan maximum for graduate students is \$18,500.

Awards Available Through the University

The Scholarship Guide is available through the Office of Academic Affairs, Cramer Hall, Room 349, (503) 725-3422.

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

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.

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?

Courses are offered throughout the day. Many of the core and required OMPH courses are offered in time slots beginning at 4 p.m. or 6:40 p.m. However, it may not be

possible to complete the degree by solely taking courses offered in the late afternoon or evening.

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

See Course Waiver Requirements above.

7. What should I know about plagiarism?

It should be stressed that 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 great website with recommendations on how to improve your study skills, go to www.ucc.vt.edu/stdysk/stdyhelp.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-based or community-based learning?

According to Campus Compact, a national service-learning organization, "service-learning is a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility." Service-learning (also called community-based learning) has been incorporated into courses throughout Portland State University and the School of Community Health. Through these courses students gain valuable experience and connections with community organizations such as Planned Parenthood, the American Cancer Society, or Outside-In. The experience with the organizations is then integrated into the classroom to provide students with a deeper understanding of the course material. Look for service-learning opportunities in courses like Community Organizing and Program Evaluation.

10. How do I arrange Reading and Conference credits?

In some cases, lead faculty in OMPH area of emphasis may recommend that students enroll in a one-on-one reading and conference (R&C) course to gain specific knowledge in a subject area that may not be covered in enough detail in one of the required, area of emphasis, or general elective courses. Credit for an R&C may be given in place of a area of emphasis or general elective course with approval of the student's advisor and the SCH Director. Before approval is granted, the R&C instructor would have already agreed to conduct the course and course requirements would be discussed and stated in writing. Approval for more than one R&C course during the span of the MPH program would require the permission of the SCH Director.

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

Students may request to view their official files by contacting Beth Bull or may access their transcripts on-line via PSU Information Systems at www.banweb.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 Elizabeth Bull at School of Community Health or Agnes Hoffman, Office of Admissions and Records, (503) 725-5502.

Faculty, staff, and those under SCH 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 status 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?

Graduating students must complete the form GO-12, *Approved Graduate Degree Program*, which can be found at www.gsr.pdx.edu/gs/forms.html. This form requires the listing of all courses taken to complete your degree, and must be submitted according to the deadlines listed at www.gsr.pdx.edu/gs/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 completed forms to Elizabeth Bull during the quarter **PRIOR** to when they wish to graduate. This will help to ensure sufficient time for faculty advisors to sign the forms and have them submitted in a timely fashion. Students should check with Elizabeth 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 with the School of Community Health?

Each year there are a number of committees within the School of Community Health that need student representatives. If you are interested in serving as a student representative please contact the SCH director, Carlos Crespo at ccrespo@pdx.edu.

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

The MPH Listserv

As a graduate student, you are encouraged to subscribe to the MPH electronic listservs. There are currently two lists available to MPH HP graduate students. One listserv is open to graduate students enrolled in either of the two tracks of the MPH program offered at PSU. There is also a listserv specifically for students in the School of Community Health graduate programs. Through each 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 – please observe proper “netiquette.” To subscribe to the lists, students should send an email message to Becky Fidler at rfidler@pdx.edu with the message “subscribe MPH” in the subject area.

Graduate Health Student Organization

The Graduate Health Student Organization (GHSO) is an organization of students that works collectively to bring pertinent and relevant speakers to PSU. The GHSO sponsors

forums on issues about public health policy, education, research and administration, as well as career-related events.

Office of Graduate Studies

The Office of Graduate Studies and Research, located at 117 Cramer Hall, provides guidelines for graduation and thesis preparation, scholarship information, and access to many other resources. The website is www.gsr.pdx.edu/gs.

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 (503)725-3065. The website is www.lib.pdx.edu.

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 (503) 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 (503) 725-3140, 107 Shattuck Hall (503) 725-3113, and on the first floor of Millar library (503) 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 (503) 725-HELP for more information.

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: www.shac.pdx.edu. The Center for Student Health and Counseling is located in the University Center Building (SW 6th and Hall St.).

Student Lounge and CUPA Library

A student lounge located within the College of Urban and Public Affairs is located on the 2nd Floor of the Urban and Public Affairs building. 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.

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, and step aerobics. These activities are free to students. Both the student recreation and intramural offices are located in the lower level lobby of Peter Stott Center.

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 (503) 725-4404 or use any of the emergency phones located around campus. For non-emergency inquiries, call (503) 725-4407.

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

Epidemiology & Biostatistics

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Oregon Health & Science University

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Portland, OR 97239-3098

Office: (503) 494-2556

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Cathy Neumann, PhD

Environment, Safety & Health

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OHSU

Public Health and Preventive Medicine

503-494-2012

phpm@ohsu.edu

School of Nursing

503-494-3573

proginfo@ohsu.edu

PSU

School of Community Health

503-725-4401

schinfo@pdx.edu

Hatfield School of Government

503-725-3920

publicadmin@pdx.edu

Portland State University

PORTLAND STATE UNIVERSITY

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

Campus Public Safety Office

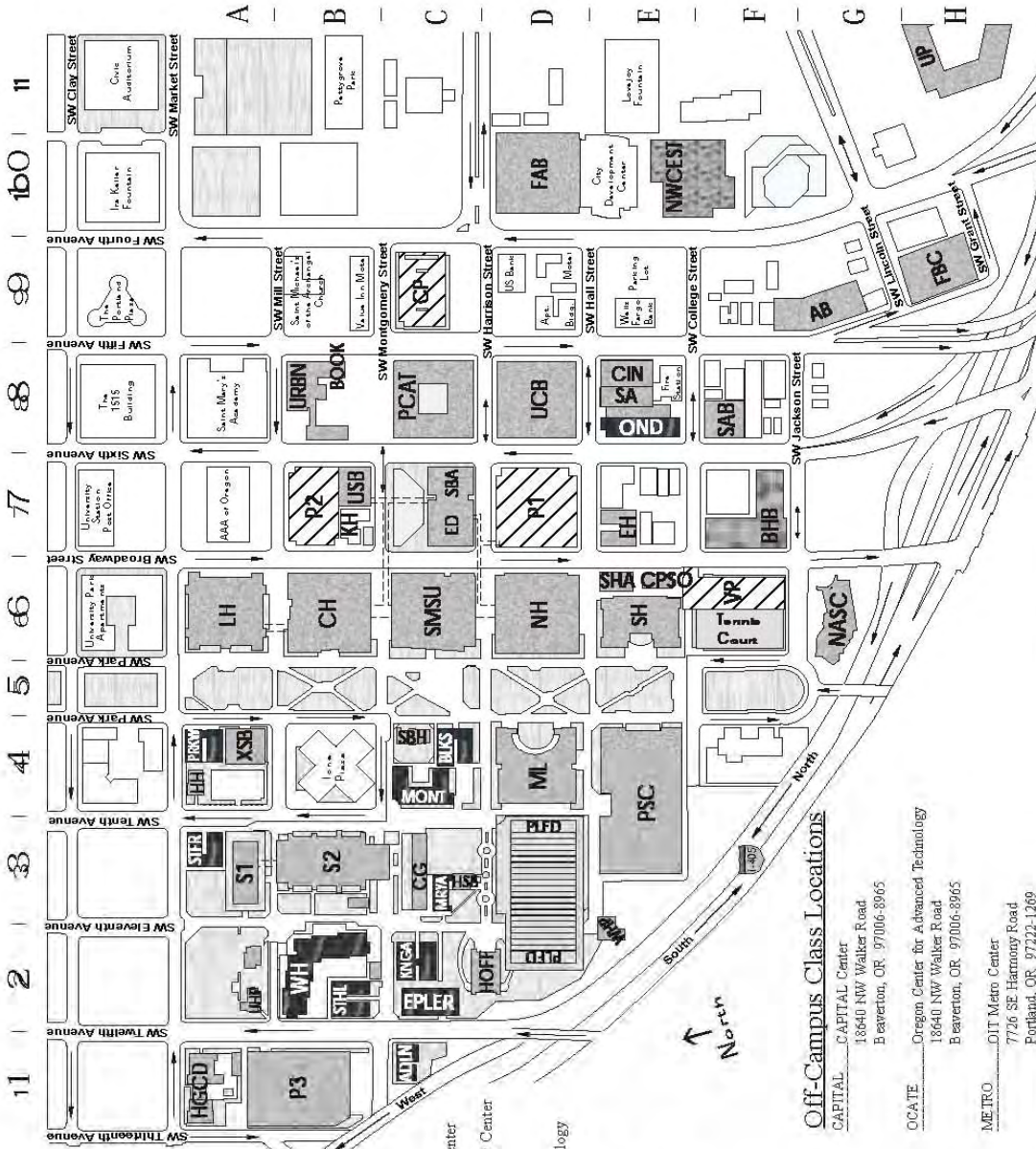
Services available 24 hours daily (503) 725-4407

University Buildings

- G9 AB Art Building
- D4 ML Branford Price Millar Library
- E6 CESP Campus Security Building
- B6 CH Cramer Hall
- E7 EH East Hall
- H9 FBC Fifth Avenue Business Center
- E8 CIN Fifth Avenue Cinema
- D10 FAB Fourth Avenue Building
- C2 HOFF George C. Hoffmann Hall
- A4 HH Hader House
- C3 HSE Harrison Street Building
- A1 HGCDC Helen Gordon Child Development Center
- A6 LH Lincoln Hall
- G6 NASC Native American Student Community Center
- D6 NH Neuburger Hall
- E8 OND Ondine
- E4 PSC Peter W. Scott Center
- C8 PCAT Portland Center for Advanced Technology
- C7 SBA School of Business Administration
- C7 ED School of Education (Graduate)
- A4 XSB School of Extended Studies
- A3 S1 Science One
- E3 S2 Science Two
- E8 SA SEAS Annex (a.k.a. CECS Annex)
- E6 SH Shattuck Hall
- C4 SBH Simon Benson House
- E8 SAE Sixth Avenue Building
- C6 SMSU Smith Memorial Student Union
- D8 UCR University Center
- A2 UHP University Honors Program
- H1 UP University Place
- E7 USB University Services Building
- B8 URBN Urban Center

Student Housing

- C1 ADLN Adeline Building
- C4 BLKS Blackstone
- C2 KINGLA King Albert Building
- C3 MEYA Maryanne Building
- C4 MONT Montgomery Court
- E8 OND Ondine
- A4 PEKW Parkway Building
- E2 STHL Saint Helens Building
- C2 SEH Stephen E. Epler Hall
- A3 STFR Strafford Building



Future Buildings

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

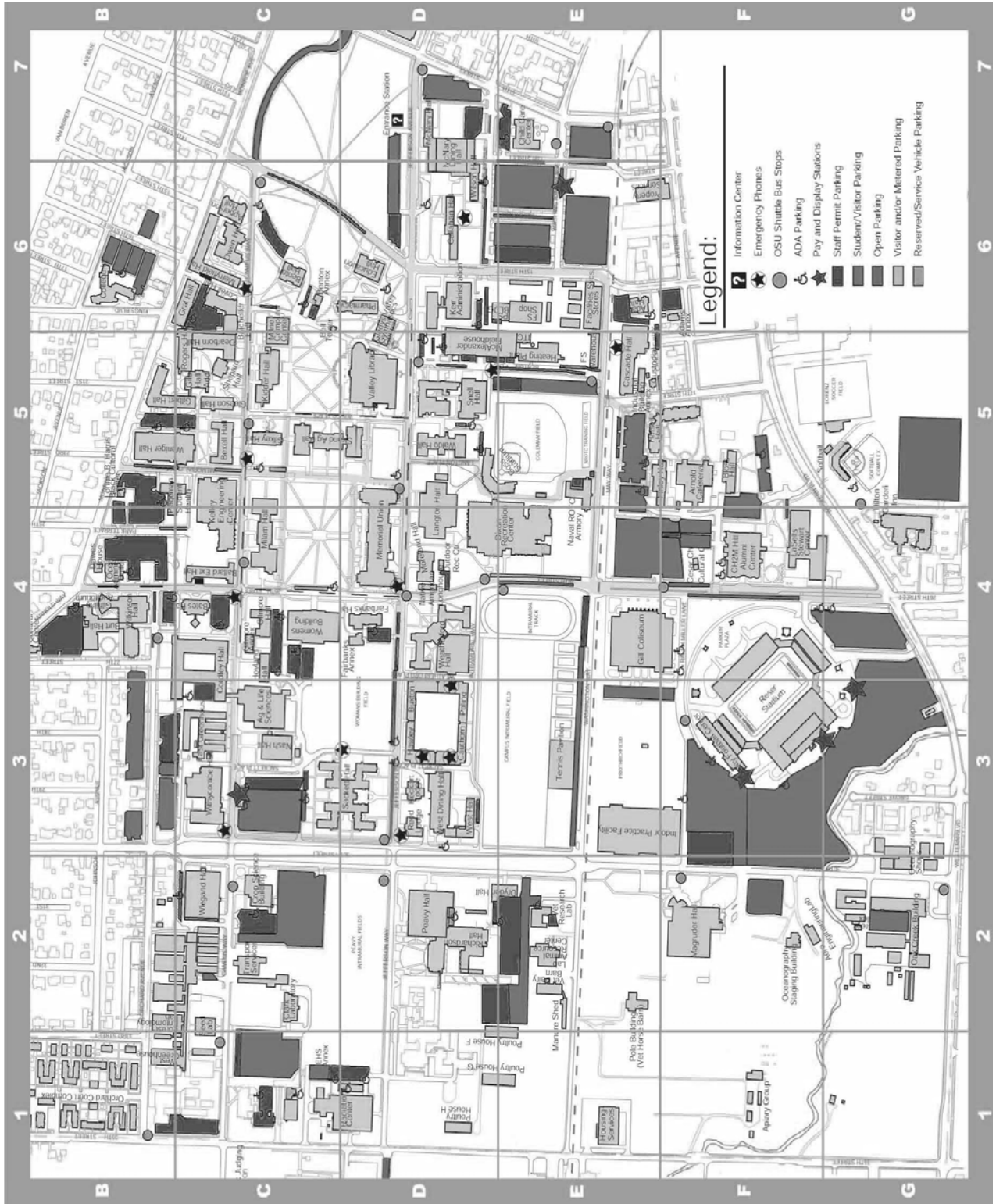
Permit & Meter Parking

- C2 CP Carpool Parking Lot
- D7 P1 Parking One
- E7 P2 Parking Two
- B1 P3 Parking Three

Off-Campus Class Locations

- CAPITAL CAPITAL Center
18640 NW Walker Road
Beaverton, OR 97006-8965
- OCATE Oregon Center for Advanced Technology
18640 NW Walker Road
Beaverton, OR 97006-8965
- MEIRO 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.W. 11th, Suite 1110

OSU Campus Map



Appendix B

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 Sistrom <i>(Assistant Professor)</i>	sistromm@ohsu.edu PH 503-494-3869 FAX 503-494-3878	8/8/05 - 8/19/05	9/26/05

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.

Health Promotion (HP)

- a. AFTER receiving permission from the SON course faculty, contact Elizabeth Bull (bulle@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. Elizabeth Bull will then register you for the course through PSU (as a PSU 699 course). Elizabeth Bull 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 Elizabeth Bull your grade and it will be entered into the PSU system.*
- d. If you have questions, please contact Elizabeth Bull in HP: 503-725-4592, bulle@pdx.edu.

Oregon State University:

International Health; Environment, Safety & Health; Health Management & Policy; Health Promotion:

- a. Obtain a *Joint-Campus Registration* form from the OSU Registrar.
- b. Complete the form including OHSU School of Nursing course information.
- c. Contact and FAX form to Kira Hughes (hugheski@ohsu.edu, 503-494-7721, SN-4S, SN476d, FAX 503-494-4678) for the OHSU Instructor and Department Approval. Please note that you must have previously obtained approval to enroll from the course instructor; Kira will only obtain the signature to enroll, and does not request approval. Be sure to include your fax and phone number so that the form may be returned to you.
- d. Present completed form to OSU Graduate Dean for approval.
- e. Deliver completed form with all approvals to the OSU Registrar.
- f. The OSU Registrar will confirm your registration to Kira Hughes. She will initiate set up for access to the eCollege online course and notify the instructor of your registration at that time.
- g. *At the end of the term, the OSU Registrar will send a letter on OSU letterhead to the instructor of the course for the final grade.*
- h. If you have questions, please contact the Department of Public Health at OSU: 541-737-2686, publichealth@oregonstate.edu.

Oregon Health & Science University:
Epidemiology & Biostatistics

- a. Obtain an *OHSU Registration Form*.
- b. Complete the form including OHSU School of Nursing course information.
- c. Take a copy of the e-mail acceptance into the course from the SON faculty of record, and your completed *OHSU Registration Form* to your advisor for signature.
- d. Deliver the signed registration form to the OHSU Registrar.
- e. Your registration will be confirmed through the OHSU Registrar by Kira Hughes (hugheski@ohsu.edu, 503-494-7721), and she will initiate set up for access to the eCollege online course and notify the instructor of your registration at that time.
- f. *At the end of the term when the PHPM Department receives enrollments lists and grade sheets for the course, they will be forwarded to the SON instructor for response and the completed form turned in to the OHSU Registrar.*
- g. If you have questions, please contact Katherine Riley in EPI/BIO: 503-494-2556, rileyk@ohsu.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

Health Promotion

Student _____ ID# _____

Date Entered School _____ Expected Graduation _____

Address _____ Phone _____

Email _____

Oregon MPH Core Courses (16 Credits)
Other Required Courses (25 Credits)
Area of Emphasis (15 Credits)
General Electives (3 Credits)
Total 59 Credits

MPH Core Requirements (16)	
Term	Grade
PHE 512 Principles of Health Behavior (3)	
PHE 535 Epidemiology Survey (3)	
PHE 580 Concepts of Environmental Health (3)	
PH 524 Biometry Survey (4)	
PA 574 Health Systems Organization (3)	
Total _____	

Other Required Courses (25)	
Term	Grade
PHE 511 Foundations of Public Health * (3)	
PHE 517 Community Organizing (3)	
PHE 521 Quant. Research Design/Analysis (3)	
PHE 540 Mass Communication & Health (3)	
PHE 550 Health Promotion Program Planning (4)	
PA 588 Program Evaluation (3)	
PHE 504 Internship (6)	
*Should be taken 1 st term after admission.	
Total _____	

General Electives * (3 Credits)		
	Term	Grade
PHE 510 Men's Health (4)		
PHE 510 Social Inequalities & Health (3)		
PHE 510 Integrative Health & Systems Thinking (4)		
PHE 513 Health, Behavior & the Social Environment (3)		
PHE 520 Qualitative Research Methods (3)		
PHE 541 Media Advocacy and Public Health (3)		
PHE 552 Women's Health (3)		
PHE 553 Reproductive Health (4)		
PHE 556 Health Aspects of Aging (4)		
PA 525 Grant Writing (3)		
PA 573 Values/Ethics Health (3)		
PA 576 Strategic Planning (3)		
*Course taken as part of the student's area of emphasis do not count as general electives.		
		Total _____

Area of Emphasis selected:

List of Area of Emphasis courses completed (must total 15 credits):

Please note any special arrangements where course substitutes have been approved. Provide details:

Appendix D

How to become a Certified Health Education Specialist (CHES)

The Certified Health Education Specialist, or CHES, examination is a competency-based tool used to measure application and knowledge of trained Health Educators. The exam assesses the basic competencies necessary for health educators, and consists of 150 multiple-choice questions.

The exam is offered to students scheduled to graduate within 90 days of the exam date. To qualify for this option, a student must be enrolled in an accredited institution of higher education, and must submit an official transcript showing a minimum of 25 semester hours relating to the Area of Responsibility for Health Educator along with written verification from his/her faculty advisor assuring the student will complete all degree requirements within 90 days of the exam date.

See the CHES website for more information: <http://www.nchec.org/>.