



Health Promotion Student Handbook



2009-2010



2009-2010 OMPH Handbook for the Health Promotion Track at Portland State University

Table of Contents

I. The Mission of Public Health	p. 4
II. The Oregon MPH Program (OMP) – An Overview	
A. OMP Mission	p. 4
B. Program Goals	p. 4
C. Program Values & Ethics	p. 5
D. Program Learning Competencies	p. 5
E. Accreditation	p. 5
F. Structural Overview of the OMP	p. 6
III. Health Promotion Track	
A. Track Competencies	pp. 7-9
B. Program Setting	p. 10
C. Core Curriculum	pp. 10-11
D. Degree Requirements	pp. 11-14
E. Advising	p. 14 - 15
F. Sample Course Sequence	p. 15
G. Field experiences and Minimum Standards Guidelines	p. 15-18
H. Comprehensive Exam	p. 18 – 19
I. Thesis Option	p. 19
J. Policies	pp. 19-22
Grading and GPA Requirements	
Incompletes	
Grievances/disagreements	
Non-degree students' application for admission	
Transfer & Pre-admit credits	
Course waiver requirement	
Course evaluation completion	
Leave of absence & Continuous Enrollment	
Time to Degree Completion	
Additional University or Department Specific Policies	



IV. Frequently Asked Questions about the Oregon MPH Program pp. 23-28

1. How do I enroll for courses at partner institutions?
2. How do I park when taking courses at a campus other than my own?
3. How do I access library services when taking courses at a campus other than my own?
4. If I have taken courses pre-admittance, how many credits can I apply to my MPH degree?
5. How do I get more involved in the OMPH Program? What are the opportunities to serve as a representative to the program? What is Peer Mentoring and how do I get involved?
6. How do I contact the OMPH Program office?
7. Where can I find out the most current information about the OMPH Program?
8. What is the OMPH Student Symposium and when is it held?
9. What is the NBPHE Exam?
10. What is the MPH listserv and how do I use it?
11. Websites of Interest

V. Frequently Asked Questions about the Health Promotion Track pp. 28-37

1. How do I register for classes at PSU?
2. What kind of financial aid is available?
3. What is the policy for minimum enrollment?
4. What is the difference between full-time and part-time students?
5. If I work, are there evening classes available in the OMPH Program?
6. Can I substitute other comparable courses for required courses in the program?
7. What should I know about plagiarism?
8. How can I improve my study skills?
9. What is service-based or community-based learning?
10. How do I arrange Reading and Conference credits?
11. How do I access my enrollment files and transcripts?
12. What are my rights regarding my file?
13. What are the required procedures for graduation?
14. How can I become more involved with the School of Community Health?
15. What other resources are available to students on the PSU campus?
17. How do I find out about field experience opportunities?

VI. OMPH Faculty and Staff Contact Information List pp. 37-40

Appendix A. Maps of the Three Campuses

Appendix B. Student Advising

Appendix C. Academic & OMPH Events calendar

Appendix D. Core course schedule

Appendix E. Intercampus registration procedure

Appendix F. How to become a Certified Health Education Specialist (CHES)

Appendix G. PSU Health Promotion Field Experience Handbook (PHE 504)



**2009-2010 OMPH Program Student Handbook
Health Promotion
Portland State University**

I. The Mission of Public Health

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

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

A. OMP Program Mission

The mission of the collaborative OMP Program is to provide innovative leadership, education, research, and service in public health throughout Oregon, regionally, nationally, and internationally. The OMP Program is committed to fostering an environment conducive to the recruitment, training, and success of diverse faculty and students, and providing pluralistic education to sustain a multicultural community of public health practitioners. This mission is accomplished through the multi-institutional program of study leading to the Master of Public Health (MPH) degree.

B. OMP Program Goals

The OMP 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 OMP program.



4. **Service:** To provide, enhance, or support service activities to meet the public health needs of urban and rural populations in cooperation with appropriate community professionals and organizations.

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

C. Program Values & Ethics

1. Enhancement of the general health, welfare, and safety of populations and communities.
2. Respect for human dignity.
3. Protection of the environment, recognition of environmental health risks, and prudent utilization of resources in our personal and professional lives.
4. Participation in the development of health policies that incorporate a population perspective.
5. Assurance of access to affordable quality health services for all people.
6. Use of an analytic, evidence-based approach to address health problems.
7. Enhancement of cultural diversity in our professional endeavors.
8. Development of partnerships for learning and service with community organizations to meet the health needs of the community.
9. Responsibility for lifelong learning and inquiry both within and across disciplines.
10. Recognition and resolution of conflict of interest situations.

D. Program Learning Competencies

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

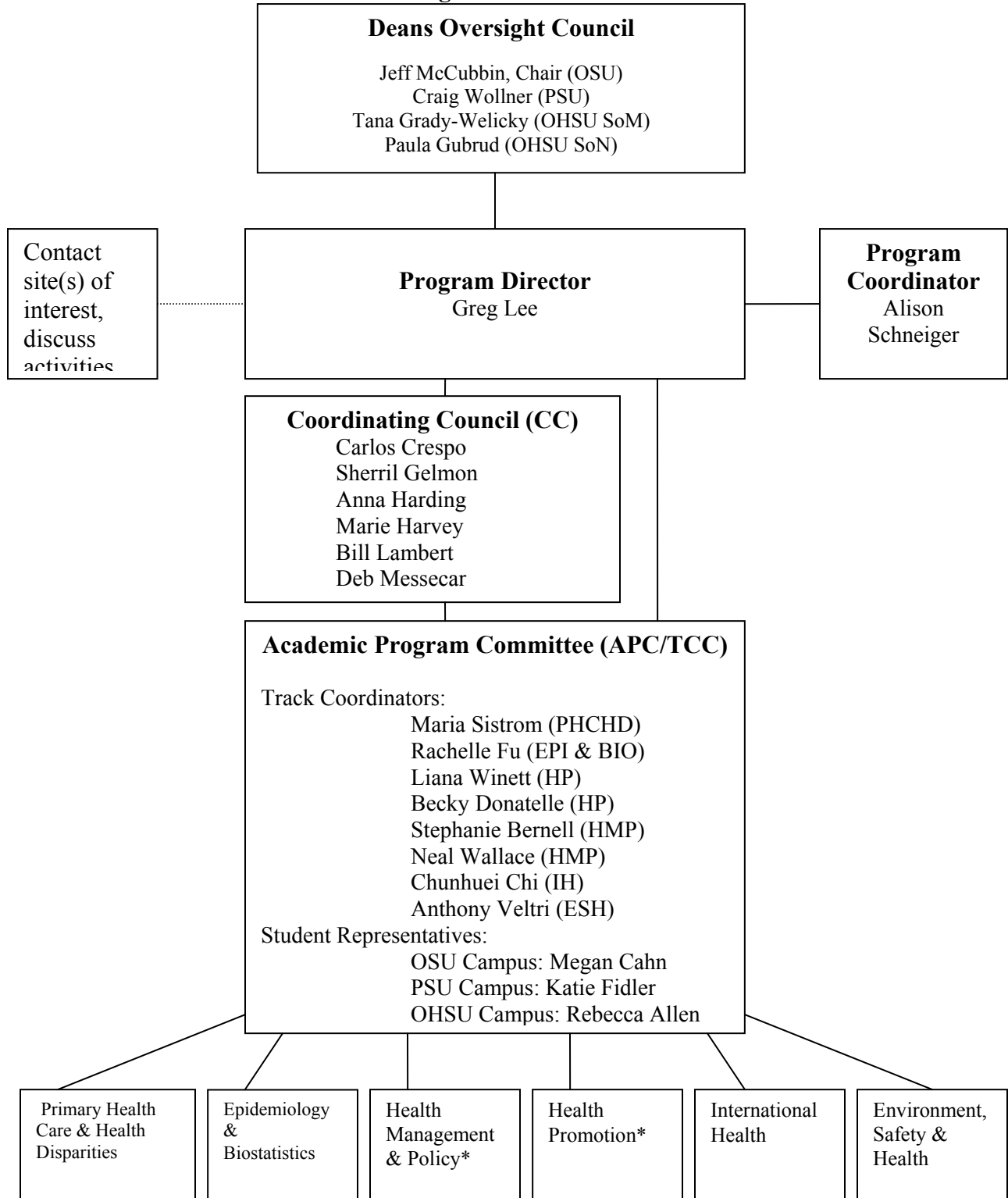
1. Apply evidence-based knowledge of health determinants to public health issues.
2. Select and employ appropriate methods of design, analysis, and synthesis to address population-based health problems.
3. Integrate understanding of the interrelationships among the organization, delivery, and financing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

E. Accreditation

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



F. Structural Overview of the OMPH Program



*This track is offered at two sites: OSU in Corvallis and PSU in Portland. Students must enroll in 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.

Health Promotion Track Competency Matrix

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 and Management in Health Services PHE 540, Mass Communication and Health PHE 521, Quantitative Research Design PHE 504, Internship/Field Experience Comprehensive Exam PA 574, <i>Health Systems Organization</i> PHE 512, <i>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 H533, <i>Organization, Financing and Delivery of Health Care</i> H571, <i>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 / Field Experience Comprehensive Exam PHE 512, <i>Principles of Health Behavior</i> PA 574, <i>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 H571, <i>Principles of Health Behavior</i> H533, <i>Organization, Financing, and Delivery of Health Care</i>	PLC #1 PLC #2 PLC #3 PLC #4 PLC #7



<p>3. Design and implement strategies to promote health</p>	<p>PHE 540, Mass Communication and Health PHE 550, Program Planning PHE 517, Community Organizing PHE 504, Internship / Field Experience <i>PHE 580, Environmental Health</i> <i>PHE 512, Principles of Health Behavior</i> Comprehensive Exam</p>	<p>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</p>	<p>PLC #1 PLC #2 PLC #7</p>
<p>4. Solicit and integrate input from community and organization stakeholders</p>	<p>PHE 550, Program Planning PHE 517, Community Organizing PA 588, Program Evaluation and Management in Health Services PHE 540, Mass Communication and Health PHE 504, Internship / Field Experience</p>	<p>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</p>	<p>PLC #2 PLC #6</p>
<p>5. Design and deliver health communication messages</p>	<p>PHE 540, Mass Communication and Health PHE 517, Community Organizing PHE 550, Program Planning Comprehensive Exam</p>	<p>H549, Health Risk Communication H572, Community Organization for Health Promotion and Education H576, Program Planning/Proposal Writing in Health/Human Services Comprehensive Exam</p>	<p>PLC #1 PLC #4</p>
<p>6. Evaluate and interpret results from program evaluations and other research</p>	<p>PHE 521, Quantitative Research Methods PA 588, Program Evaluation and Management in Health Services <i>PHE 535, Epidemiology</i> <i>PHE 580, Environmental Health</i> <i>PH 524, Introduction to Biostatistics</i> Comprehensive Exam</p>	<p>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</p>	<p>PLC #2</p>



7. Define research problems, frame research questions, design research procedures, and outline methods of analysis	PA 588, Program Evaluation and Management in Health Services PHE 521, Quantitative Research Methods PHE 550, Program Planning <i>PHE 535, Epidemiology</i> <i>PH 524 Introduction to Biostatistics</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 and Management in Health Services PHE 521, Quantitative Research Methods PHE 517, Community Organizing PHE 550, Program Planning PHE 511, Foundations of Public Health PHE 504, Internship / Field Experience <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 / Field Experience <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 / Field Experience Courses in Area of Emphasis	H510, Internship Courses in Area of Emphasis	PLC #1 PLC #7

B. Program Setting

College of Urban and Public Affairs at PSU

The College of Urban and Public Affairs (CUPA) 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 CUPA has an enrollment of approximately 1,600 students.

The College of Urban and Public Affairs (<http://www.pdx.edu/cupa/>) 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, Center for Public Health Studies, Executive Leadership Institute, Institute for Nonprofit Management, Criminal Justice Policy Research Institute, Center for Urban Studies, the Institute for Portland Metropolitan Studies, and Center for Population Research and Census.

School of Community Health

The undergraduate and graduate programs of the School of Community Health (<http://www.pdx.edu/sch/>) 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 of Community Health is home to the Institute of Aging (IOA) and the Center for Public Health Studies (CPHS). The IOA is a multidisciplinary research and training unit that coordinates a graduate certification in gerontology program. The CPHS is a research center that focuses on a broad range of community health issues. To learn more about the CPHS, please visit <http://www.pdx.edu/sch/www.pdx.edu/sch/cphs>. To learn more about IOA, please visit <http://www.pdx.edu/iaa/>.

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 Program Students)

All students must take a common OMPH core of five courses (16 credits). Courses are shared between OHSU and PSU in Portland and OSU in Corvallis and may be taken at any of the three institutions with approval of your advisor. The OMPH core course schedule is posted on the OMPH website at: <http://www.oregonmph.org/course/course.html>.

You will need to follow the campus-specific procedures for registration. You will register through the institution at which you are enrolled. For instructions on inter-campus registration please refer to Appendix E in this handbook.



OMPH Program Core Course & Menu for Intercampus Registration:

<u>Core Courses</u>	<u>OHSU SOM</u>	<u>OHSU SON</u>	<u>PSU</u>	<u>OSU</u>
<i>Health Systems Organization</i>	Not taught in SOM	CPH 540 Health Systems Organization	PA 574 Health Systems Organization (E&B enroll in PHPM519)	H 533 Health Systems Organization
<i>Principles of Health Behavior</i>	Not taught in SOM	CPH 537 Principles of Health Behavior	PHE 512 Principles of Health Behavior (E&B enroll in PHPM517)	H571 Principles of Health Behavior
<i>Epidemiology</i>	Not taught in SOM*	CPH 533 Epidemiology Survey	PHE 535 Epidemiology Survey	H 525 Principles & Practice of Epidemiology
<i>Environmental Health</i>	PHPM 518 Environmental Health	CPH 539 Concepts of Environmental & Occupational Health	PHE 580 Concepts of Environmental Health (E&B enroll in PHPM518)	H 512 Environmental & Occupational Health
<i>Introduction to Biostatistics</i>	PHPM 524 * Introduction to Biostatistics	CPH 530 Introduction to Biostatistics	PHE 510 Introduction to Biostatistics	H 524 Introduction to Biostatistics

Please note that public health courses offered by OMPH partner tracks appear as PHE 699 on your transcripts. For registration purposes, it may be helpful to recognize the following prefixes:

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

D. Degree Requirements

Completing the MPH degree in the Health Promotion track at PSU requires:

1. A total of at least 59 approved credit hours. These credits include:
 - OMPH Core Courses: 16
 - Required Track Courses: 19
 - Area of Emphasis / Elective Courses: 18
 - Field Experience: 6



2. Students must maintain a minimum 3.0 (B) grade point average in their graduate courses. Additionally, students may not receive lower than a B- in any required course (core or track required courses). If lower than a B- is received then the student will need to retake the course.
3. Successful completion of field experience.
4. Successful completion of comprehensive oral exam.

The following courses are required:

OMPH Core Courses (16 Credits)

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

Health Promotion Required Courses (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 and Management in Health Services (3)

Area of Emphasis (15 Credits)

Courses listings for Areas of Emphasis are not exhaustive and vary in availability by year. The courses listed below are classes that are preapproved for that Area of Emphasis. You are encouraged to explore other course offerings at each of the institutions that may be applicable to your Area of Emphasis. Please note: you must receive approval from your advisor to take a class not listed below.

Advocacy & Social Change (Lead Faculty: Stephanie Farquhar, 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)

* Must be taken first quarter of enrollment

⁺ Represents primary course in Area of Emphasis; this course must be taken first.

[√] Note that Community Organizing is a required course and does *not* count towards the 15 credit requirement of the Advocacy and Social Change Area of Emphasis.



- USP 550 Citizen Participation (4)
- USP 560 Policy Process (3)

Aging (Lead Faculty: Margaret Neal, 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 585 Medical Sociology (4)

Integrative Health

- 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 and Ethics in Health (3)
- USP 510 Sustainable Development Practices (3)
- USP 510 Sustainable Food Systems (3)
- SOC 565 Environmental Sociology (4)
- 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 topics (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)

⁺ Represents primary course in Area of Emphasis; this course must be taken first.



- SOC 526 Women/Mental Illness (4)
SOC 585 Medicalization of Women's Bodies (3)

General Electives* (3 Credits)

This list is not exhaustive; check with your advisor before enrolling in a course that is not listed below.

- PHE 510 Integrative Health & Systems Thinking (3)
PHE 510 Men's Health (4)
PHE 510 Social Inequalities & Health (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 and Ethics in Health (3)
PA 576 Strategic Management of Health Care Organizations (3)

Internship / Field Experience (6 Credits)

- PHE 504 Internship / Field Experience (6)

E. Advising

Upon entering the MPH program, each student is assigned an advisor. 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.pdx.edu/sch/faculty.html>.

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

Students will maximize the benefit of advising and program resources by taking the following steps:

- 1) Check PSU email and/or SCH mailboxes at least once every week for notices and personal communication. Student mailboxes are located on the fourth floor of the Urban Center in the School of Community Health. **Please note that SCH requires you to use the PSU email to receive updates, for communication related to your academic**

* Courses taken as part of the Area of Emphasis do not count toward meeting the 3 credits of general electives.



program, and to contact faculty and staff. You must set up an ODIN account to receive a PSU email address. To set up an account, please visit the Office of Information Technologies, located in Room 18 of the basement of Smith Memorial Student Union. Upon receipt of a PSU email address, students must provide that address to Elizabeth Bull in SCH (bulle@pdx.edu), so that listservs and rosters may be updated;

- 2) Attend special events sponsored by the school and the college (e.g. lecturers, brown bag lunches);
- 3) Inform your advisor immediately of change-of-status or any other issues that have arisen;
- 4) Use the Student Advising Sheet with your advisor to track progress towards the degree; and
- 5) Notify both Elizabeth Bull and your advisor if address, phone, or other contact information changes.

F. Sample Course Sequence

It is recommended that OMPH courses are taken in a particular sequence to maximize the educational experience. Always consult your advisor regarding your program of study to determine the schedule that fits best for you. The following schedule is recommended for students completing the 59 credit requirements within two academic years. Please note that some schedule considerations are suggestions and others are requirements.

OMP Core Courses (16 Credits)		SCHEDULE CONSIDERATIONS
PHE 512	Principles of Health Behavior (3)	1 st (Fall), 2 nd , or 3 rd quarter
PHE 535	Epidemiology Survey (3)	2 nd , 3 rd , or 4 th quarter
PHE 580	Concepts of Environmental Health (3)	Any quarter
PH 524	Introduction to Biostatistics offered through OHSU (4)	1 st , 2 nd , or 3 rd quarter
PA 574	Health Systems Organizations (3)	Any quarter
Health Promotion Required Courses (19 Credits)		
PHE 511	Foundations of Public Health (3)	Required 1 st quarter
PHE 517	Community Organizing (3)	Offered 3 rd quarter
PHE 521	Quantitative Research Design (3)	Recommended pre-requisites PH 524 & PHE 535
PHE 540	Mass Communication & Health (3)	Required pre-requisite PHE 512
PHE 550	Health Promotion Program Planning (4)	1 st year
PA 588	Program Evaluation and Management in Health Services (3)	2 nd year
Field Experience		
PHE 504	Internship / Field Experience (6)	Must have completed OMPH Core & HP



	required coursework (all 35 credits) to begin
Health Promotion Oral Exam	Must have completed OMPH Core & HP required coursework (all 35 credits); Must have completed at least 100 of the 200 required field experience hours

G. Field Experience and Minimum Standards Guidelines

Field Experience Information and Orientation

The OMPH Program Office has a database that contains information on field experience sites utilized by students. The database contains information about field experience sites including: agency background information, contact information, specialty track(s) served, and the number of students placed each year. Students at all of the collaborative universities can request access to this database from the Program Office by contacting the Program Coordinator, Alison Schneider at alison@oregonmph.org.

Links to the Field Experience guidelines and orientation presentations for both students and preceptors can be found on the OMPH website at: <http://www.oregonmph.org/register/register.html#Field>.

Students in the Health Promotion Track at PSU are required to attend a track-specific field experience orientation one to two full terms prior to the term in which they plan to begin their field work. Orientation dates and times will be posted to the SCHGraduates listserv. Please see additional track-specific field experience information in the Field Experience Handbook (Appendix G).

Program Minimum Standards for Field Experiences

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

- Precepted experiences: Preceptor may not be program faculty member or advisor; Preceptors must have public health credentials or appropriate health related credentials and experience to provide appropriate mentorship/supervision in your learning experience. All site preceptors and sites will be assessed on a case by case basis.
- Competency-based, meeting track and student-specified competencies
- Competencies and field experience site/work scope are pre-approved by advisor
- Evaluated by both student and preceptor, demonstrating competency mastery



- Community or population focus (e.g., public health agency, health care delivery, reimbursement, community organizing, health voluntary, population-based research, worksite setting)
- Minimum of 200 practice hours, 6 units for Health Promotion, Health Management and Policy, International Health, Environment, Safety & Health, Community & Public Health Nursing; Minimum 100 hours plus a practice-based report for Epidemiology/Biostatistics.

(Policy approved by OMPH Coordinating Council and Track Coordinators Committee 2-1-05; revision approved 6/11/08)

Track Minimum Standards for Field Experiences

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

- Students must complete all track and core required courses before beginning an internship or have written consent from their faculty advisors.
- Students may seek placements in public or private sector organizations that offer qualified health promotion preceptors.
- Students must complete an internship application, which must be approved by their major professor/advisors prior to the start of placement.
- As part of their internship applications:
 - Students must develop individual learning competencies for the internship.
 - Students must describe how their Area of Emphasis, internship, and career objectives are connected.
 - Students must describe the Health Promotion track competencies of which they intend to gain mastery during their internships. These must include, at minimum, track competencies #1,3,4,8,9, and 10.
- After completing their internships, students must complete an internship summary report, which must be approved by their major professor/advisors.
 - In this final summary report students must describe and evaluate the degree to which they accomplished their individual and Track learning competencies during their practica.
- Preceptors must evaluate, using a survey instrument provided in the Internship Handbook, the degree to which students accomplished their individual learning competencies and attained the track competencies. This evaluation must be submitted to the student's major professor/advisor.

The Health Promotion PHE 504: Field Experience Handbook provides necessary detail regarding field experience requirements, timelines, and procedures. This document and accompanying forms should be followed closely, and can be found at the SCH website: http://www.pdx.edu/sch/grad_internships.html.



H. Comprehensive Exam

To complete the program all HP MPH students must schedule a final oral examination. **Note that all OMPH core and Health Promotion required coursework, and at least 100 hours of the field experience, must be completed before taking the exam. You must be registered for a minimum of one graduate credit during the term in which you are taking your exam.** All deviations from policy must be approved by the School of Community Health Director, Dr. Carlos Crespo. If you need to register for a one credit “by-arrangement” to meet this requirement, please see Elizabeth Bull (URBN 450B). Students must receive their academic advisor’s approval to take the exam, and should plan to discuss exam format and preparation techniques with their advisor well in advance of exam date.

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 field experience to respond to substantive, methodological, and theory-based questions. In conjunction with the field experience, 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.

Scheduling

Once assigned a committee by the School, students are responsible for scheduling the oral exam with their three committee members. Note that exams must be scheduled only during regular sessions (i.e., not during spring or winter breaks). Oral exams are typically conducted during Fall and Spring terms. **According to the University Bulletin, oral examinations may be scheduled no fewer than two weeks before the close of the term of graduation** (i.e., must be completed by the end of week nine in a ten-week term).

Format

The examination will last approximately 3 hours. Students 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. Only these written notes may be used during the oral exam. After this hour, the examination committee will proceed with an oral examination covering many of the questions. The oral exam will last approximately 1-1½ hours. Committee members will then convene to discuss the responses and determine the examination grade.

Students may not bring any outside notes (with the exception of notes from the preparatory period), books, papers, or study materials into the preparation and exam room. All questions and written notes will be collected at the end of the exam.

Committee

The exam committee will be comprised of three faculty members, typically including the student’s advisor and two additional members who are faculty of the School of Community Health. Students should discuss the procedure for creating committees with their Track Coordinator.



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 the 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. Thesis:

Health Promotion students may choose to complete a thesis, however this is not required and it cannot be undertaken in lieu of the mandatory field experience.

J. Policies

Grading and GPA Requirements

Students are assigned letter grades for all classes except for the field experience, which is graded “pass/fail.” Pluses and minuses may be assigned, with the exception of “A+.”

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

Incomplete grades

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

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

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



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

In no case is an "Incomplete grade" given to enable a student to do additional work to raise a deficient grade. Please refer to <http://www.pdx.edu/registration/grading-system> for additional information on incompletes and course withdrawals.

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 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 www.pdx.edu/dos/appeals.html.

Non-Degree Students Application for Admission

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

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

Transfer & Pre-Admit Credits

Policy: OMPH students may transfer in up to 1/3 of the number of credits required for their degree. This number *includes* any pre-admission credits (up to 12) taken in the OMPH Program as well as transfer credits from other institutions:

- a. *If a student transfers from another MPH degree program/school they can transfer up to 1/3 of their credits to the OMPH Program (20-21 credits total depending on the track).*
- b. *If a student is **not admitted or matriculated** in to any MPH degree program/school, then any OMPH classes they take are "pre-admit" and the limit is currently 12 credits. {Note: Students may take the core classes as "pre-admits" only as room allows.}*
- c. *If a student transfers from another MPH degree program or school and they have also taken OMPH classes, the limit is still 1/3 of the total credits.*

All pre-admission and transfer credits must be graduate level and meet the following requirements: 1) must be letter graded B- or higher; 2) must not be graded Pass (or similar grading method); 3) must not be used for any other degree at any institution; 4) must be no older than seven years at the time the MPH degree is awarded; 5) must be applicable to a master degree at originating institution without qualification; 6) must not be correspondence credit. Note: OMPH Graduate Certificate students are allowed to transfer all 19 of their certificate required credits once admitted in to the OMPH Program. (Approved by CC/TCC 4/22/08 and 2/11/09)



Procedure: For transfers or pre-admit credits, the student should sign and submit one Transfer of Credit form listing all transfer or pre-admit coursework, as well as corresponding transcripts and a syllabus or course description for each course to be transferred. The Transfer of Credit form is also called a “GO-21,” and can be obtained from the graduate studies website at www.gsr.pdx.edu/forms/go-21.pdf. All forms should be submitted to Elizabeth Bull **at least one quarter before intended graduation**. Courses will not automatically be accepted for transfer. They will be reviewed by your advisor or the SCH director for equivalency to OMPH courses. Students do not need to register and pay for those credits that transfer into the program. If you need further clarification, contact the PSU Graduate Studies office (<http://www.gsr.pdx.edu/ogs.php>).

Required Course Waiver Policy

Policy: All students accepted into the OMPH Program will take the five OMPH core courses in addition to a series of track required courses. It is understood that some students may have already completed a graduate course that appears to be duplicative of a required OMPH core or track required course. In such cases, students may petition to waive the requirement to take a specific required OMPH course (however, students will still need to take the required number of credit hours for graduation). The course instructor is the person responsible for determining the comparability of the previous course with the required OMPH course.

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

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

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

Procedure: Students requesting course waivers need to demonstrate the comparability of the previously taken course to the course instructor by providing a typewritten waiver request along with a copy of the course syllabus of the equivalent course, a transcript for the course, and any other appropriate supporting documentation. Additionally, the student may need to pass an exam provided by the instructor to demonstrate course competencies. The waiver will be verified in writing by the instructor and the SCH Director. It should be noted that waiving a class does not mean that a student receives credit for the class, but rather must take a substitute course in its stead.

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

Course Evaluation Completion

We encourage all students to complete an anonymous evaluation of all courses for which they are registered. Course evaluations are important to assist faculty, staff, and administration in assessing the quality of courses and to identify opportunities for improvement. Faculty will not have access to individual evaluation forms, but will receive a typed summary of responses and aggregate scores, after the term is completed.

Leave of Absence & Continuous Enrollment Policies

Policy: The School of Community Health follows university enrollment policies, detailed in the *PSU Bulletin*. Any student admitted to the OMPH Program, and in good academic standing, may petition for a leave of absence. Leave of absence 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. Students who have not enrolled for three terms (excluding summer) must submit a re-enrollment request.

Procedure: 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 no later than the last day to register for classes in the term for which the application is made. A leave of absence does *not* constitute a waiver of the time limit for completion of the OMPH Program. Only in cases of extreme need will additional leave time be considered. The SCH Director must approve such extensions

Time to Degree Completion

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

Additional Department-Specific Policies:

SCH Email Address Policy

PSU students in the Health Promotion track must use their PSU email for official program business, including to receive updates and to contact faculty and staff. You must set up an ODIN account to receive a PSU email address. To set up an account, please visit the Office of Information Technologies, located in Room 18 of the basement of Smith Memorial Student Union. Upon receipt of a PSU email address, students must provide that address to Elizabeth Bull in SCH (bulle@pdx.edu), so that listservs and rosters may be updated.

IV. Frequently Asked Questions about the Oregon MPH Program

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



If you are interested in taking a class at a partner university other than your home campus, you should begin the registration process early each term. **Please follow the specific procedures detailed in Appendix E.**

Please be aware that because the Primary Health Care & Health Disparities track at the OHSU School of Nursing is an online track, space for students from other tracks in their online classes is extremely limited, and available on a first-come basis.

Please also be aware that some classes throughout the program use university web programs to support or supplement onsite courses. In such a case, the course instructor will need to make special arrangements at the attending university for you to receive "guest access" to Blackboard, Sakai, eCollege, or WebCT.

Web-based and distance courses may involve additional fees. Please note that OSU Ecampus are **not included** in the OMPH joint campus tuition agreement. These Ecampus courses are listed in a separate course catalog and are designated with section numbers in the 400's. Students interested in courses provided via Ecampus will need to enroll for those courses through OSU. Regular Ecampus tuition and fees will apply.

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

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

- **OHSU Parking Services:** #503.494.8283
<http://www.ohsu.edu/parking/>
- **OSU Parking Services:** #541.737.2583
http://oregonstate.edu/facilities/transit_pkg/index_pkg.html
- **PSU Parking Services:** #503.725.3442
<http://transportation.pdx.edu/>

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

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

- **OHSU Library Services:** #503.494.3460
<http://www.ohsu.edu/library/>



- **OSU Library Services:** #541.737.3331
<http://osulibrary.oregonstate.edu>
- **PSU Library Services:** # 503.725.5874
<http://library.pdx.edu/>

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

You can apply up to 12 completed, pre-admission credits towards your degree. These are courses taken within the OMPH Program, but prior to having been admitted to the OMPH Program. Please note that *though* these are “pre-admit credits” and not “transfer credits,” these credits still count toward the 1/3 total units allowed to be brought to the program from work completed prior to admission. *Note: OMPH Graduate Certificate students are allowed to transfer all 19 of their certificate required credits once admitted in to the OMPH Program. (Approved by CC/TCC 4/22/08) See the procedures for applying these courses to your MPH degree on p. 20 of this handbook.

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

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

If you are interested in these opportunities please contact your student representatives, Track Coordinator, or the Program Director for information regarding current opportunities. Contact information for your track can be found on your track webpage on the OMPH website: <http://www.oregonmph.org/tracks/index.html>.

6. How do I contact the OMPH Program office?

Program Director: Greg Lee, PhD
OMP Program Office
506 SW Mill St., Suite 450
Portland, OR 97201
Mail Code: OMPH-SCH
Tel. 503-725-5106



Fax 503-725-5100

Email: greglee@oregonmph.org

Program Coordinator:

Alison Schneiger

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: alison@oregonmph.org or aschneig@pdx.edu

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

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

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

The Oregon Master of Public Health Program Student Symposium is held in conjunction with National Public Health Week, which is the first full week in April. For more information on National Public Health Week go to: <http://www.apha.org/programs/healthweek/>. [Please note an exception: the 2009/2010 OMPH Student Symposium will be held on Friday May 7, in Portland.]

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

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

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



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

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

The primary objective of the faculty members in the Oregon MPH Program is to ensure that our graduates receive the highest quality education in public health. The faculty members have reviewed the objectives of the exam and do not support the need to further test individuals who have already demonstrated their competencies in the five basic core competencies in public health evidenced by their successful completion of their MPH degree. Although we respect the right and desire of any individual to take the examination, the Oregon MPH Program does not support the need for the examination nor does it encourage students and graduates of our program to take the exam.

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

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

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

In addition, you may be added to track or department-specific listservs. For PSU Health Promotion students, your listserv address is schgraduates@lists.pdx.edu. You will be automatically added to this listserv. If you do not begin to receive messages, or if you want to be removed from this list, please contact Elizabeth Bull (bulle@pdx.edu). PSU MPH students in both HP and HMP tracks are also added to a common listserv, mphpsu@lists.pdx.edu. If you do not begin to receive messages, or if you want to be removed from this list, please contact Becky Fidler (rfidler@pdx.edu).

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



11. Websites of Interest

Oregon Master of Public Health Program

www.oregonmph.org

Portland State University

www.pdx.edu

Oregon State University

www.oregonstate.edu

Oregon Health and Science University

www.ohsu.edu

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

Field experience and job links, information about academic programs

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

www.atpm.org

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

Centers for Disease Control and Prevention

www.cdc.gov

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

Council on Education for Public Health

www.ceph.org

Academic public health accrediting agency

Council of Accredited MPH Programs (CAMP)

www.mphprograms.org

Association of accredited programs in Public Health

Environmental Protection Agency

www.epa.gov

Environmental health resources



National Institutes of Health
<http://www.nih.gov>
Links to health institutes, health education materials

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

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

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

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

Public Health Employment Connection
<http://cfusion.sph.emory.edu/PHEC/phec.cfm>
Job listing site maintained by Emory School of Public Health

Public Health Jobs Network
www.publichealthjobs.net
Job listing site sponsored by ASPH

V. Frequently Asked Questions about the 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. 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 positions provide teaching (GTA) or research (GRA) services, working with faculty. Levels of appointment are between .15 and .49 FTE, granted for either a one-term, or a nine-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.

GTA positions can include teaching lower division courses, facilitating discussion sessions, grading papers, etc. GRA positions typically include assisting faculty with their research. In both 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. Students must also 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. Students interested in applying for GA positions must email a resume and cover letter to Elizabeth Bull in the School of Community Health: bulle@pdx.edu.

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, (<http://www.pdx.edu/finaid/> , 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.

Scholarships and Alternative Funding:

For information about scholarships and alternative funding sources, please visit <http://www.sa.pdx.edu/scholarships/>.

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 (see above).

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 eight or fewer 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 and required OMPH courses are offered in time slots beginning at 4 p.m. or 6:40 p.m., but some courses are offered during the day. 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:

- 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.
- Indent and single space quoted passages of three or more lines; cite the source of the quoted passage.
- 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?

In addition to consulting with your academic advisor, you may wish to explore the resources available through PSU's Skills Enhancement and Tutoring Center (SETC):

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

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 selected 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 an 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 detail in one of the required, Area of Emphasis, or general elective courses. Credit for a R&C may be given in place of an 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 must 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 Elizabeth 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 the Office of Admissions and Records, at (503) 725-3422.

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 is to 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?

A summary of procedures for completing a Master's degree and appropriate forms to be filled out for graduation can be found at http://www.gsr.pdx.edu/ogs_general_masters.php. The forms must be submitted according to the deadlines listed, which can be found at http://www.gsr.pdx.edu/ogs_general_deadlines.php. (Please note the minimum number of forms



is listed below but some students may need to fill out additional forms. This information can be found at the aforementioned websites)

- Graduating students must complete and submit a final Graduate Degree Program form GO12.
- Students must file an [Application for Awarding of Master's or Doctoral Degree](#) form in the Office of Graduate Studies, no later than the first week of the term of graduation.
- Advisor is responsible for the completion of the [Recommendation for the Degree, GO-17M](#) Form. (Students do not need to submit this form, it will be completed by your advisor and submitted to the Office of Graduate Studies by Elizabeth Bull)

It is strongly recommended that students submit applicable completed forms to Elizabeth Bull during the quarter **PRIOR** to the quarter in which they wish to graduate. This will help to ensure sufficient time for faculty advisors to sign the forms and have them submitted. Students should check with Elizabeth Bull (bulle@pdx.edu) 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, Dr. Carlos J. 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 will be subscribed to the MPH electronic listservs. There are currently two CUPA lists available to MPH HP graduate students. One listserv is for all graduate students enrolled in both tracks of the MPH program offered at PSU. There is also a listserv specifically for Health Promotion graduate students in the School of Community Health, to which you will automatically be added upon admission. Through each listserv, students will find the most current information about job-related opportunities, field experiences, new class offerings, health-related seminars, upcoming events, fellowships and other items of interest. 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.” If your email changes, please email your changes to schinfo@pdx.edu, with the message “change MPH/SCH listervs” in the subject area. [Please also refer to SCH Email Policy, above.]

Office of Graduate Studies

The Office of Graduate Studies and Research is located on the 6th floor of the Unitus Community Credit Union Building at 2121 SW 4th Ave. This office 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.

Student Lounge, Resource Room, 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. The School of Community Health has a resource room for MPH HP graduate students, which includes computers and printer, and space for student group meetings. It is located on the 4th floor of the URBN building, room 471. Students are also encouraged to use the CUPA Resource Library located on the 7th Floor as a quiet area to study and conduct research.

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. 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, Suite 200 (SW 6th and Hall St.).

A basic insurance plan is automatically provided fall, winter, and spring quarters, for full-time students, but it must be purchased separately for the summer term, unless a student is enrolled for at least one credit. Part-time students must purchase the basic and/or extended health plan. The extended plan can be purchased each quarter, and provides additional coverage for the student, spouse, or family.

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.

16. How do I find out about field experience opportunities?

Please see the Field Experience Handbook in Appendix G, or the SCH website (<http://www.pdx.edu/sch/graduate-field-experience>).

17. If I am an OMPH student in a different track, can I transfer to the PSU Health Promotion track?

Yes, current OMPH students may *apply* to transfer to the PSU Health Promotion track. Students are allowed to use the same GRE scores, TOEFL scores, and letters of recommendation as in their original OMPH application, but are required to revise their personal statement to include a description of why they are interested in the Health Promotion track, as well as their vision for their future professional role in the field. Because of policies governing transcript use, students



transferring from an OMPH sister campus will also need to request that official transcripts be sent to PSU.

A transfer is not guaranteed. All students wishing to transfer must adhere to the same application deadlines and review process as other Health Promotion applicants. If you are interested in applying to transfer, please speak with the PSU Health Promotion Track Coordinator or School of Community Health Director before proceeding with the application to transfer process.

18. What is an ODIN account and how do I get one?

An ODIN account allows you access to computers on campus, WebMail, PSU wi-fi and disk space for storage of files. To create an account please visit <https://www.account.pdx.edu/> or stop by the HELP desk in Smith Memorial Union, room 18.

VI. OMPH Faculty and Staff Contact Information

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

Director: Greg Lee, PhD
OMP Program Office
506 SW Mill St., Suite 450
Portland, OR 97201
Tel. 503-725-5106
Fax 503-725-5100
Email: greglee@oregonmph.org

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

OMP Student Campus Representatives for 2009-10

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

PSU Campus Representative
Katie Fidler
katefid@hotmail.com



OSU Campus Representative
Megan Cahn
megan.cahn@gmail.com

OHSU Campus Representative
Rebecca Allen
allenre@ohsu.edu

Environment, Safety and Health Track (OSU)

Admissions Contact

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

Curricular Information

Anthony Veltri, EdD
Oregon State University
Department of Public Health
541-737-3831
Antony.Veltri@oregonstate.edu

OMP Student Representative

Leanne Keri Valley
valley@onid.orst.edu

Epidemiology & Biostatistics Track (OHSU)

Admissions Information

Tree Triano
Oregon Health & Science University
503-494-2012
trianot@ohsu.edu

Curricular Information

Bill Lambert, PhD
Oregon Health & Science University
Department of Public Health and Preventive Medicine
503-494-9488
lambertw@ohsu.edu

OMP Student Representative

Gretchen Barron
barrong@ohsu.edu
Rebecca Allen for MD/MPH
allenre@ohsu.edu

Health Management & Policy Track (OSU)



Admissions Information

Department of Public Health
Main Office
541-737-3825

eileen.kaspar@oregonstate.edu

Curriculum Information

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

Stephanie.Bernell@oregonstate.edu

OMP Student Representative

TBD

Health Management and Policy Track (PSU)

Admissions Information

Becky Fidler
503-725-3920

rfidler@pdx.edu

PublicAdmin@pdx.edu

Curricular Information

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

OMP Student Representative

TBD

Health Promotion Track (OSU)

Admissions Contact

Department of Public Health
Main Office
541-737-3825

eileen.kaspar@oregonstate.edu

Curricular Information

Becky Donatelle, PhD
Oregon State University
Department of Public Health
541-737-3839

Becky.Donatelle@oregonstate.edu

OMP Student Representative

Lauren Fein

feinl@onid.orst.edu



Health Promotion Track (PSU)

Admissions Information

503-725-4401

SCHinfo@pdx.edu

Curricular Information

Liana Winett, DrPH, CHES

Portland State University

School of Community Health

503-725-4401

lwinett@pdx.edu

OMP Student Representative

Tessa McKenzie

tessamckenzie@gmail.com

International Health Track (OSU)

Admissions Information

Department of Public Health

Main Office

541-737-3825

eileen.kaspar@oregonstate.edu

Curricular Information

Chunhuei Chi, Sci.D.

Oregon State University

Department of Public Health

541-737-3826

Chunhuei.Chi@oregonstate.edu

OMP Student Representative

Elizabeth Cassidy

ejcassidy@gmail.com

Primary Health Care & Health Disparities Track (OHSU)

Admissions Contact

OHSU School of Nursing

503-494-7725

proginfo@ohsu.edu

Curricular Information

Deborah Messecar, PHD, MPH, RN, CNS

Associate Professor

Oregon Health & Science University

School of Nursing



503-494-3573

messecar@ohsu.edu

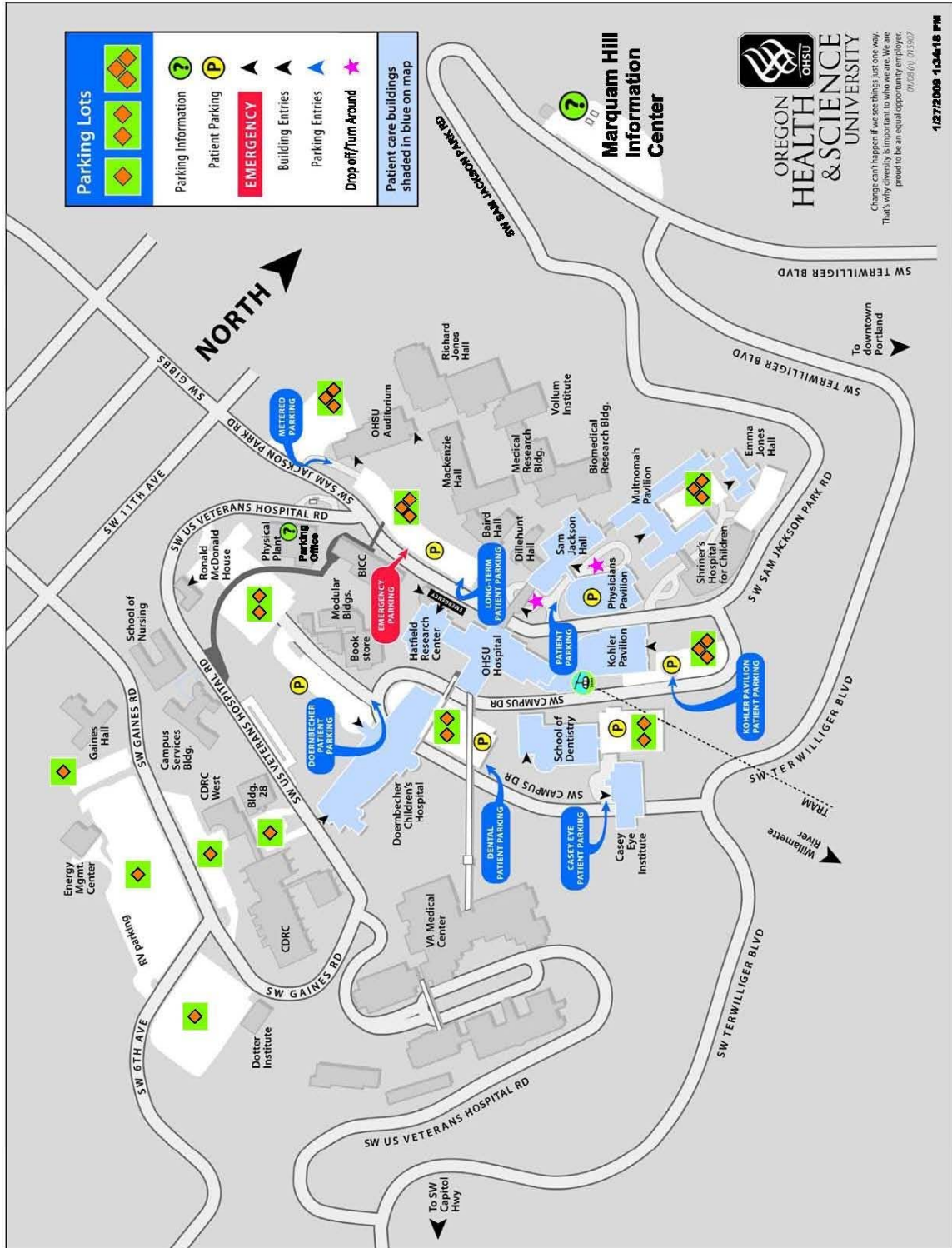
OMP Student Representative

Christina Baldisseri

cbaldisseri@gmail.com



Appendix A: Maps of the three campuses OHSU Campus Map



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Change can't happen if we see things just one way. That's why diversity is important to who we are. We are proud to be an equal opportunity employer.
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PSU Campus Map





OSU Campus Map



Appendix B

Student Advising Sheet Health Promotion Track

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 Introduction to Biostatistics (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 and Management in Health Services (3)	
PHE 504 Internship/"field experience" (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 and Ethics Health (3)		
PA 576 Strategic Management of Health Care Organizations(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):

{Note that Community Organizing is a required course and does not count towards the 15-credit requirement of the Advocacy and Social Change Area of Emphasis}.

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



Appendix C: OMPH Program Calendar, AY 2009-10

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



**The PSU Academic Calendar can be found at:
<http://www.pdx.edu/registration/academic-calendar>
Appendix D Core course schedule for 2009-2010, 2010-2011**

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



OMPH CORE COURSE LIST FOR 2005-2010 and 2010-2011

Course Title	Credits	Fall 2009	Winter 2010	Spring 2010	Fall 2010	Winter 2011	Spring 2011
Principles of Health Behavior							
PHE 512 (PSU-SCH)	3	Wheeler 1840-2120 W	Wheeler 1600-1830 M	Wheeler 1840-2120 T	Wheeler 1840-2120 W	Wheeler 1600-1830 M	Wheeler 1840-2120 T
CPHN 537 (OHSU-Nurs)	3			Parker Walsh (On-Line)			Parker Walsh (On-Line)
H 571 (OSU)	3	Donatelle 1400-1650 R			Donatelle TBD		
Epidemiology							
PHE 535 Epidemiology Survey (PSU-SCH)	3		Maty 1840-2120 W	Maty 1600-1830 T		Maty 1840-2120 W	Maty 1600-1830 T
CPHN 533 Epidemiology Survey (OHSU-Nurs)	3	Messeccar TBD (On-Line)			Staff TBD (On-Line)		
H 525 Principles and Practice of Epidemiology (OSU)	3	Smit 0830 - 0950 MW			Smit TBD		
PHPM 512 Epidemiology I (Epi/Bio Track only)	4	Stull 1500-1650 MW			Stull 1500-1650 MW		
Introduction to Biostatistics							
PHPM 524 (OHSU/PHM) ONLINE	4	Lambert (On-Line)			TBD (On-Line)		
PHPM 524 (OHSU/PHM) Class	4	Park 8:30 - 10:20 TR in BICC 124		Lasarev 1600 -1800 MR Mac1162	Park 8:30 - 10:20 TR (location TBD)		Lasarev 1600 -1800 MR Mac1162
PHE 510	4		Instructor and time TBD		Lachenbruch TBD (Choose Lab section)	Instructor and time TBD	
CPHN 530 (OHSU-Nurs)	4	Messeccar TBD (On-Line)			Staff TBD (On-Line)		
H 524 (OSU) LECTURE	4	Lachenbruch 10:00-11:20 TR (Choose Lab section)			Lachenbruch TBD (Choose Lab section)		
H 524 (OSU) LAB	0	Staff 0800-0950 R			TBD		
H 524 (OSU) LAB	0	Staff 1200-1350 R			TBD		
H 524 (OSU) LAB	0	Staff 1600 -1750 R			TBD		
PHPM 525 Biometry I (Epi/Bio Track only)	4	Lasarev 1300-1450 MW			Lasarev 1300-1450 MW		
Environmental Health							
PHE 580 Concepts of Environmental Health (PSU-SCH)	3	Dinno 1600-1830 W	Dinno 1840-2120 T		Dinno 1600-1830 W	Dinno 1840-2120 T	
PHPM 518 Concepts of Environmental Health (OHSU/PHM)	3			Morton 1600-1830 W			TBD 1600-1830 W
CPHN 539 Concepts of Environmental & Occupational Health (OHSU-Nurs)	3		Findholt (On-Line)			Staff TBD (On-Line)	
H 512 Environmental and Occupational Health (OSU)	3	Harding 1400 - 1650 M			Harding TBD		
Health Systems Organization							
PA 574 (PSU-PA)	3	Gelmon 1840-2120 T	Rissi 18:40-21:20 R	Wallace 16:00-18:30 W	Gelmon 1840-2120 T	Rissi 18:40-21:20 R	Wallace 16:00-18:30 W
CPHN 540 (OHSU-Nurs)	3	Parker Walsh (On-Line)			Parker Walsh (On-Line)		
H 533 (OSU)	3	Chi 1400-1650 T			Chi TBD		



Appendix E

Intercampus registration procedure

Inter-campus registration policy for Health Promotion Students at PSU

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

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

For classes at OSU or at OHSU

- **For OSU:** Students need to contact the course instructor in order to obtain permission and determine if there is space available. Once permission is obtained, students need to forward the email indicating permission to Elizabeth Bull at bulle@pdx.edu. She will complete the registration.
- **For OHSU:** Same as above except in the case of the Core Course: Intro to Biostatistics. All students must take this course, and registration is as follows:
 - Students will email Elizabeth Bull with their name, student ID#, and class information including instructor's name, and whether it is the in-class or on-line section.
 - At the conclusion of the term, the instructor will send the final grade to the Elizabeth Bull who will enter the grade into the PSU student record system.

For online classes offered by the School of Nursing at OHSU

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

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



- Contact the School of Nursing instructor during the registration period to get your name on the waiting list.
- The instructor 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.
- 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:
 - AFTER receiving permission from the SON course instructor, contact Elizabeth Bull (bulle@pdx.edu) with your name, student ID#, and class information, including instructor's name, and course section. Elizabeth will verify your enrollment in the class.
 - At the conclusion of the term, the instructor will send the final grade to Elizabeth Bull who will enter the grade into the PSU student record system.



Appendix F

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 Areas 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/>



Appendix G

Field Experience Manual