



## **Oregon State University**

- **HEALTH MANAGEMENT & POLICY**
  - **HEALTH PROMOTION**
  - **INTERNATIONAL HEALTH**
- **ENVIRONMENT, SAFETY AND HEALTH**

## **Student Handbook**

**2005-2006**

# OMPH Handbook

## Oregon State University 2005-2006

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# OMPH Program Student Handbook

Health Management and Policy  
Health Promotion  
International Health  
Environment, Safety and Health Track  
2005-2006

## I. The Mission of Public Health

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

## II. The Oregon MPH (OMPH) Program - An Overview

### A. OMPH Program Mission

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

### B. OMPH Program Goals

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

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

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

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

### **C. Program Values and Ethics**

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**

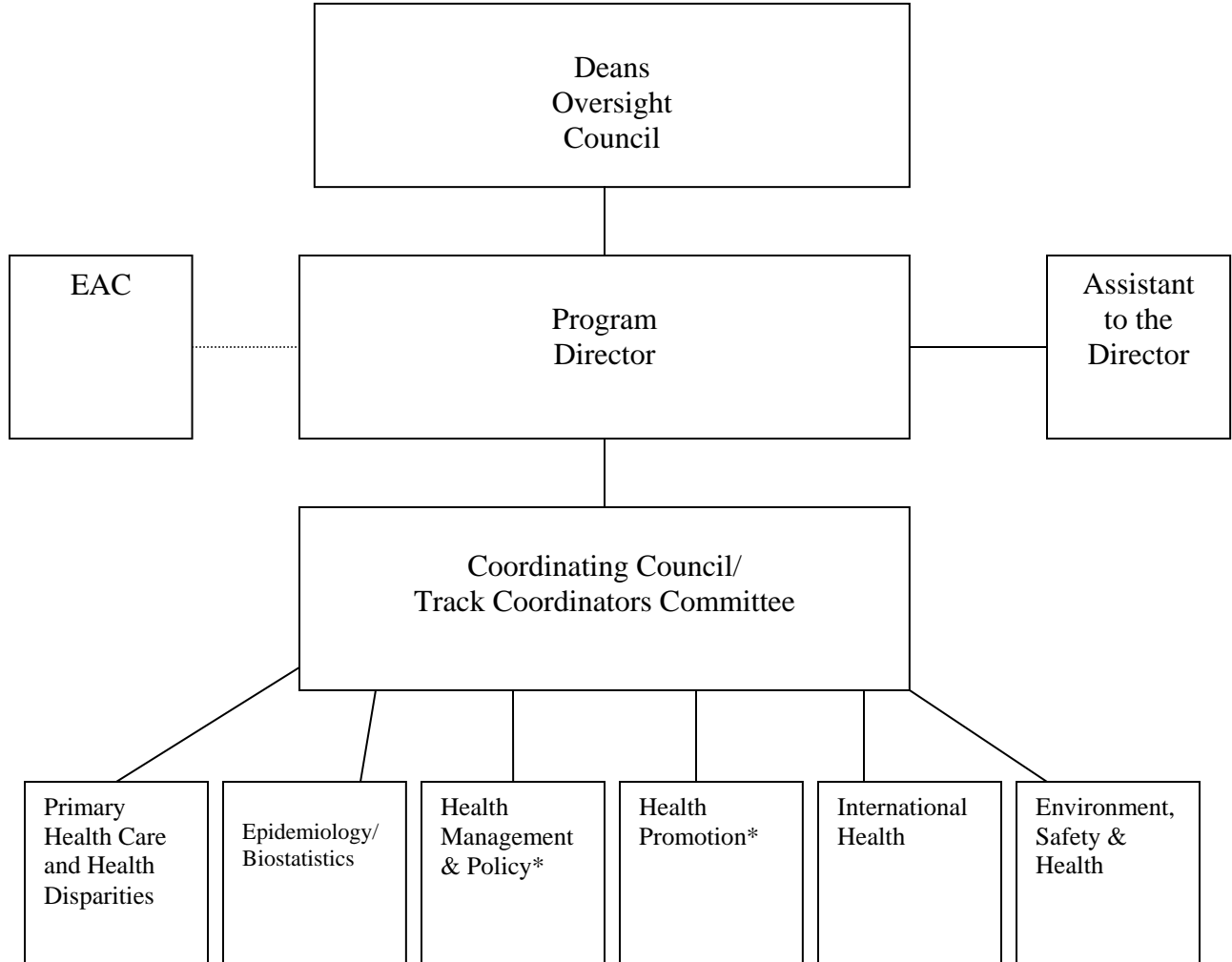
Upon completion of the OMPH program, student will be able to:

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](http://www.ceph.org)).

## F. Structural Overview of the OMPH Program



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

### III. Oregon Master of Public Health Degree at Oregon State University

#### A. Overview of Oregon State Tracks

Oregon State University offers four tracks in the OMPH program:

- (1) Health Management & Policy
- (2) Health Promotion
- (3) International Health
- (4) Environment, Safety & Health

#### B. OSU OMPH CORE COURSES

AREAS	COURSES (16 CREDITS)
Epidemiology	<p><b>H 525 (3) - Principles &amp; Practices of Epidemiology</b></p> <p>Measures of disease frequency; measures of effect; association and causation; sources of inaccuracy; experimental and observational study designs.</p>
Biostatistics/Biometry	<p><b>H 524 (4) - Health Data Analysis</b> (name change pending)</p> <p>Methods of health data collection, analysis, and interpretation, including descriptive statistics, probability, and hypothesis-testing and confidence interval estimation for normally distributed data.</p>
Health Systems Organization	<p><b>H 533 (3) - Organization, Financing and Delivery of Health Care</b></p> <p>Organization and administration of the U.S. health care system; trends, issues, social, technological, and political forces in both public and private sector and their influence in financing and delivery of health care.</p>
Environmental and Occupational Health Sciences	<p><b>H 512 (3) - Environmental and Occupational Health</b></p> <p>Fundamental issues in environmental and occupational health. Topics such as air/water pollution, overpopulation, waste disposal, food protection, radiation, pesticides, and occupational injury are presented by experts in each of the areas. Environmental and occupational hazards that affect human health are examined in the context of current social, political and regulatory pressures.</p>
Health Behaviors	<p><b>H 571 (3) - Principles of Health Behavior</b></p> <p>Application of physical, psychological, and behavioral sciences to health promotion and disease prevention strategies. Epidemiological examinations of factors that predispose, enable, and reinforce health-related behaviors; the role and nature of emotions; developmental aspects of health psychology; and the significance of social support and psychosocial factors in health behavior.</p>

## C. Tracks at Oregon State University

### HEALTH MANAGEMENT & POLICY

Students in the health Management and Policy (HMP) track strengthen and build upon the theoretical foundations underlying health policy and management to allow the student the opportunity to enhance their skills and knowledge in this discipline. The track integrates the core concepts of public health with specific instruction in management, finance, strategy, policy, information systems, quality improvement, marketing, law and regulation, reimbursement, and human resources.

#### Track Competencies

The goal of the Health Management and Policy track is to train professionals in the practice of health services policy and delivery. The curriculum includes the core concepts of public health with specific instruction in management, finance, strategy, policy, economics, and ethics.

Track Competency	PSU Courses	OSU courses	Links to Program Learning Competencies
1. Conceptualize, analyze, and resolve problems related to health services delivery and finance	PA 541 Organizational Behavior in Health Services Organizations PA 571 Health Policy PA 586 Introduction to Health Economics <b>PHE 535 Epidemiology Survey</b> <b>PHE 512 Principles of Health Behavior</b> <b>PHE 580 Concepts of Environmental Health</b> <b>PA 574 Health Systems Organization</b>	H536 Health Care Organization Theory and Behavior H530 Health Policy Analysis H532 Economic Issues in Health and Medical Care <b>H571 Principles of Health Behavior</b> <b>H525 Principles and Practices of Epidemiology</b> <b>H512 Environmental and Occupational Health</b> <b>H533 Organization Financing and Delivery of Health Care</b>	PLC #1 PLC #2 PLC #3 PLC #7
2. Identify and apply economic financial, legal, organizational, political, and ethical theories and frameworks.	PA 541 Organizational Behavior in Health Services Organizations PA 571 Health Policy PA 573 Values and Ethics in Health PA 576 Strategic Management in Health Services PA 586 Introduction to Health Economics	H532 Economic Issues in Health and Medical Care H536 Health Care Organization Theory and Behavior H518 Public Health Ethics & Issues H530 Health Policy Analysis H556 Strategic Management of HC Organizations	PLC #3 PLC #5
3. Employ appropriate qualitative and quantitative techniques to manage human, fiscal, technological, information, physical, and other resources.	PA 576 Strategic Management in Health Services PA 586 Introduction to Health Economics <b>PH 524 Biometry Survey</b> <b>PHE 535 Epidemiology</b>	H556 Strategic Management of HC Organizations H532 Economic Issues in Health and Medical Care. <b>H524 Health Data Analysis</b>	

	<b>Survey</b>	<b>H525 Principles and Practices of Epidemiology</b>	
4. Establish and manage systems and processes to assess organizational performance for continuous improvement of quality, safety, and effectiveness.	PA 541 Organizational Behavior in Health Services Organizations PA 576 Strategic Management in Health Services <b>PA 574 Health Systems Organization</b>	H536 Health Care Organization Theory and Behavior H556 Strategic Management of HC Organizations <b>H533 Organization Financing and Delivery of Health Care</b>	PLC #3 PLC #4
5. Act ethically and professionally, and be responsive to community variations in cultures and sociodemographics.	PA 541 Organizational Behavior in Health Services Organizations PA 509 Organizational Experience <b>PH 524 Biometry Survey</b> <b>PHE 535 Epidemiology Survey</b> <b>PHE 512 Principles of Health Behavior</b>	H518 Public Health Ethics & Issues H5XX Organizational Experience <b>H571 Principles of Health Behavior</b> <b>H525 Principles and Practices of Epidemiology</b> <b>H524 Health Data Analysis</b>	PLC #2 PLC #4 PLC #5 PLC #6
6. Lead in all levels of public and private health services organizations.	PA 541 Organizational Behavior in Health Services Organizations PA 571 Health Policy PA 576 Strategic Management in Health Services PA 509 Organizational Experience	H556 Strategic Management of HC Organizations H530 Health Policy Analysis H5XX Organizational Experience H536 Health Care Organization Theory and Behavior	PLC #3 PLC #7
7. Communicate, solve problems and make decisions related to health policy and management in the public and private sectors.	PA 541 Organizational Behavior in Health Services Organizations PA 571 Health Policy PA 573 Values and Ethics in Health PA 576 Strategic Management in Health Services <b>PA 574 Health Systems Organization</b>	H530 Health Policy Analysis H536 Health Care Organization Theory and Behavior H556 Strategic Management of HC Organizations H518 Public Health Ethics & Issues <b>H533 Organization Financing and Delivery of Health Care</b>	PLC #3 PLC #4 PLC #5 PLC #7
8. Integrate theory and practice to plan, implement, and evaluate strategies and policies in health services programs, systems, and organizations	PA 509 Organizational Experience PA 576 Strategic Management in Health Services	H5XX Organizational Experience H556 Strategic Management of HC Organizations	PLC #3 PLC #5 PLC #6 PLC #7

Note: courses in Bold are OMPH core courses.

**Oregon MPH Program  
Health Management and Policy Track  
Department of Public Health, Oregon State University**

**DEGREE REQUIREMENTS (61 credits)**

**Required core courses (16 credits)**

- H 512 Environmental and Occupational Health (3 credits)
- H 524 Health Data Analysis (4 credits)
- H 525 Epidemiology (3 credits)
- H 533 Organization, Finance, and Delivery of Health Care (3 credits)
- H 571 Health Behaviors (3 credits)

**Required track courses (15 credits)**

- H 518 Public Health Ethics (3 credits)
- H 530 Health Policy Analysis(3 credits)
- H 532 Economic Issues in Health and Medical Care (3 credits)
- H 536 Health Care Organization Theory and Behavior (3 credits)
- H 556 Strategic Management of Health Care Organizations (3 credits)

**Health Management and Policy Electives (Select 12 credits)**

- H 515 Research Methods (3 credits)
- H 531 Health Care Marketing (3 credits)
- H 534 Health Care Law and Regulation (3 credits)
- H 557 Financial Management of Health Care Organizations (3 credits)
- H558 Reimbursement Mechanisms (3 credits)
- H 591 Contracting and Negotiation in Health Care (3 credits)

**Suggested Electives (Select 12 credits)**

- H 538 Public and Private Health Insurance (3 credits)
- H 590 Systems Thinking and Practice (3 credits)
- H 567 Long-Term Care Alternatives (3 credits)
- H 568 Financing and Administration of Long-Term Care (3 credits)
- H 539 Health Care Information Systems (3 credits)
- H 537 Management of Human Resources (3 credits)
- H 585 Environment, Safety and Health Policy and Law (3 credits)
- H 589 Emergency and Disaster Management (3 credits)
- H 595 Design for Environment, Safety and Health (3 credits)
- H 521 Mental Health (3 credits)
- H 565 Public Health and Women: Social and Policy Issues (3 credits)
- H 576 Program Planning/Proposal Writing in Health and Human Services (3 credits)
- H 529 International Health (3 credits)

**Organizational Experience (6 credits)**

All HMP track students will be required to complete a minimum six credit organizational experience at or near the end of their coursework. That experience will provide the student the opportunity to apply what they have learned in the classroom to an actual organizational setting. In consultation with their advisor, students must enroll in either H510 (Internship/organizational experience) or H506 (Project) Students in either option will have to present their final work product to a faculty committee and that presentation will be open to the university community.

Note: In consultation with their major professor, students may opt to take courses at PSU or OHSU

**Health Management and Policy Track**  
**Department of Public Health, Oregon State University**

**Recommended Course Schedule for classes taken at OSU**

Year	Fall	Winter	Spring	Summer
First	<b>H533 Organization, Financing, and Delivery of Health Care</b> <b>H536 Healthcare Organization Theory and Behavior</b> <b>H571 Principles of Health Behavior</b>	<b>H524 Health Data Analysis</b> H530 Health Policy Analysis	H532 Economic Issues in Health and Medical Care	TBA
Second	<b>H512 Environmental and Occupational Health</b> H518 Public Health Ethics and Issues	<b>H525 Principles and Practice of Epidemiology</b>	H556 Strategic Management of Health Service Organizations	TBA

Health Management and Policy Electives (12 credits)\*

Fall	Winter	Spring	Summer
H515 Research Methods in Health and Safety H531 Health Care Marketing (or Summer) H557 Financial Management of Health Care Organizations	H534 Health Care Law and Regulation	H558 Reimbursement Mechanisms H590 Contracting and Negotiation in Health Care	TBA

Additional Departmental Courses Suggested for Area of Emphasis\*

Fall	Winter	Spring	Summer
H590 Systems Thinking and Practice	H529 International Health H538 Public and Private Health Insurance H539 Health Care Information Systems H568 Financing and Administration of Long Term Care	H567 Long Term Care Alternatives H590 Leadership in Health Care Organizations	H589 Emergency and Disaster Management

**OMPH Core Courses (in bold)**

This is not an exhaustive list of graduate courses in the Department of Public Health. Please check with your advisor about other elective courses in this department and in other departments.

Note: Some of these courses are not offered every year. Check the class schedules on-line and in the Department for current course listings.

**Health Management and Policy Track**  
**Organizational Experience Minimum Requirements**  
**2005-2006**

In addition to meeting the OMPH Program Minimum Standards for field experiences, organizational experiences for students in the Health Management and Policy Track must meet the following requirements:

- I. The organizational experience typically involves the student working on an administrative, policy or management issue confronting a public, nonprofit or health services organization. It is an opportunity for the student to relate her/his academic experience in the master's program to the issue that is the focus of the experience.
- II. The experience site and work scope must be pre-approved by the relevant faculty advisor.
- III. The organizational experience (preceptor evaluation, work product, reflective paper, presentation) is graded on a pass/no pass basis.
- IV. Students are encouraged to maintain a journal during the experience to help in the preparation of the reflective paper.
- V. Upon completion of the 200 hours of practice work:
  1. The community or organization preceptor will evaluate the student's performance with respect to the competencies designated at the beginning of the experience, including at minimum Track Competencies 5, 6, and 8.
  2. The student will document the experience and its product for the host organization.
  3. The student will prepare a reflective paper (minimum 10 pages) on the experience that addresses the utility of the experience for the student and offers personal reflection on:
    - achievement of the student's learning objectives articulated at the beginning of the organizational experience, including Track Competencies 5,6, and 8;
    - opportunities for integration of curricular content in practice; and
    - future career directions based on the experience and related learning.
  4. The student will make an oral presentation of their final work product to a faculty committee. The committee will be comprised of three faculty members, including the student's advisor. Students should discuss the procedure for creating a committee with their faculty advisor. In addition, each student should consult with their faculty advisor regarding the policy for assigning a grade. The presentation will be open to the university community.

## HEALTH PROMOTION

### Track Competencies

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

Track Competency	PSU Courses	OSU Courses	Links to Program Learning Competencies
1. Apply theory in the development, implementation, and evaluation of health promotion interventions programs, and policies	PHE 511 Foundations of Public Health PHE 550 Program Planning PA588 Program Evaluation PHE 540 Mass Communication and Health PHE521 Quantitative Research Design PHE 504 Internship Comprehensive Exam <b>PA 574 Health Systems Organization</b> <b>PHE 512 Principles of Health Behavior</b>	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 H510 Internship Comprehensive Exam <b>H533 Organization Financing and Delivery of Health Care</b> <b>H571 Principles of Health Behavior</b>	PLC #1 PLC #2 PLC#3
2. Develop interventions and programs to effect change at multiple levels, including individual, community, organizations, and policy	PHE 540 Mass Communication and Health PHE 550 Program Planning PHE 517 Community Organizing PHE 504 Internship Comprehensive Exam <b>PHE 512 Principles of Health Behavior</b> <b>PA 574 Health Systems Organization</b>	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 <b>H571 Principles of Health Behavior</b> <b>H533 Organization Financing and Delivery of Health Care</b>	PLC #1 PLC #2 PLC #3 PLC #4 PLC #7
3. Design and implement strategies to promote health	PHE 550 Program Planning PHE 517 Community Organizing PHE 540 Mass Communication and Health PHE 504 Internship Comprehensive exam <b>PHE 580 Environmental Health</b> <b>PHE 512 Principles of Health Behavior</b>	H549 Health Risk Communication H576 Program Planning/Proposal Writing in Health /Human Services H572 Community Organization for Health Promotion and Education H510 Internship <b>H512 Environmental and Occupational Health</b> <b>H571 Principles of Health Behavior</b> Comprehensive Exam	PLC #1 PLC #2 PLC #7

4. Solicit and integrate input from community and organization stakeholders	PHE 550, Program Planning PHE 517, Community Organizing PA 588, Program Evaluation PHE 540, Mass Communication and Health PHE 504, Internship	H549 Health Risk Communication H576 Program Planning/Proposal Writing in Health/Human Services H572 Community Organization for Health Promotion and Education H575 Evaluation of Health Promotion and Education H510 Internship	PLC#2 PLC#6
5. Design and deliver health communication messages	PHE 540 Mass Communication and Health PHE 517, Community Organizing PHE 550, Program Planning	H549 Health Risk Communication H572 Community Organization for Health Promotion and Education H576 Program Planning/Proposal Writing in Health /Human Services Comprehensive Exam	PLC #1 PLC #4
6. Evaluate and interpret results from program evaluations and other research	PHE 521, Quantitative Research Methods PA 588, Program Evaluation <b>PHE 535, Epidemiology</b> <b>PHE 580, Environmental Health</b> <b>PHPM 512, Biometry Survey</b> Comprehensive Exam	H515 Research Methodology in Health and Safety <b>H525 Principles &amp; Practices of Epidemiology</b> <b>H512 Environmental and Occupational Health</b> Comprehensive Exam	PLC #2
7. Define research problems, frame research questions, design research procedures, and outline methods of analysis	PHE 521, Quantitative Research Methods PA 588, Program Evaluation PHE 550, Program Planning <b>PHE 535, Epidemiology</b> <b>PHPM 512, Biometry Survey</b> <b>PA 574 Health Systems Organization</b> <b>PHE 580, Environmental Health</b>	H575 Evaluation of Health Promotion and Education H515 Research Methodology in Health and Safety H572 Community Organization for Health Promotion and Education H576 Program Planning/Proposal Writing in Health /Human Services <b>H525 Principles &amp; Practices of Epidemiology</b> <b>H524 Health Data Analysis</b> <b>H533 Organization Financing and Delivery of Health Care</b> <b>H512 Environmental and Occupational Health</b> Comprehensive exam	PLC #2
8. Apply ethical principles that govern the practice of Public Health	PA 588, Program Evaluation PHE 521, Quantitative Research Methods PHE 517, Community Organizing PHE 550, Program Planning	H575 Evaluation of Health Promotion and Education H515 Research Methodology in Health and Safety H572 Community Organization for Health H576 Program Planning/Proposal Writing in	PLC #5

	PHE 511 Foundations of Public Health PHE 504, Internship <b>PA 574 Health Systems Organization</b>	Health /Human Services H591 Foundations in Public Health H510 Internship <b>H533 Organization Financing and Delivery of Health Care</b>	
9. Enact cultural competency in diverse social and cultural communities	PHE 517, Community Organizing PHE 504, Internship <b>PHE 512 Principles of Health Behavior</b>	H572 Community Organization for Health H510 Internship <b>H571 Principles of Health Behavior</b>	PLC #1 PLC #7
10. Develop a substantive area of emphasis	PHE 504 Internship Courses in area of emphasis	H510 Internship Courses in area of emphasis	PLC #1 PLC #7

Note: courses in Bold are OMPH core courses.

**Oregon MPH Program  
Health Promotion Track  
Department of Public Health, Oregon State University**

**DEGREE REQUIREMENTS (59 credits)**

**1. MPH Core Courses (16 credits)**

- H 525 - Principles & Practices of Epidemiology (3 credits)
- H 524 - Health Data Analysis (4 credits)
- H 533 - Organization, Financing and Delivery of Health Care (3 credits)
- H 512 - Environmental and Occupational Health (3 credits)
- H 571 - Principles of Health Behavior (3 credits)

**2. Track Requirements (19 credits)**

- H 515 - Research Methodology in Health and Safety (3 credits)
- H 549 - Health Risk Communication (3 credits)
- H 572 - Community Organization for Health Promotion and Education (3 credits)
- H 575 - Evaluation of Health Promotion and Education Programs (3 credits)
- H 576 - Program Planning/Proposal Writing in Health/Human Services (4 credits)
- H 591 - Selected Topics: Foundations of Public Health (3 credits)

**3. General Electives (choose one; 3 credits)**

- H 520 - Health Disparities (3 credits)
- H 522 - Control of Chronic Disease (3 credits)
- H 530 - Health Policy Analysis (3 credits)
- H 565 - Public Health and Women: Social and Policy Issues (3 credits)

**4. Area of Emphasis (15 credits)**

All students are required to select an area of emphasis and take additional coursework in that area. In addition to those listed under “General Electives” above, suggested courses are listed below. If a student wishes to complete a thesis or project, 6 of the 15 credits can be thesis or project credits.

An advanced social, psychological, and/or behavioral theory course (3 credits)

- H 518 - Public Health Ethics and Issues (3 credits)
- H 521 - Mental Health (3 credits)
- H 523 - Health Aspects of Aging (3 credits)
- H 528 - Global Health Issues (3 credits)
- H 529 - International Health (3 credits)
- H 532 - Economic Issues in Health and Medical Care (3 credits)
- H 536 - Health Services Administration and Management (3 credits)
- H 569 - Maternal and Child Health (3 credits)
- H 574 - Public Health and Violence in Society (3 credits)
- H 577 - Dietary Interventions in Public Health (3 credits)
- H 585 - Environment, Safety and Health Policy and Law (3 credits)

**5. Internship (6 credits)**

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**Health Promotion Track**  
**Department of Public Health, Oregon State University**

**Recommended Course Schedule for classes taken at OSU**

Year	Fall	Winter	Spring	Summer
First	<b>H571 Principles of Health Behavior</b> H515 Research Methodology In Health and Safety H572 Community Organization for Health Promotion and Education Programs	<b>H524 Health Data Analysis</b> H575 Evaluation of Health Promotion and Education Programs H591 Selected Topics: Foundations of Public Health	H549 Health Risk Communication H576 Program Planning/ Proposal Writing in Health/Human Services	TBA
Second	<b>H533 Organization, Financing, and Delivery of Health Care</b> <b>H512 Environmental and Occupational Health</b>	<b>H525 Principles and Practice of Epidemiology</b>		TBA

General Electives\*

Fall	Winter	Spring	Summer
	H522 Control of Chronic Disease H565 Public Health & Woman: Social & Policy Issues H530 Health Policy Analysis	H520 Health Disparities	TBA

Additional Departmental Courses Suggested for Area of Emphasis\*

Fall	Winter	Spring	Summer
H518 Public Health Ethics and Issues H521 Mental Health H536 Health Services Administration and Management	H529 International Health H574 Public Health & Violence	H528 Global Health Issues H569 Maternal and Child Health H577 Dietary Interventions for Public Health H532 Economic Issues in Health and Medical Care	TBA

**OMPH Core Courses (in bold)**

This is not an exhaustive list of graduate courses in the Department of Public Health. Please check with your advisor about other elective courses in this department and in other departments.

\* Some of these courses are not offered every year. Check the class schedules on-line and in the Department for current course listings.

**OMPH**  
**Health Promotion Track**  
Field Experience Minimum Requirements  
**AY 2005-2006**

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.

**Health Promotion Final Examination**

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

### *Purpose*

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

### *Format*

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

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

### *Committee*

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

### *Assigning Grade*

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

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

## INTERNATIONAL HEALTH

### Track Competencies

The goal of the International Health Track is to prepare public health professionals for leadership roles in international health, with an emphasis in the improvement of health status of populations in low-income nations. This is an interdisciplinary track, which draws resources from departments throughout the university. Students coming from different disciplinary backgrounds may apply their knowledge in an appropriate area of international health studies, and select from a number of different areas of specialization.

Track Competency	Courses	Links to Program Learning Competencies (PLC)
1. Design and manage health development programs considering health, social, political, cultural, and environmental factors.	H 529 International Health H 528 Global Health Issues H 575 Evaluation of Health Promotion and Education Programs H 576 Program Planning/Proposal Writing in Health/Human Services H 518 Public Health Ethics H 517 Medical and Public Health Entomology H 510 Internship/organizational experience & Presentation <b>H 525 Principles &amp; Practices of Epidemiology</b> <b>H 533 Organization, Financing and Delivery of Health Care</b> <b>H 512 Environmental and Occupational Health</b> <b>H 571 Principles of Health Behavior</b> Oral Comprehensive Exam	PLC #1 PLC #2 PLC #3 PLC #6 PLC #7
2. Work in, and adapt to, any global context for health development.	H 529 International Health H 528 Global Health Issues H 572 Community Organization for Health Promotion and Education H 510 Internship/organizational experience and Presentation Anth 574 Cross Cultural Health and Healing <b>H571 Principles of Health Behavior</b> Oral Comprehensive Exam	PLC #2 PLC #4 PLC #5 PLC #6
3. Integrate global, political, economic, and cultural systems knowledge into health development.	H 529 International Health H 528 Global Health Issues H 531 Health Care Marketing Anth 574 Cross Cultural Health and Healing or Anth 583 Medical Anthropology H510 Internship/organizational experience and Presentation Oral Comprehensive Exam	PLC #1 PLC #2 PLC #3 PLC #6 PLC #7
4. Manage health development programs in global settings.	H 528 Global Health Issues H 527 Case Studies in International Health	PLC #2 PLC #3

	H 531 Health Care Marketing H 572 Community Organization for Health Promotion and Education H 575 Evaluation of Health Promotion and Education Programs H 576 Program Planning/Proposal Writing in Health/Human Services H 510 Internship/organizational experience and Presentation <b>H533 Organization, Financing and Delivery of Health Care</b>  Oral Comprehensive Exam	PLC #4 PLC #7
5. Develop a disciplinary subspecialty to be applied to international public health.	Area of Specialization (12 credits minimum) H 529 International Health H 528 Global Health Issues H 517 Medical and Public Health Entomology H 572 Community Organization for Health Promotion and Education H 510 Internship/organizational experience and Presentation Oral Comprehensive Exam	PLC #1 PLC #2 PLC #5 PLC #7
6. Identify culturally sensitive and socio-economically appropriate strategies in health development.	Area of Specialization (12 credits minimum) H 529 International Health H 528 Global Health Issues H 531 Health Care Marketing Anth 574 Cross Cultural Health and Healing or Anth 583 Medical Anthropology H576 Program Planning/Proposal Writing in Health/Human Services H510 Internship/organizational experience and Presentation <b>H533 Organization, Financing and Delivery of Health Care</b> <b>H571 Principles of Health Behavior</b> Oral Comprehensive Exam	PLC #2 PLC #3 PLC #5 PLC #6
7. Design and manage health development programs in accordance to universally and locally acceptable ethical standard.	H518 Public Health Ethics H528 Global Issues in Health H529 International Health H531 Health Care Marketing	PLC #5

Note: courses in Bold are OMPH core courses.

**Oregon MPH Program  
International Health Track  
Department of Public Health, Oregon State University**

**DEGREE REQUIREMENTS (62 credits)**

**MPH Core Courses (16 credits)**

- H 525 - Principles & Practices of Epidemiology (3 credits)
- H 524 - Health Data Analysis (4 credits)
- H 533 - Organization, Financing and Delivery of Health Care (3 credits)
- H 512 - Environmental and Occupational Health (3 credits)
- H 571 - Principles of Health Behavior (3 credits)

**Required International Health Track core courses (34 credits)**

- H 529 International Health (3 credits)
- H 528 Global Health Issues (3 credits)
- H517 Medical and Public Health Entomology (3 credits)
- H518 Public Health Ethics (3 credits)
- H531 Health Care Marketing (3 credits)
- H 572 Community Organization for Health Promotion and Education (3 credits)
- H 575 Evaluation of Health Promotion and Education Programs (3 credits)
- H 576 Program Planning and Proposal Writing (4 credits)
- H 510 Internship/organizational experience (6 credits)

**One of the following two courses**

- Anth 574 Cross Cultural Health and Healing (3 credits)
- Anth 583 Medical Anthropology (3 credits)

**Recommended electives (minimum of 12 credits)**

- H 515 Research Methods (3 credits)
- H 520 Minority Health (3 credits)
- H 526 Epidemiologic Methods (3 credits)
- H 527 Case Studies in International Health (3 credits)
- H 538 Public and Private Health Insurance (3 credits)
- H 540 541 Environmental Health I, II (3 credits each)
- H 548 Public Health Toxicology and Risk Assessment (3 credits)
- H 565 Public Health and Women: Social and Policy Issues (3 credits)
- H 569 Maternal and Child Health (3 credits)
- H 574 Public Health and Violence (3 credits)
- H 577 Dietary Interventions in Public Health (3 credits)
- H 588 Occupational Safety and Health (3 credits)
- H 503 Thesis (6 credits)
- H 506 Project (6 credits)

**International Health Track**  
**Department of Public Health, Oregon State University**

**Recommended Course Schedule for classes taken at OSU**

Year	Fall	Winter	Spring	Summer
First	<b>H533 Organization Financing, and Delivery of Health Care</b> <b>H571 Principles of Health Behavior</b> H518 Public Health Ethics H531 Health Care Marketing H572 Community Organization for Health Promotion and Education Programs	<b>H524 Health Data Analysis</b> <b>H525 Principles and Practice of Epidemiology</b> H529 International Health H575 Evaluation of Health Promotion and Education Programs Anth 574 Cross Cultural Health and Healing	H528 Global Health Issues H517 Medical and Public Health Entomology H576 Program Planning/ Proposal Writing in Health/Human Services	H527 Case Studies in International Health H510 Internship
Second	<b>H512 Environmental and Occupational Health</b> Anth 583 Medical Anthropology			TBA

General Electives\*

Fall	Winter	Spring	Summer
H515 Research Methodology in Health and Safety	H538 Public and Private Health Insurance H540 Environmental Health I H565 Public Health & Woman: Social & Policy Issues H574 Public Health & Violence H588 Occupational Safety and Health	H520 Health Disparities H526 Epidemiologic Methods H541 Environmental Health II H548 Public Health Toxicology and Risk Assessment H569 Maternal and Child Health H577 Dietary Interventions for Public Health	TBA

Additional Departmental Courses Suggested for Area of Emphasis\*

Fall	Winter	Spring	Summer
H521 Mental Health H530 Health Policy Analysis H536 Health Services Administration and Management	H532 Economic Issues in Health and Medical Care		TBA

**OMPH Core Courses (in bold)**

**NOTE**

1. Please consult with your advisor to develop your area of emphasis for a minimum of 12 elective credit hours.

2. This is not an exhaustive list of graduate courses in the Department of Public Health. Please check with your advisor about other elective courses in this department, other departments, and our partner campuses (OHSU and PSU).
3. Some of these courses are not offered every year, and some of them are offered at different terms in different years. Please check the class schedules on-line and in the Department (and other departments/campuses) for current course listings.

## ENVIRONMENT, SAFETY, AND HEALTH

### Track Competencies

The goal of the Environment, Safety, and Health Track is to train public health professionals in how exposures to hazardous chemical, physical, or biological agents affect human health, the environment and organizational resources. This track prepares students to control such hazards and comply with the myriad of environmental, safety and health legislation.

Track Competency	Courses	Links to Program Learning Competencies
<p>1. Identify and assess the major environment, safety, and health hazards that impact workers and the general population.</p>	<ul style="list-style-type: none"> <li>• H 540 Environmental Health I (3)</li> <li>• H541 Environmental Health II (3)</li> <li>• H546 Industrial Hygiene Instrumentation (3)</li> <li>• H548 Public Health Toxicology and Risk Assessment (3)</li> <li>• H588 Occupational Safety and Health (3)</li> <li>• H595 Design for Environment, Safety and Health (3)</li> <li>• H514 ESH Seminar (1)</li> <li>• H 510 Internship (6)</li> <li>• Comprehensive Exam</li> <li>• <b>H512 Environmental and Occupational Health (3)</b></li> <li>• <b>H524 Health Data Analysis (4)</b></li> <li>• <b>H 525 Principles and Practices of Epidemiology (3)</b></li> </ul>	<p>PLC #1 PLC #2 PLC #3 PLC #6</p>
<p>2. Communicate culturally appropriate strategies for preventing and controlling environment, safety and health hazards</p>	<ul style="list-style-type: none"> <li>• H540 Environmental Health I (3)</li> <li>• H595 Design for Environment, Safety and Health (3)</li> <li>• H512 Environmental and Occupational Health (3)</li> <li>• H548 Public Health Toxicology and Risk Assessment</li> <li>• H 510 Internship (6)</li> <li>• Comprehensive Exam</li> <li>• <b>H571 Principles of Health Behavior</b></li> </ul>	<p>PLC #1 PLC #2 PLC #4 PLC #6</p>
<p>3. Conduct environment, safety and health applied research.</p>	<ul style="list-style-type: none"> <li>• H526 Epidemiologic Methods (3)</li> <li>• H541 Environmental Health II (3)</li> <li>• H 512 Environmental and Occupational Health (3)</li> <li>• H548 Public Health Toxicology and Risk Assessment (3)</li> <li>• H510 Internship</li> <li>• Comprehensive Exam</li> <li>• <b>H525 Principles and Practices of Epidemiology (3)</b></li> <li>• <b>H512 Environmental and Occupational</b></li> </ul>	<p>PLC #1 PLC #2 PLC #3 PLC #4 PLC #5 PLC #6</p>

	<b>Health (3)</b>	
4. Analyze the interrelationship among the organization, delivery, and financing of environment, safety and health-related services.	<ul style="list-style-type: none"> <li>• H585 Environment, Safety &amp; Health Policy and Law (3)</li> <li>• H595 Design for Environment, Safety and Health (3)</li> <li>• Comprehensive Exam</li> <li>• <b>H533 Organization, Finance and Delivery of Health Care (3)</b></li> <li>• <b>H524 Health Data Analysis (4)</b></li> </ul>	PLC #3
5. Apply environment, safety and health knowledge and skills in practical settings.	<ul style="list-style-type: none"> <li>• H540 Environmental Health I (3)</li> <li>• H510 Internship (6)</li> <li>• Comprehensive Exam</li> </ul>	PLC #4 PLC #5 PLC #6 PLC #7
6. Adhere to established ESH professional ethical standards and practices.	<ul style="list-style-type: none"> <li>• H 525 Principles and Practices of Epidemiology (3)</li> <li>• H 510 Internship (6)</li> <li>• H595 Design for Environment, Safety and Health (3 credits)</li> <li>• Comprehensive Exam</li> </ul>	PLC #5

Note: courses in Bold are OMPH core courses.

**Oregon MPH Program  
Environment, Safety & Health Track  
Department of Public Health, Oregon State University**

**DEGREE REQUIREMENTS (59 credits)**

**1. MPH Core Courses (16 credits)**

H533 Organization, Financing and Delivery of Health Care (3 credits)  
H571 Principles of Health Behavior (3 credits)  
H524 Health Data Analysis (4 credits)  
H525 Principles & Practices of Epidemiology (3 credits)  
H512 Environmental and Occupational Health (3 credits)

**2. Environment, Safety and Health Track Requirements (31 credits)**

H514 ESH Seminar (1 credit)  
H526 Epidemiologic Methods (3 credits)  
H540 Environmental Health I (3 credits)  
H541 Environmental Health II (3 credits)  
H546 Industrial Hygiene Instrumentation (3 credits)  
H548 Public Health Toxicology and Risk Assessment (3 credits)  
H585 Environment, Safety and Health Policy and Law (3 credits)  
H588 Occupational Safety and Health (3 credits)  
H595 Design for Environment, Safety and Health (3 credits)  
H510 Internship/organizational experience (6 credits)

**3 Recommended Electives\***(minimum of 12 credits)

H515 Research Methods  
H517 Medical and Public Health Entomology  
H518 Public Health Ethics  
H527 Case Studies in International Health (offered summers only)  
H529 International Health  
H528 Global Health Issues  
H594 Applied Ergonomics  
H598 Emergency & Disaster Preparedness (offered summers only)  
H503 Thesis or H506 Project (6 credits)

\*ESH students may also take courses outside the Department such as from the Departments of Environmental and Molecular Toxicology, Geosciences, Business and Engineering.

**4. Final Comprehensive Examination:** All MPH students in the department must do a 6 credit internship/organizational experience upon completion of their core and track classes. Upon completion of all required coursework and the internship/organizational experience, all MPH students must schedule a final oral examination. Students must receive approval to take the exam from their academic advisors. For MPH students who choose to do a thesis or project, the oral exam will be included as part of the thesis/project defense.

**Oregon MPH Program  
Environment, Safety and Health Track  
Department of Public Health, Oregon State University**

**Recommended Course Schedule**

Year	Fall	Winter	Spring	Summer
First	H571 Principles of Health Behavior <b>H512 Environmental and Occupational Health</b> H548 Public Health Toxicology and Risk Assessment	<b>H524 Health Data Analysis</b> <b>H525 Principles and Practice of Epidemiology</b> H541 Environmental Health II (not a sequence with H540). H514 ESH Seminar (1 credit)	H526 Epidemiologic Methods H546 Industrial Hygiene Instrumentation ( <b>offered 06 and 08</b> ). H540 Environmental Health I H585 Environment, Safety and Health Policy and Law	TBA
Second	<b>H533 Organization, Financing, and Delivery of Health Care</b> H588 Occupational Safety and Health	H595 Design for Environment, Safety and Health	H510 Internship	TBA

**H510 Internship (6 credits): Must be taken after completion of both MPH and Track Core classes.**

General Electives (There are no general elective credits in the ESH Track)

Additional Departmental Courses Suggested for Area of Specialization\*

Fall	Winter	Spring	Summer
H515 Research Methodology in Health and Safety H572 Community Organization	H529 International Health H530 Health Policy Analysis H575 Evaluation of Health Promotion and Education Programs H594 Applied Ergonomics	H528 Global Health Issues H549 Health Risk Communication H576 Program Planning/Proposal Writing in Health and Human Services	H589 Emergency and Disaster Preparedness H527 Case studies in Intl. Health

Note: ESH students may also take courses outside the Department to complete the area of specialization such as from the Departments of Environmental and Molecular Toxicology, Geosciences, Business, Statistics and Engineering.

This is not an exhaustive list of graduate courses in the Department of Public Health. Please check with your advisor about other elective courses in this department and in other departments.

\* Some of these courses are not offered every year. Check the class schedules on-line and in the Department for current course listings.

## **D. Policies**

### **Grading**

Students are assigned numeric grades for classes except for thesis, project and internship/organizational experience course which are graded “pass/fail.” Pluses and minuses may be assigned except there is no A+.

**Incomplete grades** (“I”) are strongly discouraged in the OMPH program. If you need to take an incomplete in a course for serious unforeseen personal or professional reasons you should be aware that the OMPH program adheres strictly to university policy. An instructor may assign a student an “I” grade when *all* of the following four criteria apply:

- a) Quality of work in the course up to that point is “C” level or above. *In no case is an “Incomplete grade” given to enable a student to do additional work to raise a deficient grade.*
- 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.

### **Grievances/disagreements**

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

**Procedure:** Anyone who has a grievance or disagreement about an issue should first discuss the issue with the person perceived to be responsible for the action. The student should provide a written description of the problem in dispute. If this discussion does not satisfy the student, the grievance may be appealed to the track coordinator. If that discussion does not satisfy the student, an appeal may be made to the Department Chair. If this review does not satisfy the student, an appeal may be made to the Associate Dean of Health and Human Sciences. At each level of appeal within the Department, the student will be provided with a written response to the appeal. The student’s written grievance and all responses will be filed in the Department.

### **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.

### **GPA Requirements**

**Policy:** Students must maintain a 3.0 overall GPA and cannot receive less than a B- in a course on their program of study. No C grades will be accepted in the program of study.

**Procedure:** OMPH students who fail to meet this criterion will be placed on probation. The cumulative GPA must be brought up within one quarter. If it is not, the student may petition for probation to be continued for another quarter. Up to four consecutive probationary terms may be

requested. Students on academic probation will not be allowed to take the program of study culminating oral examination.

### **Transfer of Credits**

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

### **Course Waiver Requirement**

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

**Procedure:** The student must provide appropriate documentation (course syllabi or written statement of professional experience) to the course instructor. Both the course instructor and the student's advisor must approve the waiver. The waiver decision must be clearly documented in the student's file. Obtaining a waiver of a course requirement does not count toward completion of the credits required for the degree.

### **Course Evaluation Completion**

We encourage students to complete an evaluation of all courses for which they are registered. Course evaluations are essential to allow assessment of the quality of the courses and areas for improvement.

### **Time Restraints**

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

### **For More Information**

For further information about OSU graduate programs, policies or procedures, please contact one of the following:

1. For information about the application process, getting application forms or checking on the status of your application or assistantship application, please contact:

Sharon Gallant, PhD  
[Sharon.gallant@oregonstate.edu](mailto:Sharon.gallant@oregonstate.edu)  
Assistant to the Chair  
Department of Public Health  
Phone: (541) 737-3825

2. For information about graduate programs and policies, graduate assistantships or specific degree information, please contact:

Donna Champeau, Ph.D., Associate Professor and  
Graduate Coordinator  
Phone: 541.737.3835  
Email: [donna.champeau@oregonstate.edu](mailto:donna.champeau@oregonstate.edu)

### **Other Policies to be aware of:**

### **Graduate Committee Requirements**

Your graduate committee must include:

- Your graduate faculty advisor from your program of study.
- A second committee member from your program area of study.
- A third committee member from your program area or other departmental OMPH faculty.
- A graduate representative is NOT required on MPH committees unless you are completing a thesis.

This committee serves the following roles:

- May be called upon for professional advice about coursework, internship/organizational experiences, academic and career options, etc.
- Participates in final oral examination.
- Writes letters, helps you in your job search

### **Project Requirements**

In general, project format is similar to a thesis and should follow the same formatting and writing guidelines, even though content may differ.

Student is to provide one bound copy of project (**on rag bond paper**), at their own expense, to the Department of Public Health. Note: A bound copy should be provided to your major professor, upon request. If your committee member has made a substantial contribution to your work, a softbound copy may be appropriate as a professional courtesy, upon request.

Signature page **must** contain signature lines for the following:

1. Graduate faculty advisor
2. Department Chair
3. All committee members

Note: Please obtain the signatures of your major professor and committee members before giving document to the Department Chair for signature. **Be sure to bring your copies to the Department Chair approximately three (3) days before the deadline.**

The hardbound copy is to be delivered to the Chair's office. Any other copies should be delivered in person to the graduate faculty advisor or committee members as soon as possible.

## **Thesis Requirements**

The student is to provide and deliver two unbound copies of their thesis on rag bond paper, at their own expense, to the Graduate School; one will be kept by the Graduate School and one will stay in the OSU Library. The student must also provide and deliver one hardbound copy to the Department of Public Health Chair's office and one hardbound copy to their graduate faculty advisor, at their own expense.

Bound copies are also to be provided to other committee members, upon request. If your committee member has made a substantial contribution to your work, a hardbound copy is an appropriate professional courtesy. If the committee member has had only minor involvement, or indicates that he/she does not require a hardbound copy, a softbound copy may be appropriate.

Signature page **must** contain signature lines for the following three signatures:

1. Graduate Faculty advisor
2. Department Chair
3. Dean of the Graduate School

Obtain Graduate faculty advisor's signature on all four copies. Once the faculty advisor has signed all four FINAL copies (two must be on rag bond paper) must be taken to the Department Chair for signature and delivered in person to the Graduate School, Graduate faculty advisor, and committee members, as indicated above.

## **Continuous Enrollment Policy**

- **Minimum Registration**

Unless an approved Leave of Absence (see Section II), all graduate students in graduate degree and certificate programs must register continuously for a minimum of 3 graduate credits until their degree or certificate is granted or until their status as a credential-seeking graduate student is terminated. Please refer to the Continuous enrollment policy on the University WEB page

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804>

## IV. Frequently Asked Questions about the Oregon MPH Program

### 1. Can I take courses at any of the three institutions and have them count as part of my MPH degree?

You may take any of the MPH core courses at any of the three institutions that participate in this program. Courses have been assessed for equivalency and will automatically be accepted if you take the equivalent course name at each institution.

Please follow the specific guidelines below for each institution:

#### **OREGON STATE UNIVERSITY STUDENTS**

##### **All Tracks**

- Contact the course instructor to seek confirmation that space is available and that the proposed registration is acceptable.
- Go to the OSU Registrar's Office and request a **Joint Registration Form**. This green form should be filled in with the correct course number, course title, and instructor.
- Take the Joint Registration Form to the course instructor for signature.
- Submit the signed form to the OSU Registrar's Office.
- The OSU Registrar will send grade sheets to the OHSU or PSU department at the conclusion of the term. The instructor will return the form to the OSU Registrar's office for recording.

#### **PORTLAND STATE UNIVERSITY STUDENTS**

- Health Management and Policy and Health Promotion students must contact the administrative representative from the respective tracks to facilitate registration.
- Please note, only those designated below are authorized to sign the registration form:
  - HMP Track contact: Sherril Gelmon, Track Coordinator, (503)725-3044
  - HP Track contact: Elizabeth Bull, Assistant to the Director, (503)725-4592
- Contact the course instructor to seek confirmation that space is available and that the proposed registration is acceptable.
- Both the **Course Section Maintenance** and **Special Registration** forms must be completed and submitted to the Office of Graduate Studies. If approved, the registration office creates the course as a subject specific 699 course. These forms must contain the following information:
  - Department/School Prefix (home of track), e.g., PA
  - Course No. 699 (the common designated course number for all such registrations)
  - Course title (shows initials of institutions offering the course; institution's designated course No. and title, e.g., OHSU PH526 Biometry II; OSU H591 Health Systems Analysis; OHSU NRS514 Health Promotion
  - Credit hours
  - Grade Method, e.g., Graded, Pass/No Pass
  - Course Name (same as Course Title above)

- Course description. Include a statement that the course is part of the OMPH curriculum. Also include the name of instructor, rank/title, instructor's telephone number, and name of academic department offering course.

At the conclusion of the term, the instructor will send the grade to the PSU faculty of record, who will enter the grade into the PSU student record system.

## **OREGON HEALTH AND SCIENCE UNIVERSITY STUDENTS**

### **Epidemiology/Biostatistics**

- Contact the course instructor to seek confirmation that space is available and that the proposed registration is acceptable. Write the course number on the registration form as a PHPM 507 course, with the correct OSU or PSU title and the instructor's name.
- Have the instructor sign the form.
- The student's advisor should then sign the form that now includes all courses being taken by the student.
- Submit the form to the OHSU Registrar.
- When the PHPM department receives enrollment lists and grade sheets for the course, they will be forwarded to the instructor for response. The completed form will then be submitted to the OHSU Registrar.

### **Primary Health Care & Health Disparities**

- Talk with your academic advisor to confirm that the course will fit within the program of study.
- Contact the course instructor to seek confirmation that space is available and that the proposed registration is acceptable.
- Contact Kira Hughes ([hugheski@ohsu.edu](mailto:hugheski@ohsu.edu); 503-494-7721) to complete the appropriate paperwork.
- Submit paperwork to OHSU Registrar.

### **2. Who should I contact about internship/organizational experiences**

In general, your first point of contact should be your advisor. He or she may have suggestions on whom you may contact and/or he or she may actually make some preliminary contacts for you. Internship/organizational experiences will be posted on the OMPH listserv as they are received.

### **3. How long is the internship/organizational experience? How much time should I spend during the internship/organizational experience? What if I work full time and can't do a full time internship?**

The internship/organizational experience is designed to add valuable skills/experiences to your professional background and to help you advance professionally. Thus, it should be a full time experience for at least **one term** of your MPH degree, with summer being an ideal time for placement. Generally, these internship/organizational experiences are for a minimum of 6 graduate hours and should include a minimum of 200 hours of on site contact over the course of

10 weeks. It is recommended that you not take courses while completing this internship/organizational experience as it may detract substantially from your focused activities. If you are working full time, you must complete an internship/organizational experience that is *in addition* to your job and focused on an area that is not part of your normal job description.

**4. What is a graduate program and what is this notice that I received from the graduate school telling me that I must file this program?**

During the first year of a student's graduate experience, he/she is expected to "file a program" with the Graduate School. What this means is that you must meet with your graduate faculty advisor and decide upon a course of study in which you and your advisor agree that by completing a set of courses, you will satisfactorily have met your obligations. This protects you and will help you and your advisor plan the next terms of study at OSU. These must be done before completion of 18 credit hours. There is a specific MPH program of study form that can be obtained at [http://oregonstate.edu/dept/grad\\_school/Survival\\_Guide/Graduate\\_Forms/mph.doc](http://oregonstate.edu/dept/grad_school/Survival_Guide/Graduate_Forms/mph.doc)

**5. What are these PRE-REQUISITES and why do I have them?**

Once you apply to our program, your application is rigorously reviewed by faculty in the program area that you have selected. Your past academic performance and coursework taken, are all reviewed as an indicator of potential success in our program. The faculty have attempted to determine which sets of core courses are minimal requirements that all students must have before taking certain advanced classes. These are by no means indicators of your abilities, or concerns about your intellectual capacity. They merely provide assurances that faculty will not have to hold back their advanced classes by trying to cover "basics" for graduates who should already have them. In short, they help you keep up with others in your field. Please discuss any prerequisites with your graduate faculty advisor to determine how best to complete them in a timely manner.

**6. Are there any other TIPS that may help me be more successful?**

There are many things that will help make your graduate experience more successful, not the least of which is the order that you take your courses. We recommend that you take your MPH core courses and key major courses during your first year in the program. Your advisor is there to help you with course selection decisions and you should be in contact with him or her on a regular basis. Part of your graduate experiences will center on your interactions with other professionals. Make the most of these courses and your peer interactions.

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

For information on parking procedures, please use the contact information listed below.

- **OHSU Parking Services:** #503.494.8283  
<http://www.ohsu.edu/parking/>
- **OSU Parking Services:** #541.737.2969  
<http://faweb1.baf.orst.edu/towow/departments/parkingservices/prmtStudent.asp>
- **PSU Parking Services:** #503.725.3442  
<http://www.aux.pdx.edu/transport/>

**8. How do I access library services when taking courses at another campus?**

OMPH students have privileges at each of the OHSU, OSU, *and* PSU libraries. Students visiting one of the other two campuses may also access those institutions' online databases from the workstations within the libraries. Dialup access to the library databases at campuses other than a

student's "home" campus is not available. Students may, however, request materials from one of the other campus libraries through their own interlibrary loan services. Interlibrary loan services are free for registered students. For further information, contact:

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

### **9. How do I get more involved in the OMPH Program?**

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

### **10. How do I contact the OMPH Program office?**

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

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

## **IV. Frequently Asked Questions about the Health Management and Policy, Health Promotion, Environment Safety and Health, and International Health Tracks**

- 1. How do I register for classes at the Oregon State University campus?**  
<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=374>
- 2. What kind of financial aid is available?**  
<http://oregonstate.edu/admin/finaid/>
- 3. What is the policy for minimum enrollment?**

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=75#Section2875>

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

Any student enrolled with at least 12 credits is considered full-time. Any student enrolled in 6-11 credits is considered part-time.

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

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=41>

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

See your advisor for information regarding course substituting.

**7. What should I know about plagiarism?**

<http://oregonstate.edu/admin/stucon/plag.htm>

**8. How can I improve my study skills?**

<http://success.oregonstate.edu/>

There are services on campus that can assist you with your study skills (<http://success.oregonstate.edu/>) however; forming study groups with your peers for the duration of your program of study is a good idea.

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

According to Campus Compact, a national service-learning organization, “service-learning is a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility.” Through these courses students gain valuable experience and connections with community organizations. The experience with the organizations is then integrated into the classroom to provide students with a deeper understanding of the material.

**10. How do I arrange Reading and Conference credits?**

To arrange a reading and conference you will need to talk with a faculty member and first get their approval. A work plan will then be drawn up and proper paper work filed before you will be able to register for the credits.

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

<http://oregonstate.edu/registrar/transcripts.html>

**12. What are my rights regarding my file?**

[http://arcweb.sos.state.or.us/rules/OARS\\_500/OAR\\_576/576\\_020.html](http://arcweb.sos.state.or.us/rules/OARS_500/OAR_576/576_020.html)

**13. What are the required procedures for graduation?**

The Graduate school has an excellent web site that will explain all you need to know about important dates, policies, and deadlines that you will need as you look to graduation day.

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38>

**14. How can I become more involved with the Department of Public Health?**

There are many research projects and volunteer opportunities to get you more involved. You may want to volunteer some of your time to work with a faculty member on a project or you can get involved in the student Public Health group. Talk to Megan Patton or any one of the faculty members for more information.

**15. What other resources are available to students on the Oregon State campus?**

If you surf on the OSU websites you will find ample useful resources.

**16. How do I find and register for Internship/organizational experience?**

Students arrange internship/organizational experiences based upon their own interests. Opportunities are frequently advertised in emails that are sent out to all students. Talk with your Faculty advisor at least 2 quarters before you plan to do your internship/organizational experience.

**V. OMPH Faculty and Staff Contact Information List**

For a complete faculty list, see the OMPH program website: [www.oregonmph.org](http://www.oregonmph.org)

**A. Track Contacts**

**Katherine (Katie) Riley, EdD**

*Epidemiology & Biostatistics*

Department of Public Health & Preventive Medicine

Oregon Health & Science University

3181 SW Sam Jackson Park Road, CB 669

Portland, OR 97239-3098

Office: (503) 494-2556

Fax: (503) 494-4981

[rileyk@ohsu.edu](mailto:rileyk@ohsu.edu)

**Maria Sistrom, RN, MSN**

*Primary Health Care and Health Disparities, School of Nursing*

Oregon Health & Science University,

3455 SW Veterans Hospital Rd., SN 5S

Portland, OR 97239-2941

Office: (503) 494-3869

Fax (503) 494-3878

[sistromm@ohsu.edu](mailto:sistromm@ohsu.edu)

**Sheryl Thorburn, PhD, MPH**

*Health Promotion*

Department of Public Health

Oregon State University

Waldo Hall, Room 254

Corvallis, OR 97331

Office: (541) 737-9493

Fax: (541) 737-4001

[Sheryl.Thorburn@oregonstate.edu](mailto:Sheryl.Thorburn@oregonstate.edu)

**Chunhui Chi, Sci.D.**

*International Health*

Department of Public Health

Oregon State University

Waldo Hall, Room 254

Corvallis, OR 97331

Office: (541) 737-3836  
Fax: (541) 737-4001  
[Chunhuei.Chi@oregonstate.edu](mailto:Chunhuei.Chi@oregonstate.edu)

**Cathy Neumann, PhD**  
*Environment, Safety and Health*  
Department of Public Health  
Oregon State University  
310 Waldo Hall  
Corvallis, OR 97331  
Office: (541) 737-3833  
Fax: (541) 737-4001  
[cathy.neumann@oregonstate.edu](mailto:cathy.neumann@oregonstate.edu)

**Stephanie Bernell, Ph.D.**  
*Health Management and Policy*  
Department of Public Health  
Oregon State University  
Waldo Hall, Room 254  
Corvallis, OR 97331  
Office: (541) 737-9162  
Fax: (541) 737-4001  
[Stephanie.Bernell@oregonstate.edu](mailto:Stephanie.Bernell@oregonstate.edu)

**Sherril B. Gelmon, Dr.P.H.**  
*Health Management & Policy*  
Mark O. Hatfield School of Government Portland State University  
P.O. Box 751  
Portland, OR 97207-0751  
Office: (503) 725-3044  
Fax: (503) 725-8250  
[gelmons@pdx.edu](mailto:gelmons@pdx.edu)

**Stephanie Farquhar, PhD**  
*Health Promotion*  
School of Community Health  
Portland State University  
P.O. Box 751  
Portland, OR 97207-0751  
Office: (503) 725-5167  
Fax: (503) 725-5100  
[farquhar@pdx.edu](mailto:farquhar@pdx.edu)

## **B. Program Staff**

**OSU**  
Department of Public Health  
541-737-2686  
[publichealth@oregonstate.edu](mailto:publichealth@oregonstate.edu)

**OHSU**  
Public Health and Preventive Medicine  
503-494-2012  
[phpm@ohsu.edu](mailto:phpm@ohsu.edu)

School of Nursing  
c/o 503-494-3573  
[proginfo@ohsu.edu](mailto:proginfo@ohsu.edu)

**PSU**  
School of Community Health  
503-725-4401  
[schinfo@pdx.edu](mailto:schinfo@pdx.edu)

Hatfield School of Government  
503-725-3920  
[publicadmin@pdx.edu](mailto:publicadmin@pdx.edu)

### **Websites of Interest**

Oregon Master of Public Health program  
[www.oregonmph.org](http://www.oregonmph.org)

Portland State University  
[www.pdx.edu](http://www.pdx.edu)

Oregon State University  
[www.oregonstate.edu](http://www.oregonstate.edu)

Oregon Health and Science University  
[www.ohsu.edu](http://www.ohsu.edu)

American Public Health Association  
[www.apha.org](http://www.apha.org)  
News, career resources, links to state, national and international public health organizations

Association of Schools of Public Health  
[www.asph.org](http://www.asph.org)  
Internship/organizational experience and job links, information about academic programs

Association of Teachers of Preventive Medicine  
[www.atpm.org](http://www.atpm.org)  
Association of health promotion and disease prevention educators and researchers

Centers for Disease Control and Prevention  
[www.cdc.gov](http://www.cdc.gov)  
Provides epidemiological data, job links, education resources, etc.

Council on Education for Public Health  
[www.ceph.org](http://www.ceph.org)  
Academic public health accrediting agency

Environmental Protection Agency  
[www.epa.gov](http://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](http://www.ohd.hr.state.or.us)  
Oregon Health Division homepage

Oregon Employment Department  
[www.emp.state.or.us](http://www.emp.state.or.us)  
Job links: city, county, state, federal, etc.  
Oregon Public Health Association

[www.oregonpublichealth.org](http://www.oregonpublichealth.org)  
News, career resources, links to public health organizations  
Oregon Rural Health Association

[www.orha.org](http://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](http://www.publichealthjobs.net)  
Job listing site sponsored by ASPH

## **Appendix A**

Maps of the Three Campuses  
Oregon Health & Science University  
Oregon State University  
Portland State University



# PORTLAND STATE UNIVERSITY

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

## Campus Public Safety Office

Services available 24 hours daily (503) 725-4407

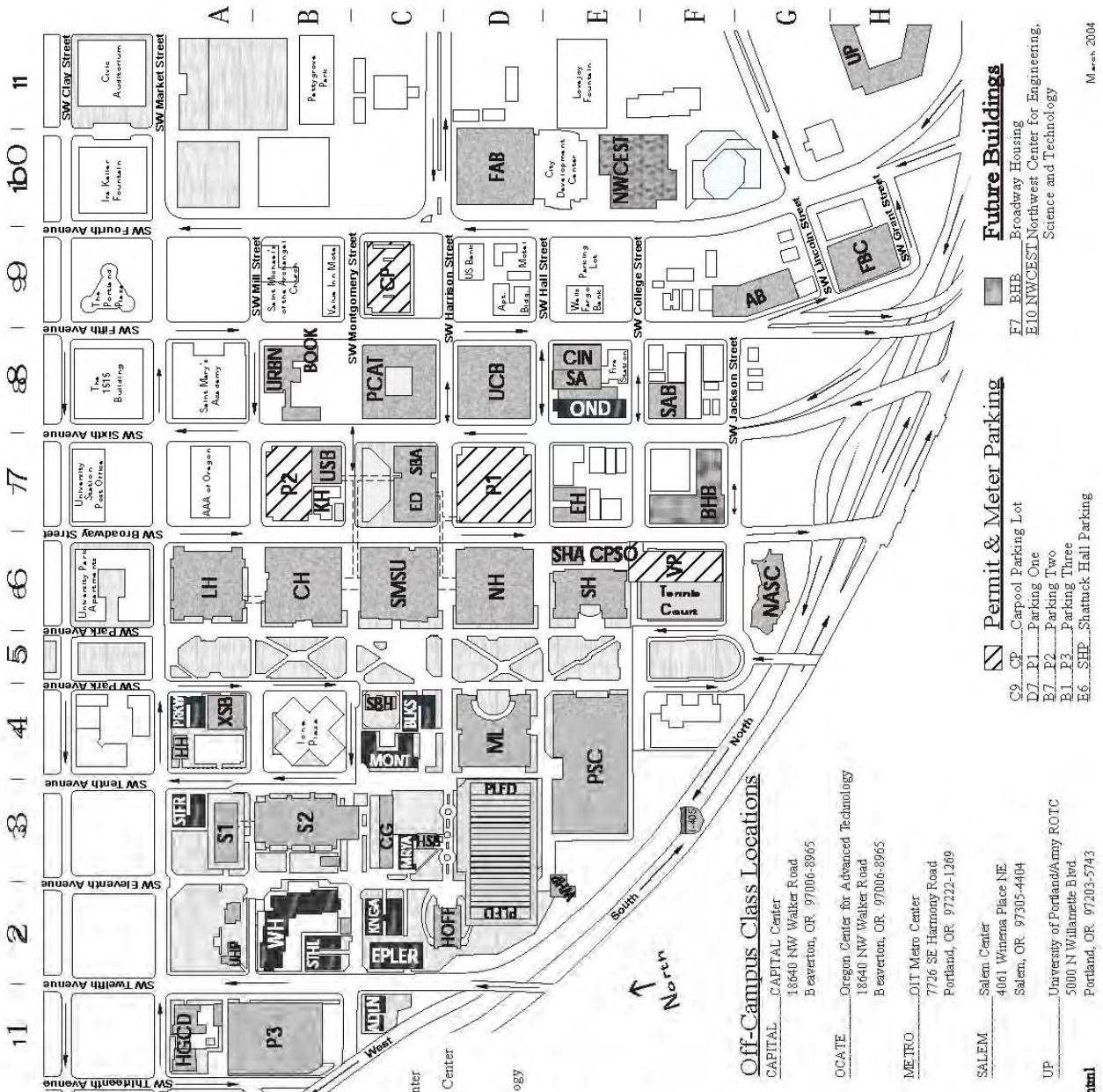
## University Buildings

- G9 AB Art Building
- D4 ML Branford Price Milar Library
- E6 CEPSO Campus Security Building
- B6 CH Cramer Hall
- E7 EH East Hall
- H9 FRC Fifth Avenue Business Center
- E8 CIN Fifth Avenue Cinema
- D10 FAB Fourth Avenue Building
- C2 HOEF George C. Hoffmann Hall
- A4 HH Harder House
- C3 HSE Harrison Street Building
- A1 HGCD Helen Gordon Child Development Center
- A6 LH Lincoln Hall
- G6 NASC Native American Student Community Center
- D6 NH Neuberger Hall
- E8 OND Ondine
- E4 PSC Peter W. Scott Center
- C8 PCAT Portland Center for Advanced Technology
- C7 SBA School of Business Administration
- C7 ED School of Education (Graduate)
- A4 XSE School of Extended Studies
- A3 S1 Science One
- B3 S2 Science Two
- E8 SA SEAS Annex (aka CECS Annex)
- E6 SH Shattuck Hall
- C4 SBH Simon Benson House
- F8 SAB Sixth Avenue Building
- C6 SMSU Smith Memorial Student Union
- D8 TCR University Center
- A2 UHP University Honors Program
- H11 UP University Place
- E7 USB University Services Building
- B8 URBN Urban Center

## Student Housing

- C1 ADLN Adelaine Building
- C4 BLKS Blackstone
- C2 KNGA King Albert Building
- C3 MRYA Maryanne Building
- C4 MONT Montgomery Court
- E8 OND Ondine
- A4 PRKW Parkway Building
- B2 STHL Saint Helens Building
- C2 SEH Stephen E. Epler Hall
- A3 STFR Strafford Building

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



**Future Buildings**

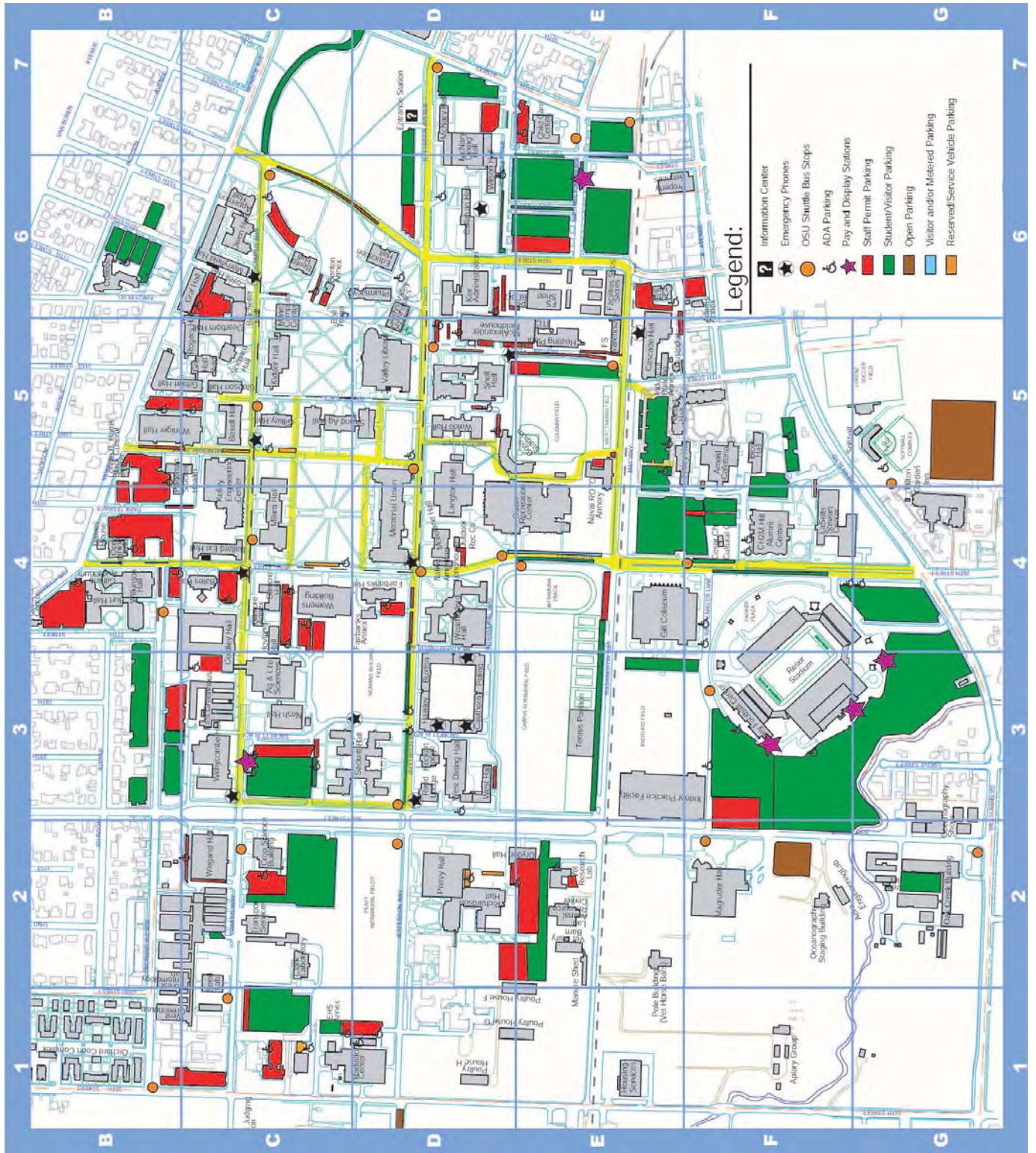
- E7 BHB Broadway Housing
- E10 NWCEST Northwest Center for Engineering, Science and Technology

**Permit & Meter Parking**

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

## Off-Campus Class Locations

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



## **Appendix B**

### Course Registration Procedures

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

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

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

COURSE NUMBER and (Cross-listed Numbers)	COURSE TITLE	TERM OFFERED	FACULTY OF RECORD	FACULTY E-MAIL AND FAX	REGISTRATION DATES	CLASSES BEGIN
CPH 533 (PH511, PHE535, H525)	Epidemiology Survey	Winter 2006	Shirin Hiatt ( <i>Sr. Research Associate</i> )	<a href="mailto:hiatts@ohsu.edu">hiatts@ohsu.edu</a> PH 503-494-3978 FAX 503-494-4456	11/7/05 - 11/18/05	1/9/06
CPH 537 (PH517, PHE512, H571)	Principles of Health Behavior	Spring 2006	Susan Butterworth ( <i>Associate Professor</i> )	<a href="mailto:butterwo@ohsu.edu">butterwo@ohsu.edu</a> PH 503-494-3821 FAX 503-494-4678	2/13/05 - 2/24/06	4/3/06
CPH 540 (PH519, PA574, H533)	Health Systems Organization	Fall 2005	Maria Sistrom ( <i>Assistant Professor</i> )	<a href="mailto:sistromm@ohsu.edu">sistromm@ohsu.edu</a> PH 503-494-3869 FAX 503-494-3878	8/8/05 - 8/19/05	9/26/05

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

**REGISTRATION PROCEDURE FOR ALL OMPH STUDENTS:**

1. Contact the School of Nursing course faculty of record during the registration period to get your name on the waiting list.
2. The faculty of record will notify you by e-mail regarding permission status no later than one week after the last registration date at the OHSU School of Nursing noted above.
3. If you are accepted into the course, register at your home institution no later than three weeks prior to the date classes begin using the instructions below.
4. *Each track will supply the School of Nursing with a complete list of registering students no later than three days before the class is to begin.*

**Portland State University:**

**Health Management and Policy (HMP)**

- a. AFTER receiving permission from the SON course faculty, contact Professor Sherril Gelmon ([gelmons@pdx.edu](mailto:gelmons@pdx.edu)) with:
  - your name, telephone number, identification number,
  - the OHSU-SON course number (e.g., CPH) and title,
  - the OHSU-SON faculty name and contact information
- b. Professor Gelmon will then register you for the course through PSU (as a PSU 699 course). Professor Gelmon will confirm your registration to Kira Hughes at

- the School of Nursing. Kira will initiate set up for access to the eCollege online course and notify the instructor once your registration is confirmed.
- c. *At the conclusion of the course, the OHSU-SON faculty will send Professor Gelmon your grade and it will be entered into the PSU system.*
  - d. If you have questions, please contact Becky Fidler in HMP: 503-725-3920, [rfidler@pdx.edu](mailto:rfidler@pdx.edu)

### **Health Promotion (HP)**

- a. AFTER receiving permission from the SON course faculty, contact Elizabeth Bull ([bulle@pdx.edu](mailto:bulle@pdx.edu)) with:
  - your name, telephone number, identification number,
  - the OHSU-SON course number (e.g., CPH) and title
  - the OHSU-SON faculty name and contact information
- b. Elizabeth Bull will then register you for the course through PSU (as a PSU 699 course). Elizabeth Bull will confirm your registration to Kira Hughes at the School of Nursing. Kira will initiate set up for access to the eCollege online course and notify the instructor once your registration is confirmed.
- c. *At the conclusion of the course, the OHSU-SON faculty will send Elizabeth Bull your grade and it will be entered into the PSU system.*
- d. If you have questions, please contact Elizabeth Bull in HP: 503-725-4592, [bulle@pdx.edu](mailto:bulle@pdx.edu)

### **Oregon State University:**

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

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

### **Oregon Health & Science University:**

#### **Epidemiology & Biostatistics**

- a. Obtain an *OHSU Registration Form*.
- b. Complete the form including OHSU School of Nursing course information.

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

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

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

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

## **Appendix C**

### Internship/organizational experience Guide

## **H510: INTERNSHIP/ORGANIZATIONAL EXPERIENCE**

### **Responsibilities of Students, Faculty Advisors, and Preceptors**

*There is a shared responsibility in selecting, monitoring and evaluating an internship/organizational experience:*

#### **Students**

- Articulate the kinds of skills or experiences they are looking to develop or enhance as a result of the internship/organizational experience. Identify possible internship/organizational experience sites to discuss with faculty advisor
- Complete the Application and Learning Contract and discuss with faculty advisor
- Provide a copy of the Application and Learning Contract to your preceptor
- Maintain an ongoing internship/organizational experience journal
- Meet or communicate with faculty advisor periodically during internship/organizational experience
- Fulfill the Learning Contract as specified
- Submit Internship/organizational experience Summary Report and Internship/organizational experience Evaluation Report to faculty advisor
- Request that Preceptor complete the Student Evaluation Form and return to their faculty advisor

#### **Faculty Advisors**

- Develop internship/organizational experience/organizational experience opportunities through contacts in research, practice and service activities
- Assist student advisee in identifying appropriate internship/organizational experience sites
- Meet with advisee to review the Application and Learning Contract
- Approve and sign off on advisee's Application and Learning Contract
- Meet or communicate with advisee periodically during their internship/organizational experience (site visits are optional)
- Review the Student Evaluation Form and discuss internship/organizational experience with advisee's preceptor
- Debrief advisee on their internship/organizational experience to review their evaluation results, discuss future career options, and sign and file the Student's Checklist.

#### **Preceptors**

- Sign the student's Application and Learning Contract and ensure that the learning contract is fulfilled
- Provide an orientation to the field site for the student upon beginning the internship/organizational experience
- Supervise the student through the internship/organizational experience; confer with the student's faculty advisor as necessary
- Complete the Student Evaluation Form and return to the Department of Public Health; debrief with faculty advisor on student's performance

**Oregon State University**  
**Department of Public Health**

**Guidelines for H510: Internship/organizational experience**

Students in all OMPH tracks must complete an internship/organizational experience or organizational experience. The Environment, Safety and Health, Health Promotion, and International Health tracks require internship/organizational experiences. The Health Management and Policy track requires an organizational experience. Students should discuss track-specific standards and requirements for their internship/organizational experiences or organizational experiences with their faculty advisors.

**Overview of H510: Internship/organizational experience/Organizational Experience**

***1. What is the purpose of the internship/organizational experience/organizational experience?***

The purpose of the graduate internship/organizational experience is to provide students with a work-related experience designed to integrate theory and practice in an applied setting under supervision. The internship/organizational experience/organizational experience permits the student to demonstrate her/his ability to apply knowledge of theory and practice to specific activities in a real-world setting.

The internship/organizational experience/organizational experience provides students with a professional experience where they can apply existing and new skills and become more socialized into the field of public health. Existing skills are those the student brings from his/her life experience and previous education. New skills include those the student has gained through her/his educational experience in the OMPH program. Socialization occurs through mentoring of the student in the work site and professional arena by the preceptor for the internship/organizational experience/organizational experience.

***2. What does the internship/organizational experience/organizational experience involve?***

The internship/organizational experience/organizational experience typically involves the student working on a health-related issue confronting a public, not-for-profit or health services organization, or in the private sector. It is an opportunity for the student to relate her/his academic experience in the master's program to the issue that is the focus of the experience. Students can obtain more information about the typical activities conducted by students in internship/organizational experience/organizational settings from their faculty advisors.

The student should spend a minimum of 200 hours of work in the internship/organizational experience. This can be conducted in one ten-week term

or across more than one term. During the internship/organizational experience, students are expected to keep a daily journal of work-related experiences and reflections about the internship/organizational experience. Students should report to their faculty advisor on a periodic basis about their experience. At the end of the internship/organizational experience the student prepares and submits a summary report and an evaluation report. More details on the internship/organizational experience process and the internship/organizational experience/ reports are provided below.

## **Description of the Internship/organizational experience Process**

There is a shared responsibility involved in the selection, monitoring and evaluation of an internship/organizational experience. Students are required to work with their faculty advisor to prepare for their internship/organizational experience and throughout the experience. The process for selecting and participating in an internship/organizational experience is described below.

### **1. When should the internship/organizational experience occur?**

Students must complete all required courses before beginning an internship/organizational experience or have written consent from their faculty advisor. This requirement helps to ensure that students have sufficient academic experience to use their internship/organizational experience as an integrative and reflective activity.

### **2. How do I identify an internship/organizational experience location?**

Sites for internship/organizational experiences are identified in a number of ways:

- Students' own ideas and contacts
- Announcements of internship/organizational experience posted on the OMPH list serve
- Sites identified in consultation with the faculty advisor

Students are required to meet with their faculty advisor to help determine an appropriate internship/organizational experience/organizational experience site. The faculty advisor may suggest several organizations for the student to contact about internship/organizational experiences. The advisor may also recommend that the student meet with other faculty to assist in identifying an appropriate site for the experience in light of the student's career objectives. Students are encouraged to conduct a series of informational interviews to help select the site for their experience.

***Students should discuss and have their proposal approved in writing by the faculty advisor prior to beginning any work associated with the internship/organizational experience requirement.*** In some circumstances, students may use their current employer as an internship/organizational experience site, although this type of arrangement is typically discouraged. Students using their current employer as their internship/organizational experience site will be expected to perform duties and work on a project outside the normal scope of their position.

### **3. How do I register for the internship/organizational experience?**

Once an internship/organizational experience site has been selected, the student completes a learning contract that identifies information about the site, student's learning objectives, skill requirements, and anticipated outcomes. The contract is signed by the student, the preceptor, and the faculty advisor. Students should provide a copy of the completed contract to their preceptor. Students must register for internship/organizational experience/organizational experience hours with their faculty advisor.

### **4. What is, and how do I write, a learning objective?**

Students are encouraged to work with their faculty advisor to develop appropriate learning objectives. The learning objectives should perform the following functions:

- Describe the performance of a major cognitive skill (knowledge, comprehension, application, analysis, synthesis, and evaluation). Graduate students should pay particular attention to the analysis, synthesis and evaluation skills in the development of their learning objectives.
- Begin with an action verb that matches the means of performance assessment.
- Describe what you will be able to do as a result of the objective.
- Describe the intended outcome or product, not the process.
- Use only one objective for each skill.
- The objectives should be measurable.
- The learning objectives should reference and build upon the Track Competencies.

Appropriate verbs for each of the skill areas might include the following:

- Knowledge: arrange, define, duplicate, label, list, memorize, name, order, recognize, relate, recall, repeat, reproduce, count, define, meet, review, study.
- Comprehension: classify, describe, discuss, explain, express, identify, indicate, locate, recognize, report, restate, review, select, translate.
- Application: apply, choose, demonstrate, dramatize, employ, illustrate, interpret, operate, practice, schedule, sketch, solve, use, write.
- Analysis: analyze, appraise, calculate, categorize, compare, contrast, criticize, differentiate, discriminate, distinguish, examine, experiment, question, test.
- Synthesis: arrange, assemble, collect, compose, construct, create, design, develop, formulate, manage, organize, plan, prepare, propose, set up, write.
- Evaluation: appraise, argue, assess, attach, choose, compare, defend, estimate, judge, predict, rate, core, select, support, value, evaluate.

### **5. What should I do once the internship/organizational experience/organizational experience begins?**

As the internship/organizational experience begins, students should start a daily journal of activities and reflections on the experience. This will not be turned in for credit but will help students prepare their internship/organizational experience summary report. During the internship/organizational experience/organizational experience, students should send periodic status reports (via e-mail) to their faculty advisor to update the advisor on how the experience is meeting the student's

learning objectives. As necessary, students should meet in-person with their faculty advisor.

The internship/organizational experience is meant to provide students with a real life experience. As in real life, sometimes there are problems at the selected site for the internship/organizational experience/organizational experience. Students are encouraged to contact their faculty advisor if there is a problem. Working closely with the preceptor and the faculty advisor, most problems can be resolved if addressed early. In rare instances, it may be necessary to find another, more appropriate placement.

#### **6. How do I complete the internship/organizational experience/organizational experience?**

At the end of the internship/organizational experience, the student requests that her/his preceptor complete the Student Evaluation Form and send the form to the student's faculty advisor.

The student prepares an Internship/organizational experience/Organizational Experience Summary Report that documents the experience and the final product submitted to the organization, indicates the utility of the experience for the student, and offers personal reflection on:

- achievement of the student's learning objectives articulated on the learning contract
- opportunities for integration of curricular content in practice
- future career directions based on the experience and related learning
- achievement of the Track Learning Competencies.

H510: Internship/organizational experience  
Application and Learning Contract

All information and documentation on Side One needs to be completed **before** meeting with your faculty advisor.

**STUDENT INFORMATION:**

Date of application: \_\_\_\_\_

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Last Name	First Name	M.I.	ID/Social Security #
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Street Address	City	State	Zip
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Mailing Address if different from street address

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Home Phone	Work Phone	Email address
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**Please complete the following items.**

1. Enrollment term of internship/organizational experience: \_\_\_\_\_
2. Number of credit hours completed in the program to date: \_\_\_\_\_  
Attach a list of courses taken and your proposed remaining courses of study.
3. Please attach a current resume showing work experience.
4. Please state your specific career objectives. Include in this discussion the connection between your area of emphasis and your selected internship/organizational experience and describe how they are associated with your career objectives.

**Once you have identified your internship/organizational experience site, plan to discuss the following with your faculty advisor. Items must be completed in writing prior to registration in H510.**

5. Describe courses taken to date that relate to your proposed internship/organizational experience.
6. Describe your learning objectives for the internship/organizational experience/organizational experience (see Guidelines for H510: Internship/organizational experience for direction). Be explicit, as you will use these as the basis for reflection and measurement of your learning and accomplishments at the end of the experience.
7. Briefly describe experience and skill requirements for this internship/organizational experience. Attach a job description if one is available; otherwise list the field organization's expectations.
8. Describe the final product of the internship/organizational experience/organizational experience that you will submit to the organization. In addition to the agency product, you will also be expected to complete a summary report and an evaluation report on the internship/organizational experience that will be turned into your faculty advisor prior to issuance of a grade.
9. Date of completion for all requirements, including summary report and evaluation report: \_\_\_\_\_
10. Please describe the OMPH track competencies (see Student Handbook for the list of competencies for your track) that you hope to gain mastery in during your internship/organizational experience.

# INTERNSHIP/ORGANIZATIONAL EXPERIENCE INFORMATION:

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Organization

---

Address

City

State

Zip

---

Preceptor name

Title

---

Work Phone &Extn. Fax

Email address

## REQUIRED SIGNATURES:

---

Student signature

Date

---

Preceptor signature

Date

---

Preceptor signature

Date

# H510: INTERNSHIP/ORGANIZATIONAL EXPERIENCE

## Guidelines for Internship/organizational experience Summary Report

The following guidelines are offered to help you prepare your internship/organizational experience summary report. The report should be a minimum of 10 pages, typed, double-spaced, and should contain the following information:

Title Page: Your name, address and telephone of internship/organizational experience/organizational experience site, name of Preceptor, term(s) enrolled in internship/organizational experience

### Section I. Introduction

- Field work setting: General overview of agency
  1. Type of organization (e.g., government agency, not-for-profit organization)
  2. Major objectives of the organization
  3. Description of public health activities
- General overview of your duties and responsibilities while at the agency

### Section II. Evaluation of Learning Objectives

Evaluate the degree to which your stated learning objectives were accomplished. Include a description of activities undertaken to meet each objective.

### Section III. Evaluation of Track Competencies

Evaluate the degree to which you attained the track competencies and describe how they were developed or expanded during the field experience.

### Section IV. Conclusion and Recommendations

Evaluate the degree to which your professional competencies were developed or expanded during the field experience. Discuss how the internship/organizational experience influenced your career goals, and include a brief description of how the field experience augmented your area of emphasis coursework.

Attach: Internship/organizational experience Evaluation Report

**H510: INTERNSHIP/ORGANIZATIONAL  
EXPERIENCE  
Guidelines for Internship/organizational  
experience Evaluation Report**

**(Attach to Internship/organizational experience Summary Report)**

---

Last Name

First Name

M.I.

Date

---

Internship/organizational experience Site Name

---

Preceptor Name

---

Term of Placement

**Please answer the following questions. Your answers must be typed and double-spaced. Your answers should be approximately one page per question. Attach this form and your responses to your Internship/organizational experience Summary Report.**

1. Did this internship/organizational experience provide you with a good overall learning experience? Why or why not?
  - What experiences were the most helpful? Why?
  - What experiences were the least helpful? Why?
  
2. Do you feel you received adequate supervision from your preceptor?
  
3. What feed back or recommendations do you have to improve the internship/organizational experience at this placement site?
  
4. Would you recommend this internship/organizational experience site to other students? Yes or No? Please explain?

# Student Evaluation Form

\_\_\_\_\_  
Name of Student (first and last)

\_\_\_\_\_  
Term of Placement

\_\_\_\_\_  
Internship/organizational experience Site Name

**DIRECTIONS: Please comment on the student's performance at your organization by completing the following questions.**

1. How would you rate the student's **attitude** toward the following?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very Good	Excellent
a. Work					
b. Learning					
c. Responsibilities					

2. How would you rate the student's **job performance** on the following dimensions?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very Good	Excellent
a. Organizational skills					
b. Preparation for assignments					
c. Flexibility					
d. Initiative					
e. Punctuality					
f. Completeness of assignments					

3. How would you rate the student's **quality of work**?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very Good	Excellent
a. Clarity					
b. Thoroughness					
c. Professional presentation					

4. How would you rate the student's **communication skills**?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very Good	Excellent
a. Written					
b. Oral					
c. Confidence					
d. Sensitivity					

5. How would you rate the student's **interpersonal relations**?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very Good	Excellent
a. Public					
b. Fellow employees					
c. Supervisor					

6. Overall, how would you rate this **student's performance** at your organization?

Poor	Fair	Good	Very Good	Excellent
[1]	[2]	[3]	[4]	[5]

Please provide narrative comments to the following questions.

1. Describe the student's strengths.

2. Describe suggested areas for improvement for the student.

3. Please provide any additional comments.

\_\_\_\_\_

Preceptor signature

\_\_\_\_\_

Date

Preceptor name (printed)\_\_\_\_\_

Please return completed form to:

Faculty Advisor Name:\_\_\_\_\_

Dept of Public Health Waldo 254

Oregon State University

Corvallis OR 97331

## **H510 INTERNSHIP/ORGANIZATIONAL EXPERIENCE STUDENT CHECKLIST**

- \_\_\_\_\_ I have completed all core and track required courses.
- \_\_\_\_\_ I have a copy of the courses I have completed to date (unofficial transcript)
- \_\_\_\_\_ I have a current resume.
- \_\_\_\_\_ I have stated my career objectives in writing
- \_\_\_\_\_ I have completed side one of the H510 Application and Learning Contract.
- \_\_\_\_\_ I have identified a site for my internship/organizational experience (*If not, talk to your faculty advisor or check the MPH listserve for internship/organizational experiences available.*)
- \_\_\_\_\_ I have met with my faculty advisor during the term prior to that in which I wish to take H510.
- \_\_\_\_\_ I have developed learning objectives for my internship/organizational experience.
- \_\_\_\_\_ I have a description of the experience and skill requirements for my internship/organizational experience.
- \_\_\_\_\_ I have determined the final product I will submit to my internship/organizational experience site.
- \_\_\_\_\_ I have completed side two of H510 Application and Learning Contract and submitted the entire application to my faculty advisor for approval.
- \_\_\_\_\_ I have registered in H510
- \_\_\_\_\_ I have provided a signed copy of my H510 Application and Learning Contract to my preceptor.
- \_\_\_\_\_ I have started my ongoing internship/organizational experience journal.
- \_\_\_\_\_ I have sent periodic status reports to my faculty advisor about my internship/organizational experience.

\_\_\_\_\_ I have requested that my preceptor complete the Student Evaluation Form.

\_\_\_\_\_ I have met the obligations of my contract including completion of a 12-page Internship/organizational experience Summary Report and Internship/organizational experience Evaluation Report.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Advisor Signature

\_\_\_\_\_  
Date

*(Faculty: Please file signed checklist in student's academic file.)*

## **Appendix D**

How to become a Certified Health Education Specialist (CHES) [Health Education Only]

**How to become a Certified Health Education Specialist (CHES)  
[Health Education Only]**

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

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

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