



**Environment, Safety & Health  
Health Management & Policy  
Health Promotion  
International Health**

**Oregon State University  
Student Handbook**

**2009-2010**





## 2009-2010 OMPH Handbook for Oregon State University

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## **2009-20010 OMPH Program Student Handbook**

### **Oregon State University**

Environment, Safety & Health

Health Management & Policy

Health Promotion

International Health

#### **I. The Mission of Public Health**

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

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

##### **A. OMPH Program Mission**

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

##### **B. OMPH Program Goals**

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

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



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

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

### **C. Program Values & Ethics**

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

### **D. Program Learning Competencies**

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

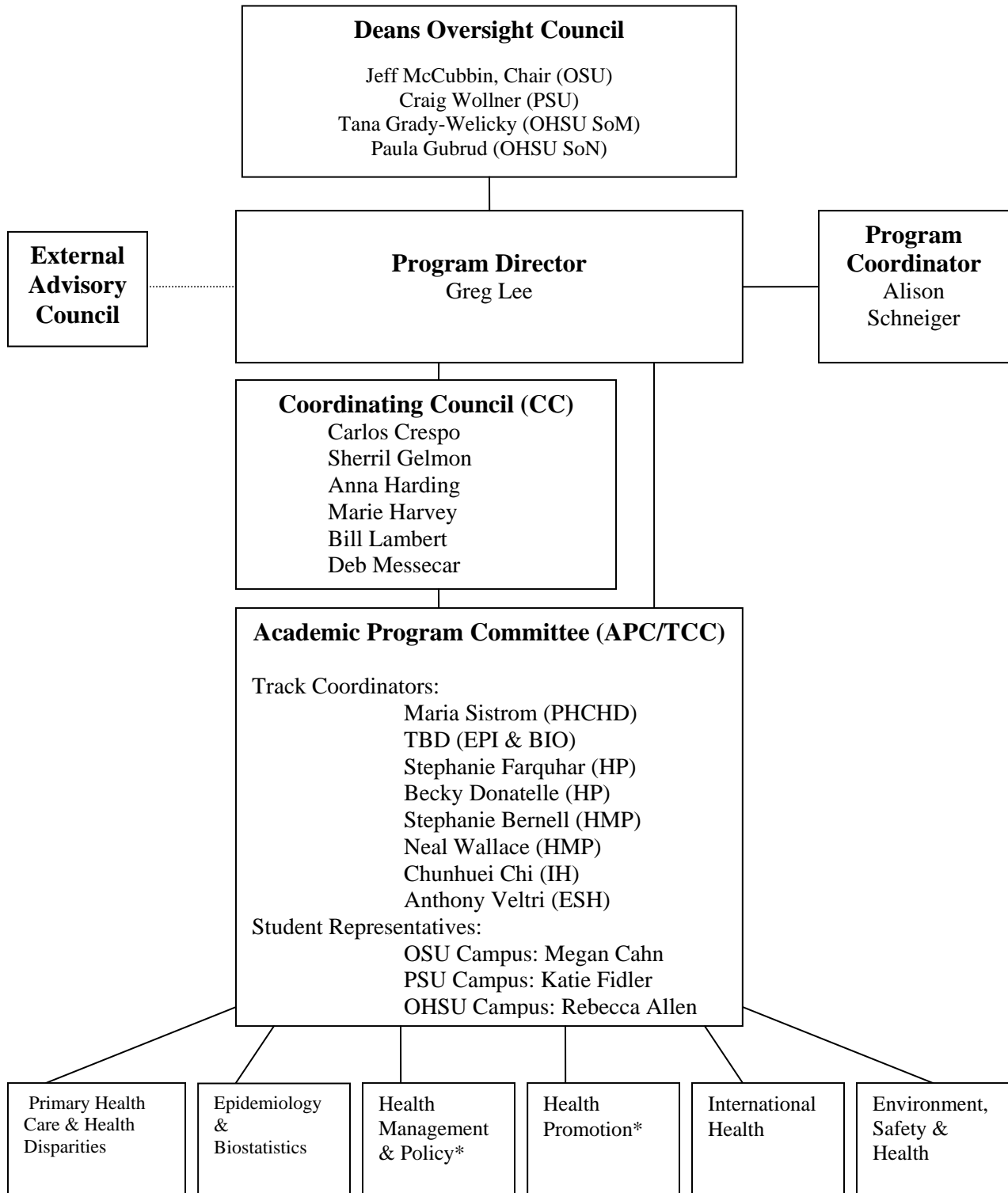
1. Apply evidence-based knowledge of health determinants to public health issues.
2. Select and employ appropriate methods of design, analysis, and synthesis to address population-based health problems.
3. Integrate understanding of the interrelationships among the organization, delivery, and financing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

### **E. Accreditation**

The OMPH Program, which began operations in 1994, is accredited by the Council on Education for Public Health ([www.ceph.org](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. Track Information at OSU

#### A. OMPH Core Curriculum (Required of All OMPH Program Students)

All students must take a common OMPH core of five courses (16 credits). Courses are shared between OHSU and PSU in Portland and OSU in Corvallis and may be taken at any of the three institutions with approval of your advisor.

The OMPH core course schedule is posted on the OMPH website at: <http://www.oregonmph.org/course/course.html>.

You will need to follow the campus specific procedures for registration, for instructions see <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=374>. You register through the institution in which you are enrolled.

#### OMPH Program Core Course Menu for Intercampus Registration

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

\* Epi & Bio students please note that you will register for Epidemiology I and Biostatistics I, rather than the two survey courses. Please see your Curriculum section in the Epidemiology & Biostatistics student handbook, for details.

Please note that public health courses offered by OMPH partner tracks use the following prefixes:

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



## B. Environment, Safety & Health Track (ESH)

### ESH Track Competencies

1. Identify and assess the major environment, safety, and health hazards that impact workers and the general population.
2. Communicate culturally appropriate strategies for preventing and controlling environment, safety and health hazards.
3. Conduct environment, safety and health applied research.
4. Analyze the interrelationship among the organization, delivery, and financing of environment, safety and health-related services.
5. Apply environment, safety and health knowledge and skills in practical settings.
6. Adhere to established ESH professional ethical standards and practices.

### ESH Track Degree Requirements

Completing the MPH degree in the **Environment, Safety & Health Track** at OSU requires:

1. A total of at least 59 approved credit hours. These credits include:
  - OMPH Core Courses 16
  - Required Track Courses 25
  - Specialization/Elective/other 12
  - Field Experience (Internship) 6
2. Students must maintain a minimum 3.0 (B) grade point average in their graduate courses. Additionally, students may not receive lower than a B- in any required course (core or track required courses). If lower than a B- is received then the student will need to retake the course.
3. Successful completion of field experience.
4. Successful completion of final oral exam.

The following courses are required in the Environment, Safety & Health Track:

Track Competency	Courses	Links to Program Learning Competencies
1. Identify and assess the major environment, safety, and health hazards that impact workers and the general population.	H540 Environmental Health I (3) H541 Environmental Health II (3) H546 Industrial Hygiene Instrumentation (3) H548 Public Health Toxicology and Risk Assessment (3)  H588 Occupational Safety and Health (3) H595 Design for Environment, Safety and Health (3)	PLC #1 PLC #2 PLC #3 PLC #6



	H514 ESH Seminar (1) H510 Internship (6)  Final Oral Exam <b>H512 Environmental and Occupational Health (3)</b> <b>H524 Introduction to Biostatistics (4)</b> <b>H 525 Principles and Practices of Epidemiology (3)</b>	
2. Communicate culturally appropriate strategies for preventing and controlling environment, safety and health hazards.	H540 Environmental Health I (3) H595 Design for Environment, Safety and Health (3) H512 Environmental and Occupational Health (3) H548 Public Health Toxicology and Risk Assessment H510 Internship (6) Final Oral Exam <b>H571 Principles of Health Behavior</b>	PLC #1 PLC #2 PLC #4 PLC #6
3. Conduct environment, safety and health applied research.	H526 Epidemiologic Methods (3) H541 Environmental Health II (3) H548 Public Health Toxicology and Risk Assessment (3) H510 Internship Final Oral Exam <b>H525 Principles and Practices of Epidemiology (3)</b> <b>H512 Environmental and Occupational Health (3)</b>	PLC #1 PLC #2 PLC #3 PLC #4 PLC #5 PLC #6
4. Analyze the interrelationship among the organization, delivery, and financing of environment, safety and health-related services.	H585 Environment, Safety & Health Policy and Law (3) H595 Design for Environment, Safety and Health (3) Final Oral Exam <b>H533 Health Systems Organization (3)</b> <b>H524 Introduction to Biostatistics (4)</b>	PLC #3
5. Apply environment, safety and health knowledge and skills in practical settings.	H540 Environmental Health I (3) H510 Internship (6) Final Oral Exam	PLC #4 PLC #5 PLC #6 PLC #7
6. Adhere to established ESH professional ethical standards and practices.	<b>H525 Principles and Practices of Epidemiology (3)</b> H510 Internship (6) H595 Design for Environment, Safety and Health (3 credits) Final Oral Exam	PLC #5

Note: courses in bold are OMPH core courses.

## Degree Requirements Environment, Safety & Health Track (59 credits)

### MPH Core Courses (16 credits)

H512 Environmental and Occupational Health (3 credits)

H524 Introduction to Biostatistics (4 credits)

H525 Principles & Practices of Epidemiology (3 credits)

H533 Health Systems Organization (3 credits)

H571 Principles of Health Behavior (3 credits)



**Environment, Safety and Health Track Requirements (25 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)

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

- H515 Research Methods (3 credits)
- H517 Medical and Public Health Entomology (3 credits)
- H518 Public Health Ethics (3 credits)
- H528 Global Health Issues (3 credits)
- H529 International Health (3 credits)
- H594 Applied Ergonomics (3 credits)
- H589 Emergency & Disaster Management (offered summers only) (3 credits)
- H503 Thesis or H506 Project (6 credits)

**Internship (6 credits)**

- H510 Internship/organizational experience (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.

**ESH Sample Course Sequence**

It is recommended that OMPH courses be taken in a particular sequence to maximize the educational experience. Always consult your advisor regarding your program of study to determine the schedule that fits best for you. The following shows a typical recommended sequence of courses.

**Recommended Course Schedule for classes taken at OSU in the ESH Track**

Recommended Course Schedule

Year	Fall	Winter	Spring	Summer
First	<b>H524 Introduction to Biostatistics</b> <b>H512 Environmental and Occupational Health</b> <b>H525 Principles and Practice of Epidemiology</b> H548 Public Health Toxicology and Risk Assessment	H541 Environmental Health II <i>(not a sequence with H540).</i> H514 ESH Seminar (1 credit) H526 Epidemiologic Methods	H546 Industrial Hygiene Instrumentation <i>(offered 2010)</i> H540 Environmental Health I H585 Environment, Safety and Health Policy and Law	TBA



Second	<b>H533 Health Systems Organization</b> <b>H571 Principles of Health Behavior</b> H588 Occupational Safety and Health	H595 Design for Environment, Safety and Health	H510 Internship	TBA
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**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	H529 International Health H530 Health Policy Analysis H572 Community Organization 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 Management

Note: Courses in bold are OMPH core courses.

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

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.

### **ESH Track Field Experience and Minimum Standards Guidelines**

#### **Field Experience Information and Orientation**

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

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

#### **Program Minimum Standards for Field Experiences**

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

- Precepted experience: Preceptor may not be program faculty member or advisor; Preceptors must have public health credentials or appropriate health related credentials and experience to provide appropriate mentorship/supervision in your



learning experience. All site preceptors and sites will be assessed on a case by case basis.

- Competency-based, meeting track and student-specified competencies
- Competencies and field experience site/work scope are pre-approved by advisor
- Evaluated by both student and preceptor, demonstrating competency mastery
- Community or population focus (e.g., public health agency, health care delivery, reimbursement, community organizing, health voluntary, population-based research, worksite setting)
- Minimum of 200 practice hours, 6 units for Health Promotion, Health Management and Policy, International Health, Environment, Safety & Health, Community & Public Health Nursing; Minimum 100 hours plus a practice-based report for Epidemiology/Biostatistics.

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

### **Track Minimum Standards for Field Experiences in ESH**

In addition to meeting the OMPH Program Minimum Standards for field experiences, internships for students in the Environment, Safety, & Health Track must meet the following requirements:

- Students must complete all required courses before beginning an internship or have written consent from their faculty advisor.
- Students must complete an internship application, which must be approved by their major professor/advisor prior to the start of placement.
- As part of their internship applications:
  - Students must develop appropriate learning competencies for the internship and document them in the internship application.
  - Students must describe how their area of emphasis, internship, and career objectives are connected.
  - Students must be able to demonstrate that the placement is competency-based including opportunities to develop Track Competencies #1-6.
- Students may seek placements in public and/or private sector organizations with qualified preceptors in the area of Environment, Safety, & Health.
- Students must submit both bi-weekly progress reports and a final summary of their work in the practice setting. These reports must be accepted by students' faculty advisors.
  - In their final reports, students must describe and evaluate the degree to which they demonstrated their individual and Track learning competencies during their practica.
- Preceptors must evaluate the degree to which students accomplished the stated individual and Track learning competencies, using a Likert-scale instrument



provided in the ESH Internship Handbook. This evaluation form must be submitted to the student's faculty advisor.

### **Culminating Experience in ESH Track - Final Oral Exam**

Upon completion of all required coursework and the internship experience, all MPH students must schedule a final oral examination. (Note: 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 Track Coordinator (OSU).

#### *Purpose*

The Graduate School at Oregon State University requires all students in a graduate degree-seeking program to participate in a final oral examination. 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 Environment, Safety, and Health track competencies and to provide the student an opportunity to assess his or her mastery of the competencies.

#### *Format*

The examination will last approximately 2-3 hours. Student will give an oral presentation of their internship experience and committee members and guests will be present. At the conclusion of the general presentation all visitors will be asked to leave and the oral examination will continue with only the committee members and the student present. Questions will focus on the program, internship, and track competencies.

#### *Committee*

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

#### *Assigning Grade*

Students will be assigned a "pass" or "fail" grade. A grade of "pass" means that the student has responded to the exam questions satisfactorily. If the student receives a grade of "fail" on 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.

### **C. Health Management & Policy Track (HMP)**

#### **HMP Track Competencies**

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

#### **HMP Track Degree Requirements**

Completing the MPH degree in the **Health Management & Policy Track** at OSU requires:

1. A total of at least 61 approved credit hours. These credits include:
  - OMPH Core Courses 16
  - Required Track Courses 15
  - Specialization/Elective/other 24
  - Field Experience (Internship) 6
2. Students must maintain a minimum 3.0 (B) grade point average in their graduate courses. Additionally, students may not receive lower than a B- in any required course (core or track required courses). If lower than a B- is received then the student will need to retake the course.
3. Successful completion of field experience.
4. Successful completion of final oral exam.

The following courses are required in the Health Management & Policy Track:



Track Competency	PSU Courses	OSU courses	Links to Program Learning Competencies
1. Conceptualize, analyze, and resolve problems related to health services delivery and finance.	PA541 Organizational Behavior in Health Services Organizations PA571 Health Policy PA586 Introduction to Health Economics <b>PHE535 Epidemiology Survey</b> <b>PHE512 Principles of Health Behavior</b> <b>PHE580 Concepts of Environmental Health</b> <b>PA574 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 Health Systems Organization</b>	PLC #1 PLC #2 PLC #3 PLC #7
2. Identify and apply economic financial, legal, organizational, political, and ethical theories and frameworks.	PA541 Organizational Behavior in Health Services Organizations PA571 Health Policy PA573 Values and Ethics in Health PA576 Strategic Management in Health Services PA586 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.	PA576 Strategic Management in Health Services PA586 Introduction to Health Economics <b>PH524 Biometry Survey</b> <b>PHE535 Epidemiology Survey</b>	H556 Strategic Management of HC Organizations H532 Economic Issues in Health and Medical Care. <b>H524 Introduction to Biostatistics</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.	PA541 Organizational Behavior in Health Services Organizations PA576 Strategic Management in Health Services  <b>PA574 Health Systems Organization</b>	H536 Health Care Organization Theory and Behavior H556 Strategic Management of HC Organizations  <b>H533 Health Systems Organization</b>	PLC #3 PLC #4
5. Act ethically and professionally, and be responsive to community	PA541 Organizational Behavior in Health Services Organizations	H518 Public Health Ethics & Issues H510 or H506	PLC #2 PLC #4 PLC #5



variations in cultures and sociodemographics.	PA509 Organizational Experience <b>PH524 Biometry Survey</b> <b>PHE 535 Epidemiology Survey</b> <b>PHE512 Principles of Health Behavior</b>	Organizational Experience <b>H571 Principles of Health Behavior</b> <b>H525 Principles and Practices of Epidemiology</b> <b>H524 Introduction to Biostatistics</b>	PLC #6
6. Lead in all levels of public and private health services organizations.	PA541 Organizational Behavior in Health Services Organizations PA571 Health Policy PA576 Strategic Management in Health Services PA509 Organizational Experience	H556 Strategic Management of HC Organizations H530 Health Policy Analysis H510 or H506 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.	PA541 Organizational Behavior in Health Services Organizations PA571 Health Policy PA573 Values and Ethics in Health PA576 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 Health Systems Organization</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.	PA509 Organizational Experience PA576 Strategic Management in Health Services	H510 or H506 Organizational Experience H556 Strategic Management of HC Organizations	PLC #3 PLC #5 PLC #6 PLC #7

Note: courses in bold are OMPH core courses.

## Degree Requirements Health Management & Policy Track (61 credits)

### Required core courses (16 credits)

- H 512 Environmental and Occupational Health (3 credits)
- H 524 Introduction to Biostatistics (4 credits)
- H 525 Principles and Practices of Epidemiology (3 credits)
- H 533 Health Systems Organization (3 credits)
- H 571 Health Behaviors (3 credits)

### Required track courses (15 credits)

- H 518 Public Health Ethics or PHL 544 Biomedical 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 Methodology in Health and Safety (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)
- H 558 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 567 Long-Term Care Alternatives (3 credits)
- H 568 Financing and Administration of Long-Term Care (3 credits)
- H 589 Emergency and Disaster Management (3 credits)
- H 595 Design for Environment, Safety and 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*

**HMP Track Sample Course Sequence**

It is recommended that OMPH courses be taken in a particular sequence to maximize the educational experience and to complete the program in two years. Always consult your advisor regarding your program of study to determine the schedule that fits best for you. The following shows a recommended sequence of courses.



## Course Schedule for Incoming MPH Students in the HMP Track at OSU

Year	Fall	Winter	Spring
2009-2010	H524 Introduction to Biostatistics H533 Health Systems Organization H536 Healthcare Organization Theory and Behavior	H530 Health Policy Analysis H557 Finance Management & Health Care H591 Contracting & Negotiations	H556 Strategic Management of Health Care H558 Reimbursement Mechanisms Elective
2010-2011	H512 Environmental and Occupational Health H525 Principles & Practices of Epidemiology H571 Health Behaviors	H534 Health Care Law & Regulation Elective Elective	H532 Economic Issues in Health & Medical Care Elective Elective

1. Students must take PHL 544: Biomedical Ethics at some point during their academic program. This course is offered multiple times throughout the year.
2. Many of our HMP courses are offered only every 2 years. That said, students must adhere to the schedule in order to finish in 2 years.
3. Students can take 4 courses each term if they wish.
4. See your advisor if you have conflicts or questions.

### Health Management and Policy Electives (12 credits)\*

Fall	Winter	Spring	Summer
H515 Research Methods in Health and Safety H531 Health Care Marketing (or Summer)	H534 Health Care Law and Regulation H557 Financial Management of Health Care Organizations H591 Contracting and Negotiation in Health Care	H558 Reimbursement Mechanisms	TBA

### Additional Departmental Courses Suggested for Area of Emphasis\*

Fall	Winter	Spring	Summer
	H529 International Health H538 Public and Private Health Insurance H567 Long Term Care Alternatives	H568 Financing and Administration of Long Term Care	H589 Emergency and Disaster Management

Note: courses in bold are OMPH core courses.

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

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.



## **HMP Track Field Experience and Minimum Standards Guidelines**

### **Field Experience Information and Orientation**

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

Links to the Field Experience guidelines and orientation presentations for both students and preceptors can be found on the OMPH website at:

<http://www.oregonmph.org/register/register.html#Field>

### **Program Minimum Standards for Field Experiences**

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

- Precepted experience: Preceptor may not be program faculty member or advisor; Preceptors must have public health credentials or appropriate health related credentials and experience to provide appropriate mentorship/supervision in your learning experience. All site preceptors and sites will be assessed on a case by case basis.
- Competency-based, meeting track and student-specified competencies
- Competencies and field experience site/work scope are pre-approved by advisor
- Evaluated by both student and preceptor, demonstrating competency mastery
- Community or population focus (e.g., public health agency, health care delivery, reimbursement, community organizing, health voluntary, population-based research, worksite setting)
- Minimum of 200 practice hours, 6 units for Health Promotion, Health Management and Policy, International Health, Environment, Safety & Health, Community & Public Health Nursing; Minimum 100 hours plus a practice-based report for Epidemiology/Biostatistics.

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

### **Track Minimum Standards for Field Experiences in HMP**

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

- 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.

- The experience site and work scope must be pre-approved by the relevant faculty advisor.
- The organizational experience (preceptor evaluation, work product, reflective paper, presentation) is graded on a pass/no pass basis.
- Students are encouraged to maintain a journal during the experience to help in the preparation of the reflective paper.
- 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 presentation will be open to the university community.

### **Culminating Experience in HMP Track - Final Oral Exam**

Upon completion of all required coursework and the internship experience, all MPH students must schedule a final oral examination. (Note: 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 Track Coordinator (OSU).



### *Purpose*

The Graduate School at Oregon State University requires all students in a graduate degree seeking program to participate in a final oral examination. 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 Management and Policy track competencies and to provide the student an opportunity to assess his or her mastery of the competencies.

### *Format*

The examination will last approximately 2-3 hours. Student will give an oral presentation of their internship experience and committee members and guests will be present. At the conclusion of the general presentation all visitors will be asked to leave and the oral examination will continue with only the committee members and the student present. Questions will focus on the program, internship, and track competencies.

### *Committee*

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

### *Assigning Grade*

Students will be assigned a "pass" or "fail" grade. A grade of "pass" means that the student has responded to the exam questions satisfactorily. If the student receives a grade of "fail" on 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.



## D. Health Promotion Track (HP)

### HP Track Competencies

1. Apply theory in the development, implementation, and evaluation of health promotion interventions programs, and policies.
2. Develop interventions and programs to effect change at multiple levels, including individual, community, organizations, and policy.
3. Design and implement strategies to promote health.
4. Solicit and integrate input from community and organization stakeholders.
5. Design and deliver health communication messages.
6. Evaluate and interpret results from program evaluations and other research.
7. Define research problems, frame research questions, design research procedures, and outline methods of analysis.
8. Apply ethical principles that govern the practice of Public Health.
9. Enact cultural competency in diverse social and cultural communities.
10. Develop a substantive area of emphasis.

### HP Track Degree Requirements

Completing the MPH degree in the **Health Promotion Track** at OSU requires:

1. A total of at least 59 approved credit hours. These credits include:
  - OMPH Core Courses 16
  - Required Track Courses 19
  - Specialization/Elective/other 18
  - Field Experience (Internship) 6
2. Students must maintain a minimum 3.0 (B) grade point average in their graduate courses. Additionally, students may not receive lower than a B- in any required course (core or track required courses). If lower than a B- is received then the student will need to retake the course.
3. Successful completion of field experience.
4. Successful completion of final oral comprehensive exam.

The following courses are required in the Health Promotion Track:

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	H591 Foundations in Public Health H576 Program Planning/Proposal Writing in Health /Human Services H549 Health Risk Communication H575 Evaluation of Health	PLC #1 PLC #2 PLC#3



	Design PHE 504 Internship Comprehensive Exam  <b>PA574 Health Systems          Organization          PHE512 Principles of Health          Behavior</b>	Promotion and Education Programs H515 Research Methodology in Health and Safety H510 Internship Comprehensive Exam <b>H533 Health Systems          Organization          H571 Principles of Health          Behavior</b>	
2. Develop interventions and programs to effect change at multiple levels, including individual, community, organizations, and policy.	PHE540 Mass Communication and Health PHE550 Program Planning PHE517 Community Organizing PHE504 Internship Comprehensive Exam <b>PHE512 Principles of Health          Behavior          PA574 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          H533 Health Systems          Organization</b>	PLC #1 PLC #2 PLC #3 PLC #4 PLC #7
3. Design and implement strategies to promote health.	PHE550 Program Planning PHE517 Community Organizing PHE540 Mass Communication and Health PHE504 Internship <b>PHE580 Environmental Health          PHE512 Principles of Health          Behavior</b> Comprehensive exam	H549 Health Risk Communication H576 Program Planning/Proposal Writing in Health /Human Services H572 Community Organization for Health Promotion and Education H510 Internship <b>H512 Environmental and          Occupational Health          H571 Principles of Health          Behavior</b> Comprehensive Exam	PLC #1 PLC #2 PLC #7
4. Solicit and integrate input from community and organization stakeholders.	PHE550 Program Planning PHE517 Community Organizing PA588 Program Evaluation PHE540 Mass Communication and Health PHE504 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.	PHE540 Mass Communication and Health PHE517 Community Organizing PHE550 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.	PHE521 Quantitative Research Methods PA588 Program Evaluation <b>PHE535 Epidemiology</b> <b>PHE580 Environmental Health</b> <b>PHPM512 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.	PHE521 Quantitative Research Methods PA588 Program Evaluation PHE550 Program Planning <b>PHE535 Epidemiology</b> <b>PHPM512 Biometry Survey</b> <b>PA574 Health Systems Organization</b> <b>PHE580 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 Introduction to Biostatistics</b> <b>H533 Health Systems Organization</b> <b>H512 Environmental and Occupational Health</b> Comprehensive exam	PLC #2
8. Apply ethical principles that govern the practice of Public Health.	PA588 Program Evaluation PHE521 Quantitative Research Methods PHE517 Community Organizing PHE550 Program Planning PHE511 Foundations of Public Health PHE504 Internship <b>PA574 Health Systems Organization</b>	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 Health /Human Services H591 Foundations in Public Health H510 Internship <b>H533 Health Systems Organization</b>	PLC #5
9. Enact cultural competency in diverse social and cultural communities.	PHE517 Community Organizing PHE504 Internship <b>PHE512 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.	PHE504 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.



## **Degree Requirements Health Promotion Track (59 credits)**

### **MPH Core Courses (16 credits)**

- H512 Environmental and Occupational Health (3 credits)
- H525 Principles & Practices of Epidemiology (3 credits)
- H524 Introduction to Biostatistics (4 credits)
- H533 Health Systems Organization (3 credits)
- H571 Principles of Health Behavior (3 credits)

### **Track Requirements (19 credits)**

- H515 Research Methodology in Health and Safety (3 credits)
- H549 Health Risk Communication (3 credits)
- H572 Community Organization for Health Promotion and Education (3 credits)
- H575 Evaluation of Health Promotion and Education Programs (3 credits)
- H576 Program Planning/Proposal Writing in Health/Human Services (4 credits)
- H591 Selected Topics: Foundations of Public Health (3 credits)

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

- H520 Health Disparities (3 credits)
- H522 Control of Chronic Disease (3 credits)
- H530 Health Policy Analysis (3 credits)
- H565 Public Health and Women: Social and Policy Issues (3 credits)

### **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)
- H518 Public Health Ethics and Issues (3 credits)
- H521 Mental Health (3 credits)
- H523 Health Aspects of Aging (3 credits)
- H528 Global Health Issues (3 credits)
- H529 International Health (3 credits)
- H532 Economic Issues in Health and Medical Care (3 credits)
- H536 Health Services Administration and Management (3 credits)
- H569 Maternal and Child Health (3 credits)
- H574 Public Health and Violence in Society (3 credits)
- H577 Dietary Interventions in Public Health (3 credits)
- H585 Environment, Safety and Health Policy and Law (3 credits)

### **Internship (6 credits)**

- H510 Internship/Organizational Experience (6 credits)



## HP Track Sample Course Sequence

It is recommended that OMPH courses be taken in a particular sequence to maximize the educational experience. Always consult your advisor regarding your program of study to determine the schedule that fits best for you. The following shows a typical recommended sequence of courses.

### **Recommended Course Schedule for classes taken at OSU in the Health Promotion Track**

Year	Fall	Winter	Spring	Summer
First	<b>H524 Introduction to Biostatistics</b> <b>H571 Principles of Health Behavior</b> H515 Research Methodology In Health and Safety	H572 Community Organization for Health Promotion and Education Programs 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>H512 Environmental and Occupational Health</b> <b>H525 Principles and Practice of Epidemiology</b> <b>H533 Health Systems Organization</b>			TBA

General Electives\*

Fall	Winter	Spring	Summer
	H522 Control of Chronic Disease H565 Public Health & Women: 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

Note: courses in bold are OMPH core courses.

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

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.



## **HP Track Field Experience and Minimum Standards Guidelines**

### **Field Experience Information and Orientation**

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

Links to the Field Experience guidelines and orientation presentations for both students and preceptors can be found on the OMPH website at:

<http://www.oregonmph.org/register/register.html#Field>

### **Program Minimum Standards for Field Experiences**

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

- Precepted experience: Preceptor may not be program faculty member or advisor; Preceptors must have public health credentials or appropriate health related credentials and experience to provide appropriate mentorship/supervision in your learning experience. All site preceptors and sites will be assessed on a case by case basis.
- Competency-based, meeting track and student-specified competencies
- Competencies and field experience site/work scope are pre-approved by advisor
- Evaluated by both student and preceptor, demonstrating competency mastery
- Community or population focus (e.g., public health agency, health care delivery, reimbursement, community organizing, health voluntary, population-based research, worksite setting)
- Minimum of 200 practice hours, 6 units for Health Promotion, Health Management and Policy, International Health, Environment, Safety & Health, Community & Public Health Nursing; Minimum 100 hours plus a practice-based report for Epidemiology/Biostatistics.

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

### **Track Minimum Standards for Field Experiences in HP**

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 the 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.

### **Culminating Experience in HP Track - Final Oral Exam**

Upon completion of all required coursework and the internship experience, all MPH students must schedule a final oral examination. (Note: 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 Track Coordinator (OSU).

#### *Purpose*

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

#### *Format*

The examination will last approximately 3 hours. Student will receive a list of possible questions



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

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

### *Committee*

The exam committee will be comprised of three 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, or graduate coordinator.

### *Assigning Grade*

Students will be assigned a "pass" or "fail" grade. A grade of "pass" means that the student has responded to the exam questions satisfactorily. If the student receives a grade of "fail" on 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.

## **E. International Health Track (IH)**

### **IH Track Competencies**

1. Design and manage health development programs considering health, social, political, cultural, and environmental factors.
2. Work in, and adapt to, any global context for health development.
3. Integrate global, political, economic, and cultural systems knowledge into health development.
4. Manage health development programs in global settings.
5. Develop a disciplinary subspecialty to be applied to international public health.
6. Identify culturally sensitive and socio-economically appropriate strategies in health development.
7. Design and manage health development programs in accordance to universally and locally acceptable ethical standard.



## IH Track Degree Requirements

Completing the MPH degree in the **International Health Track** at OSU requires:

1. A total of at least 62 approved credit hours. These credits include:
  - OMPH Core Courses 16
  - Required Track Courses 16
  - Specialization/Elective/other 24
  - Field Experience (Internship) 6
2. Students must maintain a minimum 3.0 (B) grade point average in their graduate courses. Additionally, students may not receive lower than a B- in any required course (core or track required courses). If lower than a B- is received then the student will need to retake the course.
3. Successful completion of field experience.
4. Successful completion of final oral exam.

The following courses are required in the International Health Track:

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 510 Internship & Presentation H 512 Environmental and Occupational Health H 525 Principles & Practices of Epidemiology H 528 Global Health Issues H 529 International Health H 533 Health Systems Organization H 571 Principles of Health Behavior  <i>Two of the following:</i> H 515 Research Methods H 526 Epidemiologic Methods H 538 Public and Private Health Insurance H 591 Health Development for Displaced Population  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 510 Internship and Presentation H 528 Global Health Issues H 529 International Health H 571 Principles of Health Behavior  <i>One of the following:</i> ANTH 574 Cross Cultural Health and Healing ANTH 583 Medical Anthropology  Oral Comprehensive Exam	PLC #2 PLC #4 PLC #5 PLC #6



<p>3. Integrate global, political, economic, and cultural systems knowledge into health development.</p>	<p>H 510 Internship and Presentation  H 528 Global Health Issues  H 529 International Health</p> <p><i>One of the following:</i>  ANTH 574 Cross Cultural Health and Healing  ANTH 583 Medical Anthropology</p> <p>Oral Comprehensive Exam</p>	<p>PLC #1  PLC #2  PLC #3  PLC #6  PLC #7</p>
<p>4. Manage health development programs in global settings.</p>	<p>H 510 Internship and Presentation  H 528 Global Health Issues  H 533 Health Systems Organization</p> <p><i>One of the following:</i>  ANTH 574 Cross Cultural Health and Healing  ANTH 583 Medical Anthropology</p> <p><i>Selective topics:</i>  H 538 Public and Private Health Insurance  H 591 Health Development for Displaced Population</p> <p>Oral Comprehensive Exam</p>	<p>PLC #2  PLC #3  PLC #4  PLC #7</p>
<p>5. Develop a disciplinary subspecialty to be applied to international public health.</p>	<p>Area of Specialization (24 credits minimum)  H 510 Internship and Presentation  H 528 Global Health Issues  H 529 International Health</p> <p>Oral Comprehensive Exam</p>	<p>PLC #1  PLC #2  PLC #5  PLC #7</p>
<p>6. Identify culturally sensitive and socio-economically appropriate strategies in health development.</p>	<p>Area of Specialization (24 credits minimum)  H 510 Internship and Presentation  H 528 Global Health Issues  H 529 International Health  H 533 Health Systems Organization  H 571 Principles of Health Behavior</p> <p><i>One of the following:</i>  ANTH 574 Cross Cultural Health and Healing  ANTH 583 Medical Anthropology</p> <p><i>Selective topics</i>  H 591 Health Development for Displaced Population  H 538 Public and Private Health Insurance</p> <p>Oral Comprehensive Exam</p>	<p>PLC #2  PLC #3  PLC #5  PLC #6</p>



<p>7. Design and manage health development programs in accordance to universally and locally acceptable ethical standard.</p>	<p>H 528 Global Health Issues  H 529 International Health</p> <p><i>Two of the following:</i>  H 515 Research Methods  H 526 Epidemiologic Methods  H 538 Public and Private Health Insurance  H 591 Health Development for Displaced Population</p>	<p>PLC #5</p>
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Note: courses in bold are OMPH core courses.

### Degree Requirements International Health Track (62 credits)

<b>OMPH Core Courses</b>	<b>Credits</b>
H525 Principles & Practices of Epidemiology	3
H524 Introduction to Biostatistics	4
H533 Health Systems Organization	3
H512 Environmental and Occupational Health	3
H571 Principles of Health Behavior	3
<b>International Health Track Required Courses</b>	
<i>International Health Courses [12 credits]</i>	
H529 International Health	3
H528 Global Health Issues	3
H510 Internship	6
<i>One of the following courses in medical anthropology [4 credits]</i>	
ANTH574 Cross Cultural Health and Healing	4
ANTH583 Medical Anthropology	4
<i>Two of the following selective international health topic [6 credits]</i>	
H515 Research Methods	3
H526 Epidemiologic Methods	3
H538 Public and Private Health Insurance	3
H591 Health Development for Displaced Population	3
<b>Area of Focus in International Health</b>	<b>24</b>
1. Health Promotion	
2. Health Management and Policy	
3. Environmental Health and Occupational Safety	
4. Epidemiology	
5. Other area of focus developed with advisor	



## IH Track Sample Course Sequence

It is recommended that OMPH courses be taken in a particular sequence to maximize the educational experience. Always consult your advisor regarding your program of study to determine the schedule that fits best for you. The following shows a typical recommended sequence of courses.

### **Recommended course schedule\* for required classes taken at OSU in the International Health Track**

<b>Year</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
First	<b>H524 Introduction to Biostatistics</b>  <b>H525 Principles and Practice of Epidemiology</b>  <b>H533 Health Systems Organization</b>	H526 Epidemiologic Methods  H529 International Health  H538 Public and Private Health Insurance	H528 Global Health Issues	TBA
Second	<b>H512 Environmental and Occupational Health</b>  H515 Research Methodology in Health and Safety  <b>H571 Principles of Health Behavior</b>  Anth 583 Medical Anthropology	Anth 574 Cross Cultural Health and Healing  H591 Health Development for Displaced Population (odd yrs)	H510 Internship	TBA

Note: courses in bold are OMPH core courses.

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

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.

## IH Track Field Experience and Minimum Standards Guidelines

### **Field Experience Information and Orientation**

The OMPH Program Office has a database that contains data on field experience sites utilized by students. The database contains information about field experience sites



including: agency background information, contact information, specialty track(s) served, and the number of students placed each year. Students at all of the collaborative universities can request access to this database from the Program Office by contacting the Program Coordinator, Alison Schneiger at [alison@oregonmph.org](mailto:alison@oregonmph.org).

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

### **Program Minimum Standards for Field Experiences**

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

- Precepted experience: Preceptor may not be program faculty member or advisor; Preceptors must have public health credentials or appropriate health related credentials and experience to provide appropriate mentorship/supervision in your learning experience. All site preceptors and sites will be assessed on a case by case basis.
- Competency-based, meeting track and student-specified competencies
- Competencies and field experience site/work scope are pre-approved by advisor
- Evaluated by both student and preceptor, demonstrating competency mastery
- Community or population focus (e.g., public health agency, health care delivery, reimbursement, community organizing, health voluntary, population-based research, worksite setting)
- Minimum of 200 practice hours, 6 units for Health Promotion, Health Management and Policy, International Health, Environment, Safety & Health, Community & Public Health Nursing; Minimum 100 hours plus a practice-based report for Epidemiology/Biostatistics.

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

### **Track Minimum Standards IH**

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

- Students should take their field experience after they have completed a minimum of 32 credit hours of coursework, including a minimum of 15 credit hours of International Health Track required courses.
- Students must submit a field experience approval form signed by the students' advisors.
- As part of their internship applications:
  - Students must develop individual learning competencies for the internship.



- Students must describe how their area of specialization, internship, and career objectives are connected.
- Students must describe how the practicum will offer opportunities to demonstrate International Health track competencies 1-7.
- The field experience must be community or population-based, preferably in a foreign nation or in an international or global setting. If the field experience site is domestic, the student's tasks must address a minority population.
- Students may choose from the following types of organization: International supra-governmental organizations, NGO's with programs related to international health development, governmental international health development agencies, academic institutions' health development programs or projects, domestic governmental agencies that address domestic minority population health, other nations' governmental agencies (e.g., Ministry of Health), or NGOs focusing on domestic minority population health development.
- Students must submit one copy of a mid-term report and one copy of a final report to their advisors for approval.
  - 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.
  - Students will orally present their activities and respond to questions in an open forum, including three faculty members who will evaluate the student's demonstration of stated competencies.
- Preceptors will submit a competency assessment instrument provided in the field experience handbook, evaluating the student's performance of stated competencies.

### **Culminating Experience in IH Track - Final Oral Exam**

The culminating experience for IH track students will include the following:

- 1. field experience (minimum 200 hours, 6 credit hours),**
- 2. an oral presentation of field experience, and**
- 3. a comprehensive oral examination at the end of study.**

Students will complete a field experience (internship) toward the end of their study, by working in a population-based program or project, preferably in an overseas site. During this field experience, students will integrate their knowledge and skills learned and developed through the program, and apply them to the planning, implementation, or evaluation of health development program/project in middle-income or low-income nation, or in a cross national settings (such as a cross-national, regional or global program/project), or for a minority population in the United States.



Upon completion of a field experience and all required course works, the student will participate in an integrated oral presentation/final oral examination. In this oral presentation/oral examination, the student will present her/his works accomplished during field experience, followed by questions from an open audience (mainly faculty and students from IH Track) on her/his field experience. Afterwards, the session will move into a closed session in which the three committee members will test the student of her/his comprehensive knowledge and skills relevant to track competencies, through oral examination. The total time for oral presentation and oral examination will be 2 hours.

### **I. IH Track Competencies Measured in Culminating Experience**

NOTE: All IH Track Competency evaluations will be based on a 3-level scale: Exceed the competency, Meet the competency, and Below the competency.

#### **IH Track Competency No.1:**

**Identify, and relate knowledge of health, social, political, cultural, and environmental factors to the design and management of health and development programs.**

##### ***[Measurement]***

1. Field experience preceptor will evaluate the student's performance in program/project. Further, the IH Track will provide an evaluation form to the preceptor. In the evaluation form, the student's ability to consider relevant health, social, political, cultural, and environmental factors in her/his tasks will be identified and evaluated by the preceptor.
2. During the oral presentation of the student's field experience and the final MPH oral examination, three faculty committee members will evaluate whether the student was competent in integrating these area of knowledge in her/his field experience.

#### **IH Track Competency No. 2:**

**Work in, and adapt to, any global context for health development.**

##### ***[Measurement]***

The preceptor will evaluate, using the evaluation form provided by the IH Track, how well the student is adapting to the local context in her/his field experience.

#### **IH Track Competency No. 3:**

**Integrate global, political, economic, and cultural systems knowledge into health development.**

##### ***[Measurement]***

1. Field experience preceptor will evaluate the student's performance in integrating global, political, economic, and cultural systems knowledge into her/his tasks, by using the evaluation form provided by the IH Track.



2. During the oral presentation of the student's field experience and the final MPH oral examination, three faculty committee members will evaluate whether the student was competent in integrating these area of knowledge in her/his field experience. This evaluation will be carried out on both the internship presentation and internship written report.

**IH Track Competency No. 4:  
Develop a disciplinary specialty and integrate with public health principles that can be applied in international public health**

**[Measurement]**

1. During the student's field experience, the preceptor will evaluate how well the student was able to use her/his chosen disciplinary knowledge and skills (e.g., epidemiology, or project management and evaluation) in her/his tasks.

2. During the student's MPH final oral examination, 3 faculty committee members will test the student's knowledge and skill of her/his chosen discipline through comprehensive international health development questions.

**IH Track Competency No. 5:  
Manage health development programs in global settings.**

**[Measurement]**

1. Field experience preceptor will evaluate the student's competency level in managing health development program/project.

2. During the student's field experience oral presentation and the final MPH oral examination, 3 faculty committee members will evaluate the student's competency in managing development program/project through her/his presentation and her/his responses to questions.

**IH Track Competency No. 6:  
Develop knowledge and skills to identify culturally sensitive and social-economically appropriate strategies and programs in health development for any society.**

**[Measurement]**

1. The preceptor will evaluate how well the student was able to identify culturally sensitive and social-economically appropriate strategies and programs in health development in her/his tasks.

2. During the student's field experience oral presentation and the final MPH oral examination, 3 faculty committee members will evaluate the student's knowledge and skills in identifying culturally sensitive and social-economically appropriate strategies and programs in health development through her/his presentation, her/his responses to questions, and the internship written report.



### **IH Track Competency No. 7:**

#### **Design and manage health development programs in accordance with international and local ethical standards.**

##### **[Measurement]**

1. The preceptor will evaluate how well the student was able to design, manage, or evaluate health development program/project in accordance with international and local ethical standards.
2. During the Internship oral presentation and the MPH final oral examination, 3 faculty committee members will evaluate the student's knowledge, attitude, and practice in health program/project management or evaluation whether the student meet the international and local ethical standards.

### **II. Minimum Standards for Field Experience/Culminating Experience**

#### **1. Credit hours of field experience**

- A minimum of 6 credit hours (200 field hours) is required.
- Students should undertake their field experience after they have completed a minimum of 32 credit hours of course work, including a minimum of 15 credit hours of course work from International Health Track core courses.
- International internship is strongly encouraged. If a student chooses to do her/his internship in domestic field, such internship should be focused on minority health, or related to the nature of international health.
- Certain international organizations and NGOs may require a longer period of internship in the field. If a student chooses to conduct her/his internship, she/he must comply with the preceptor's minimum residence requirement.
- In this case, it is up to the student whether she/he wants to register extra credit hours for internship, understanding that the maximum she/he can put internship credit hours in the Graduate Program is 12. At the same time, there is no limit to how many credit hours a student can register for internship.

#### **2. Type of organization for field experience**

Students may choose her/his field experience from the following organizations:

- International supra-governmental organizations (e.g., WHO, UNICEF, World Bank, IMF, WTO, UNISCO, PAHO, etc.).
- NGOs that have programs/projects related to international health development (e.g., Mercy Corp, Red Cross, Médecins Sans Frontières [MSF, Doctors without Borders], Oxfam, etc.).
- Governmental international health development agencies (e.g., USAID, CIDA, SIDA, JICA, etc.).
- Academic institutions' health development programs/projects (e.g., USFQ community health projects).



- U.S., State, or county governmental agencies that address domestic minority population health issues (e.g., US Indian Health Service, Oregon Health Division, county health departments, etc.)
- Other nation's governmental agencies that are responsible for their domestic health development, such as the ministry of health in another nation.
- NGOs that focus on domestic minority population health development.
- Other organizations that are approved by the IH Track faculty.

### **3. Contents and focus of field experience**

Students' field experience must be community or population based, preferably in a foreign nation or in an international or global settings. If a student chooses to do her/his field experience in domestic settings, the focus of her/his tasks must be addressing a minority population, not the general population.

During the field experience, the students should be participating in at least one of the following activities involving international health or minority health:

1. planning of a health development program/project;
2. implementing a health development program/project;
3. marketing a health development program/project;
4. evaluating a health development program/project;
5. developing a grant proposal for a health development program/project;
6. collecting and analyzing data/information of a health development program/project, or
7. developing a tool, instrument, or computer software for health development program/project.

### **4. Approval of field experience**

- Before taking on a field experience, a student must seek the approval of her/his academic advisor and the preceptor of the organization that is sponsoring the field experience.
- A Field Experience Approval form must be signed by the student's advisor, preceptor, and the student.

### **5. Evaluation of field experience**

- Student's field experience and expected competencies will be evaluated by both preceptor and her/his three faculty committee members.
- The preceptor will be responsible for supervising and mentoring the student throughout her/his field experience.
- During the field experience, the student will need to submit one copy of the mid-term report and one copy of the final report to her/his advisor. In these reports, the student will describe her/his tasks, competencies developed through the IH Track that had been applied in the experience, and new competencies acquired through the experience.
- At the completion of field experience, the student will present her/his experience to an open forum that includes other students, faculty members, and her/his three faculty



committee members, followed by open questions. This open presentation is part of the evaluation for the student's competencies.

**6. Health and safety precautions**

- Prior to international internship, students should contact the preceptor to inquire about any health or safety concerns, and assess any potential risks with her/his advisor.
- Prior to international internship, students should acquire all necessary immunizations and prophylactics.
- It is the student's responsibility to apply for the necessary visa and other documents required by the host nation prior to departure.
- Students are strongly recommended to report to the U.S. Embassy or consulate in the host country shortly after arrival. This is to ensure that in case of natural or human-made disasters or risks, the U.S. Embassy may inform the student, or assist in evacuation.
- Students are required to obey the host nation's law, and be respectful to local culture.
- Students are encouraged to purchase travel insurance or make necessary arrangements with their health insurance providers prior to departure.
- During internship in the field, students should maintain a regular contact with their advisor.
- Should any emergency occur, students should contact the U.S. Embassy or consulate as soon as possible to seek assistance, and also inform the preceptor, advisor, and OSU Office of International Education.

**7. Expenses of field experience**

- All expenses of the student's field experience, from tuition, travel costs, living expenses, insurance, to any other expenses incurred as a result of the field experience, are the sole responsibility of the student.

**8. Minimum standards for oral presentation and oral examination**

- For the 6 IH Track competencies, 3 faculty committee members will use a 3-level scale of "Exceed – Meet – Below" competency to evaluate the students during her/his internship, oral presentation and MPH final oral examination.
- The minimum standard that all IH Track students must meet is to have at least 6 competencies in "Meet" level. In other words, students will be allowed to pass her/his MPH final examination with no more than one competency falling into "Below" level.

**F. Advising**

Upon entering the MPH program each student is assigned an advisor. Advisor assignments are made based on faculty interest, availability, and compatibility with the student's background and interest. Changes in advising are made through a request to the Department Chair. The advisor is the student's key link to their program of study. Students are expected to initiate contact and meet with their advisors *at least once* a quarter. The advisor will assist the student with planning an individual program of study,



will help with procedures regarding progress in the program, act as a mentor and guide, provide assistance with specific questions or with solving programmatic problems/issues.

## **G. Thesis (EPI/Bio only)**

## **H. Policies**

### **Grading and GPA Requirements**

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

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

### **Incomplete grades**

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

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

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

An instructor is entitled to insist on appropriate medical or other documentation.

*In no case is an “Incomplete grade” given to enable a student to do additional work to raise a deficient grade.*

Please refer to the OSU Registrar’s home page at <http://oregonstate.edu/registrar/> for additional information course withdrawals.

### **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. Students can find more information regarding this process on the Graduate School web page at [http://oregonstate.edu/dept/grad\\_school/current/grievance.html](http://oregonstate.edu/dept/grad_school/current/grievance.html).

### **Non-Degree Students Application for Admission**

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

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

### **Transfer & Pre-Admit Credits**

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

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

All pre-admission and transfer credits must be graduate level and meet the following requirements: 1) must be letter graded B- or higher; 2) must not be graded Pass (or similar grading method); 3) must not be used for any other degree at any institution; 4) must be no older than seven years at the time the MPH degree is awarded; 5) must be applicable to a master degree at originating institution without qualification; 6) must not be correspondence credit.

Note: OMPH Graduate Certificate students are allowed to transfer all 19 of their certificate required credits once admitted in to the OMPH Program. (Approved by CC/TCC 4/22/08 and 2/11/09.)

Procedure: Acceptable transfer credits are determined by the major professor and the Department Chair at the time the Program of Study is developed. Credits taken at OHSU and PSU under the joint registration agreement are not considered transfer credits. The Program of Study must be approved by the Graduate School.



### **Required Course Waiver Policy**

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

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

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

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

**Procedure:** Students requesting course waivers need to demonstrate the comparability of their previous course to the course instructor. 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, provide a copy of the course syllabus of the equivalent course, a transcript for the course, and any other appropriate supporting documentation to the course instructor for waiver approval. *All waiver decisions will be clearly documented in the student's file.*

### **Course evaluation completion**

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

### **Leave of Absence & Continuous Enrollment Policies**

**Policy:** Students who desire a leave of absence will work with their major professor, program administrator, and the Graduate School to arrange authorized leave. Graduate programs that are designed such that the offering of courses and/or the conduct of research/scholarly work are not on a continuous term-to-term basis will work with the Graduate School to arrange planned leave. Students understand that while on leave they will not use university resources. Graduate Faculty members are students' most important



resource at the university and will work closely with graduate students to ensure timely completion of academic goals, understanding of the Continuous Graduate Enrollment Policy, and that graduate students enroll each term other than when they are on authorized leave. The Graduate School will assist graduate students and Graduate Faculty members with administrative procedures related to the Continuous Graduate Enrollment Policy. The Graduate School recognizes the diverse circumstances and unpredictability of graduate students' lives and will work in partnership with the graduate community in arranging leaves and responding to unanticipated situations.

**Procedure:** A graduate student intending to resume active graduate student status following interruption of his or her study program for one or more terms, excluding summer session, must apply for Regular or Planned Leave of Absence to maintain graduate student standing in his or her degree program and to avoid registration for 3 graduate credits for each term of unauthorized break in registration (See "Unauthorized Break in Registration", below). Leave of Absence/Intent to Resume Graduate Study Forms must be received by the Graduate School at least 15 working days prior to the first day of the term involved. The time the student spends in approved on-leave status will be included in any time limits relevant to the degree (See "Limits", below). Students in on-leave status may not a) use any university facilities, b) make demands upon faculty time, c) receive a fellowship or financial aid, or d) take course work of any kind at Oregon State University.

**Eligibility:** Only graduate students in good standing are eligible for Leave of Absence.

### **Leave of Absence Categories**

1. **Regular.** Regular Leave of Absence is granted in cases where the student demonstrates good cause (e.g. illness, temporary departure from the university for employment, family issues, financial need, personal circumstances). The student must indicate reason for on-leave status.
2. **Planned.** Planned Leave of Absence is granted to students for whom the design of their academic program is such that the offering of courses and/or the conduct of research/scholarly work are not on a continuous term-to-term basis. Planned Leave of Absence is set by the program with the approval of the Graduate School. (For a current list of Planned Leaves, consult the Graduate School at 737-4881.) Planned Leave of Absence includes students enrolled in summer-only programs and graduate students in other programs that have been pre-approved by the Graduate School for Planned Leave of Absence. Summer-only students and other students who qualify for Planned Leave of Absence must:
  - a. be in good standing,
  - b. submit the Leave of Absence/Intent to Resume Graduate Status Form indicating each term for which leave is requested, and
  - c. complete all degree requirements within the time limits established in the *Graduate Catalog*. Requests for multiple terms of Leave may be submitted at one time.



## Limits

1. **Regular Leave of Absence** is granted for a specified time period that may not exceed three terms, excluding summer session. In no case may regular on-leave status exceed the maximum listed below throughout the student's entire degree program.

a. **Master's degree.** Master's degree students, except for summer-only students, may request a maximum of three academic terms of regular on-leave status during the course of study for the degree. The time spent in approved on-leave status will be included in the seven-year time limit for completing all requirements to the master's degree.

2. **Planned Leave of Absence** is available for a maximum of nine terms, excluding summer session, to students enrolled in programs for which Planned Leave has been approved by the Graduate School. However, time spent in planned on-leave status will be included in all time limits pertaining to the student's degree program.

## Approval

Approval of the major professor, department/program chair, and graduate dean are required.

## Unauthorized Break in Registration

A graduate student who takes an unauthorized break in registration by failing to maintain continuous enrollment or by failing to obtain Regular or Planned Leave of Absence will relinquish his or her graduate standing in the university. Students who wish to have their graduate standing reinstated will be required to file an Application for Graduate Readmission, pay the readmission fee, and register for 3 graduate credits for each term of unauthorized break in registration. The readmission application must be approved by the student's major professor, department/program chair, and graduate dean. Acceptance back into a graduate program is not guaranteed even if the student departed in good standing. The petitioner for readmission will be required to meet university and departmental admission requirements and degree completion requirements that are in effect on the date of readmission. Review of the Application for Graduate Readmission may also result in a change of residency status from resident to nonresident.

When readmission is approved, the student must register for a minimum of 3 graduate credits for each term of unauthorized break in registration in addition to the minimum 3 credit registration required during the first term of reinstatement and each subsequent term until all degree requirements have been met except for any subsequent term of approved leave as provided in sections given above that address leave of absence. If the accumulated credits total more than 16, the student may be required to enroll in more than one term of increased registration.

**Students who are considering a leave of absence should consult the Graduate School policy at <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804> .**



### **Time to Degree Completion**

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

### **Additional University or Department Specific Policies**

#### **Continuous Enrollment/Minimum Registration**

Unless on approved Leave of Absence (see above), 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. This includes students who are taking only preliminary comprehensive or final examinations or presenting terminal projects. Students must register for a minimum of 3 credits and pay fees if they will be using university resources (e.g. facilities, equipment, computing and library services, or faculty or staff time) during any given term, regardless of the student's location. If degree requirements are completed between terms, the student must have been registered during the preceding term.

Graduate students who have successfully completed all course and noncourse requirements in accordance with diploma deadlines (see the Graduate School website at [http://oregonstate.edu/dept/grad\\_school/](http://oregonstate.edu/dept/grad_school/)) are not required to register during the subsequent term.

Non-thesis master's degree students who complete all degree requirements during a term for which they are registered will not be required to register for the subsequent term.

Thesis master's students who fail to meet all deadlines and complete all course and non-course requirements during the term will be required to register for a minimum of three graduate credits during the subsequent term. However, only if library copies of the thesis have been submitted to the Graduate School within the first two weeks of the subsequent term and the thesis is the only outstanding requirement remaining for certification of the student's graduate degree may an exception to this rule be considered.

Graduate students who do not plan to make use of university facilities or faculty time during summer session are not required to register during the summer session and do not need to submit a Leave of Absence/Intent to Resume Graduate Study form. In such instances, summer session will not be counted within allowed Leave of Absence limits. However, if students do plan to utilize facilities or faculty time during summer session, they must register for a minimum of three graduate credits.

It should be noted that graduate assistantship eligibility requires enrollment levels that supersede those contained in this Continuous Enrollment Policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this Continuous Enrollment Policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial



aid programs.) Therefore, it is the student's responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

### **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

### **Graduate Program of Study (Required process/form)**

As mentioned on the OSU Graduate School web page at <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=39> :

“A regular master's degree student must file a study program with the Graduate School before completing 18 graduate credits. This includes credits reserved as an undergraduate or post baccalaureate student and credits earned as a post baccalaureate, graduate nondegree-seeking student, or graduate student. A student who does not file a program within the specified deadline will not be allowed to register for the next term. A registration hold also may be placed on students whose programs of study are not approved after initial evaluation by the Graduate School and until appropriate action is taken to bring the program of study into compliance with Graduate Council policy...

The program is developed under the guidance of the major (advisor)... and signed by (the major advisor) and the chair of the academic unit before filing in the Graduate School. Each candidate's program should include substantial work with at least three faculty members offering graduate instruction. Changes in the program may be made by submitting a Petition for Change Form, available in the Graduate School.”

*Please note:*

The MPH Program of Study form with required signatures should be filed with the Graduate School and copied to the Department of Public Health Graduate Programs



Manager (Eileen Kaspar mailbox Waldo 254) *before* you have completed 18 hours course work, including transfer credits.

The **Program of Study Form** and **Petition to Change Program Form** are available on the Graduate School website at a link listed under “Current Students/Guide to Success/ Forms”. The Graduate School provides a flowchart of successful masters degree completion at [http://oregonstate.edu/dept/grad\\_school/current/flowchart-Masters.pdf](http://oregonstate.edu/dept/grad_school/current/flowchart-Masters.pdf) , which is located on the Graduate School website under Current Students/ Guide to Success.

### **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.

Within a month of project completion, student is to provide one bound copy of project (**on rag bond paper**), at his/her own expense, to the Department of Public Health. Please obtain the signature of your major professor before giving document to the Department Chair for signature. Upon request, a bound copy should be provided to the major professor. If your committee member has made a substantial contribution to your work, a soft bound copy may be appropriate as a professional courtesy.

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

1. Graduate faculty advisor
2. Department Chair

### **Thesis Requirements**

See the Graduate School thesis requirement site at [http://oregonstate.edu/dept/grad\\_school/current/thesis.html](http://oregonstate.edu/dept/grad_school/current/thesis.html) .

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

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

The student is to deliver one unbound copy of the thesis on rag bond paper, at his/her own expense, to the Graduate School for display in the OSU Library. Student also submits an electronic copy of the thesis to the Graduate School.

Within three months of defense, the student must also deliver one hardbound copy to the Department of Public Health Chair’s office and one hardbound copy to their graduate faculty advisor, at his/her 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.

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

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

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

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

Please also be aware that some classes throughout the program use university web programs to support or supplement onsite courses. In such a case, the course instructor will need to make special arrangements at the attending university for you to receive "guest access" to Blackboard, Sakai, eCollege, or WebCT. Web-based and distance courses may involve additional fees. Please note that eCampus courses at OSU are not included in the OMPH joint campus agreement. eCampus courses are listed in a separate course catalog and are designated with section numbers in the 400's. Students interested in courses provided via eCampus will need to enroll for those courses through OSU. Regular eCampus tuition fees would apply.

#### **Inter-campus registration policy for all OMPH Students at OSU**

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

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

*See Appendix E of this handbook for complete information and process.*

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### **For OMPH classes at PSU or at OHSU School of Medicine**

Contact the course instructor to seek confirmation that space is available and that the proposed registration is acceptable. Policy can be found on the OMPH web site at <http://www.oregonmph.org/> under “Students (Registration Information)” and in Appendix E of this handbook.

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### **For online classes offered by the School of Nursing at OHSU**

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

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

### **Registration Procedure for all OMPH Students at the School of Nursing:**

Contact the School of Nursing course faculty of record during the registration period to get your name on the waiting list. See Appendix E of this handbook for details.

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

OMP students are eligible to purchase limited-term parking permits at OHSU, OSU, and PSU.

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

- **OHSU Parking Services:** #503.494.8283  
<http://www.ohsu.edu/parking/>
- **OSU Parking Services:** #541.737.2583  
[http://oregonstate.edu/facilities/transit\\_pkg/index\\_pkg.html](http://oregonstate.edu/facilities/transit_pkg/index_pkg.html)
- **PSU Parking Services:** #503.725.3442  
<http://www.aux.pdx.edu/transport/>

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

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



- **OHSU Library Services:** #503.494.3460  
<http://www.ohsu.edu/library/>
- **OSU Library Services:** #541.737.3331  
<http://osulibrary.oregonstate.edu>
- **PSU Library Services:** # 503.725.5874  
<http://www.lib.pdx.edu/>

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

You can apply 12\* OMPH credits completed preadmission to your degree. These are courses taken within the OMPH Program prior to formal admission to the OMPH Program. Please note that though these are “pre-admit credits” and not “transfer credits,” these credits still count toward the 1/3 total credits allowed to be brought to the program from work completed prior to admission. (\*Note: OMPH Graduate Certificate students are allowed to transfer all 19 of their certificate required credits once admitted in to the OMPH Program.) (Approved by CC/TCC 4/22/08)

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

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

**6. How do I contact the OMPH Program office?**

Program Director: Greg Lee, PhD  
OMPH Program Office  
Tel. 503-725-5106  
Fax 503-494-4678  
**Email:** [greglee@oregonmph.org](mailto:greglee@oregonmph.org)



Program Coordinator:

Alison Schneiger  
506 SW Mill St., Suite 450  
Portland, OR 97201  
Mail Code: OMPH-SCH  
Tel. 503-725-5186  
Fax 503-725-5100  
**Email:** [alison@oregonmph.org](mailto:alison@oregonmph.org) or [aschneig@pdx.edu](mailto:aschneig@pdx.edu)

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

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

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

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

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

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

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

*The OMPH Position Statement on the National Board of Public Health Examiners (NBPHE)*  
In August 2008, the first national certification exam for graduates of CEPH-accredited



schools and programs of public health was offered. The NBPHE believe the exam will keep public health practitioners at the forefront of their field by ensuring competency in the five basic core competencies in public health.

The primary objective of the faculty members in the Oregon MPH Program is to ensure that our graduates receive the highest quality education in public health. The faculty members have reviewed the objectives of the exam and do not support the need to further test individuals who have already demonstrated their competencies in the five basic core competencies in public health evidenced by their successful completion of their MPH degree. Although we respect the right and desire of any individual to take the examination, the Oregon MPH Program does not support the need for the examination nor does it encourage students and graduates of our program to take the exam. *(CC/TCC/DOC approved April 2008)*

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

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

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

In addition, you may be added to track or department-specific listservs. Instructions for removing oneself from the list(s) are provided in each transmission. OSU Department of Public Health listserv contacts are: Nancy Creel ([nancy.creel@oregonstate.edu](mailto:nancy.creel@oregonstate.edu)) and Eileen Kaspar ([eileen.kaspar@oregonstate.edu](mailto:eileen.kaspar@oregonstate.edu)).

Through the listserv, students will find the most current information about job-related opportunities, internships, new class offerings, health-related seminars, upcoming events, fellowships and other items of interest. *Please note that the listserv is not to be used to send personal messages, for fund-raising, or other solicitations, or to disseminate information not directly related to the OMPH program or the Public Health field.* Please observe proper “netiquette.”

#### **10. 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 and job links, information about academic programs

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

[www.atpm.org](http://www.atpm.org)

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

Centers for Disease Control and Prevention

[www.cdc.gov](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

Council of Accredited MPH Programs (CAMP)

[www.mphprograms.org](http://www.mphprograms.org)

Association of accredited programs in Public Health

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  
<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

## **V. Frequently asked questions about OSU's Environment Safety & Health, Health Management & Policy, Health Promotion, 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?**

Students enrolled in 9-16 credits are considered full-time. Students enrolled in less than 9 credits are 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 policy section of this handbook for transfer and required course waiver policy **and** visit with your advisor.

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

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



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

There are services on campus that can assist you with your study skills; see (<http://success.oregonstate.edu/>) Forming study groups with 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 from which to choose. You may want to volunteer time with a faculty member on a project or get involved in the student Public Health group. Talk to a faculty member 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 an 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.



## VI. OMPH Faculty, Student Representative and Staff Contact Information

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

Program Director: Greg Lee, PhD  
OMP Program Office  
Tel. 503-725-5106  
Fax 503-494-4678  
**Email:** [greglee@oregonmph.org](mailto:greglee@oregonmph.org)

Program Coordinator: Alison Schneiger  
506 SW Mill St., Suite 450  
Portland, OR 97201  
Mail Code: OMPH-SCH  
Tel. 503-725-5186  
Fax 503-725-5100  
**Email:** [alison@oregonmph.org](mailto:alison@oregonmph.org) or [aschneig@pdx.edu](mailto:aschneig@pdx.edu)

### **OMP Student Campus Representatives for 2009-10**

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

PSU Campus Representative  
Katie Fidler  
[katefid@hotmail.com](mailto:katefid@hotmail.com)

OSU Campus Representative  
Megan Cahn  
[megan.cahn@gmail.com](mailto:megan.cahn@gmail.com)

OHSU Campus Representative  
Rebecca Allen  
[allenre@ohsu.edu](mailto:allenre@ohsu.edu)



### **Environment, Safety and Health Track (OSU)**

#### **Admissions Information**

Eileen Kaspar  
Oregon State University, Department of Public Health  
541-737-3825  
[Eileen.Kaspar@oregonstate.edu](mailto:Eileen.Kaspar@oregonstate.edu)

#### **Curricular Information**

Anthony Veltri, EdD  
Oregon State University, Department of Public Health  
541-737-3831  
[Anthony.Veltri@oregonstate.edu](mailto:Anthony.Veltri@oregonstate.edu)

#### **OMP Student Representative**

Leanne Keri Valley  
[valley@onid.orst.edu](mailto:valley@onid.orst.edu)

### **Epidemiology & Biostatistics Track (OHSU)**

#### **Admissions Information**

Tree Triano  
Oregon Health & Science University  
503-494-2012  
[triannot@ohsu.edu](mailto:triannot@ohsu.edu)

#### **Curricular Information**

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

#### **OMP Student Representative**

Gretchen Barron  
[barrong@ohsu.edu](mailto:barrong@ohsu.edu)  
Rebecca Allen for MD/MPH  
[allenre@ohsu.edu](mailto:allenre@ohsu.edu)

### **Health Management & Policy Track (OSU)**

#### **Admissions Information**

Eileen Kaspar  
Oregon State University, Department of Public Health  
541-737-3825  
[Eileen.Kaspar@oregonstate.edu](mailto:Eileen.Kaspar@oregonstate.edu)



**Curriculum Information**

Stephanie Bernell, PhD, MPH  
Oregon State University, Department of Public Health  
541-737-9162  
[stephanie.bernell@oregonstate.edu](mailto:stephanie.bernell@oregonstate.edu)

**OMP Student Representative**  
TBD

**Health Management and Policy Track (PSU)**

**Admissions Information**

Becky Fidler  
503-725-3920  
[rfidler@pdx.edu](mailto:rfidler@pdx.edu) or [PublicAdmin@pdx.edu](mailto:PublicAdmin@pdx.edu)

**Curricular Information**

Neal Wallace, PhD  
Portland State University, Mark O. Hatfield School of Government  
503-725- 8248  
[nwallace@pdx.edu](mailto:nwallace@pdx.edu)

**OMP Student Representative**  
TBD

**Health Promotion Track (OSU)**

**Admissions Information**

Eileen Kaspar  
Oregon State University, Department of Public Health  
541-737-3825  
[Eileen.Kaspar@oregonstate.edu](mailto:Eileen.Kaspar@oregonstate.edu)

**Curricular Information**

Rebecca Donatelle, PhD, MS  
Oregon State University, Department of Public Health  
541-737-3839  
[Becky.Donatelle@oregonstate.edu](mailto:Becky.Donatelle@oregonstate.edu)

**OMP Student Representative**  
Lauren Fein  
[feinl@onid.orst.edu](mailto:feinl@onid.orst.edu)



### **Health Promotion Track (PSU)**

#### **Admissions Information**

503-725-4401

[SCHinfo@pdx.edu](mailto:SCHinfo@pdx.edu)

#### **Curricular Information**

Stephanie Farquhar, PhD

Portland State University, School of Community Health

503-725-4401

[farquhar@pdx.edu](mailto:farquhar@pdx.edu)

#### **OMP Student Representative**

**Tessa McKenzie**

[tessamckenzie@gmail.com](mailto:tessamckenzie@gmail.com)

### **International Health Track (OSU)**

#### **Admissions Information**

Eileen Kaspar

Oregon State University, Department of Public Health

541-737-3825

[Eileen.Kaspar@oregonstate.edu](mailto:Eileen.Kaspar@oregonstate.edu)

#### **Curricular Information**

Chunhuei Chi, SciD, MPH

Oregon State University, Department of Public Health

541-737-3836

[Chunhuei.Chi@oregonstate.edu](mailto:Chunhuei.Chi@oregonstate.edu)

#### **OMP Student Representative**

Elizabeth Cassidy

[ejcassidy@gmail.com](mailto:ejcassidy@gmail.com)

### **Primary Health Care & Health Disparities Track (OHSU)**

#### **Admissions Information**

Oregon Health & Science University, School of Nursing

503-494-7725

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



**Curricular Information**

Deborah Messecar, PHD, MPH, RN, CNS

Associate Professor

Oregon Health & Science University, School of Nursing

503-494-3573

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

**OMP Student Representative**

Christina Baldisseri

[cbaldisseri@gmail.com](mailto:cbaldisseri@gmail.com)



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



**NOTES**







# Portland State University





## **NOTES**



**Appendix B**  
**OSU Student Advising Sheet**  
**Environment, Safety & Health Track**

**Student** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**Date Entered School** \_\_\_\_\_ **Expected Graduation** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_ **ID#** \_\_\_\_\_

**Oregon MPH Core Courses** (16 credits)  
**Other Required Courses** (31 credits)  
**Emphasis Area Courses** (12 credits)  
**Total:** 59 credits

<b>MPH Core Requirements (16)</b>		Term	Grade
H525	Principles and Practices of Epidemiology (3 credits)		
H524	Intro to Biostatistics (4 credits)		
H533	Health Systems Organization (3 credits)		
H571	Principles of Health Behavior (3 credits)		
H512	Environmental and Occupational Health (3 credits)		
<b>Total</b>			_____

<b>Other Required Courses (31)</b>		Term	Grade
<b>Track Requirements (31)</b>			
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)		



<b>H510 Internship/Field Experience (6 credits)</b>
<b>Area of Emphasis* (minimum of 12 credits) Suggested Courses</b> H515 Research Methods (3 credits) H517 Medical and Public Health Entomology (3 credits) H518 Public Health Ethics (3 credits) H529 International Health (3 credits) H528 Global Health Issues (3 credits) H594 Applied Ergonomics (3 credits) H598 Emergency & Disaster Preparedness (offered summers only) (3 credits) 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.
<b>Total</b> _____

Revised 7-2008

**List of Emphasis Area courses completed:**

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

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**Appendix B**  
**OSU Student Advising Sheet**  
**Health Management & Policy Track**

**Student** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**Date Entered School** \_\_\_\_\_ **Expected Graduation** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_ **ID#** \_\_\_\_\_

**Oregon MPH Core Courses (16 Credits)**  
**Other Required Courses (15 Credits)**  
**HMP Electives (12 Credits)**  
**Suggested Electives (12 Credits)**  
**Total 61 Credits**

<b>MPH Core Requirements (16)</b>		Term	Grade
H 525 Principles and Practices of Epidemiology (3 credits)			
H 524 Intro to Biostatistics (4 credits)			
H 533 Health Systems Organization (3 credits)			
H 571 Principles of Health Behavior (3 credits)			
H 512 Environmental and Occupational Health (3 credits)			
<b>Total</b>			_____

<b>Other Required Courses</b>		Term	Grade
<b>Required track courses (15 credits)</b>			
H518 Public Health Ethics and Issues or PHL544 Biomedical Ethics (3 credits)			
H530 Health Policy Analysis (3 credits)			
H532 Economic Issues in Health and Medical Care (3 credits)			
H536 Health Care Organization Theory and Behavior (3 credits)			
H556 Strategic Management of Health Care Organizations (3 credits)			
<b>Health Management and Policy Electives (Select 12 credits)</b>			
H515 Research Methodology in Health and Safety (3 credits)			



- H531 Health Care Marketing (3 credits)
- H534 Health Care Law and Regulation (3 credits)
- H557 Financial Management of Health Care Organizations (3 credits)
- H558 Reimbursement Mechanisms (3 credits)
- H591 Contracting and Negotiation in Health Care (3 credits)

**Area of Emphasis (Select 12 credits)**

- H538 Public and Private Health Insurance (3 credits)
- H590 Systems Thinking and Practice (3 credits)
- H567 Long-Term Care Alternatives (3 credits)
- H568 Financing and Administration of Long-Term Care (3 credits)
- H539 Health Care Information Systems (3 credits)
- H537 Management of Human Resources in Health Care Settings (3 credits)
- H585 Environment, Safety and Health Policy and Law (3 credits)
- H589 Emergency and Disaster Management (3 credits)
- H595 Design for Environment, Safety and Health (3 credits)
- H521 Mental Health (3 credits)
- H565 Public Health and Women: Social and Policy Issues (3 credits)
- H576 Program Planning/Proposal Writing in Health and Human Services (3 credits)
- H529 International Health (3 credits)

**Organizational Experience (6 credits)**

**Total**\_\_\_\_\_

Revised 11/05

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

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**Appendix B**  
**OSU Student Advising Sheet**  
**Health Promotion Track**

**Student** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**Date Entered School** \_\_\_\_\_ **Expected Graduation** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_ **ID#** \_\_\_\_\_

**Oregon MPH Core Courses (16 Credits)**  
**Other Required Courses (25 Credits)**  
**Specialty Areas (15 Credits)**  
**General Electives (3 Credits)**  
**Total 59 Credits**

<b>MPH Core Requirements (16)</b>		Term	Grade
H525	Principles and Practices of Epidemiology (3 credits)		
H524	Intro to Biostatistics (4 credits)		
H533	Health Systems Organization (3 credits)		
H571	Principles of Health Behavior (3 credits)		
H512	Environmental and Occupational Health (3 credits)		
<b>Total</b>			_____

<b>Other Required Courses</b>		Term	Grade
<b>Track Requirements (19 credits)</b>			
H515	Research Methodology in Health and Safety (3 credits)		
H549	Health Risk Communication (3 credits)		
H572	Community Organization for Health Promotion and Education (3 credits)		
H575	Evaluation of Health Promotion and Education Programs (3 credits)		
H576	Program Planning/Proposal Writing in Health/Human Services (4 credits)		
H591	Selected Topics: Foundations in Public Health (3 credits)		
<b>General Electives (choose one; 3 credits)</b>			
H520	Health Disparities (3 credits)		



- H522 Control of Chronic Disease (3 credits)
- H530 Health Policy Analysis (3 credits)
- H565 Public Health and Women: Social and Policy Issues (3 credits)

**Area of Emphasis (15 credits)**

All students are required to take additional coursework in their area of emphasis. In addition to those listed under “General Electives” above, suggested courses offered in the department include the following:

- 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)

**H 510 Internship, Thesis or Project (minimum of 6 credits)**

**Total** \_\_\_\_\_

Revised 11/05

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

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

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**Appendix B**  
**OSU Student Advising Sheet**  
**International Health Track**

**Student** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**Date Entered School** \_\_\_\_\_ **Expected Graduation** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_ **ID#** \_\_\_\_\_

**Oregon MPH Core Courses** (16 credits)  
**Required International Health Track Core Courses** (minimum of 22 credits)  
**Area of Focus in International Health** (minimum of 24 credits)  
**Total:** 62 Credits

<b>MPH Core Requirements (16)</b>		Term	Grade
H512	Environmental and Occupational Health (3 credits)		
H525	Principles and Practices of Epidemiology (3 credits)		
H524	Introduction to Biostatistics (4 credits)		
H533	Health Systems Organization (3 credits)		
H571	Principles of Health Behavior (3 credits)		
<b>Total</b>		_____	

<b>Required International Health Track Core Courses (minimum of 22 credits)</b>		Term	Grade
H529	International Health (3 credits)		
H528	Global Health Issues (3 credits)		
H510	Internship (minimum of 6 credits)		
<i>Two of the following selective international health topic [6 credits]</i>			
H515	Research Methods (3 credits)		
H526	Epidemiologic Methods (3 credits)		
H538	Public and Private Health Insurance (3 credits)		
H591	Health Development for Displaced Population (3 credits)		



**One of the following two courses in medical anthropology (4 credits)**

Anth574 Cross Cultural Health and Healing (4 credits)

Anth583 Medical Anthropology (4 credits)

**Area of Focus in International Health (minimum of 24 credits)**

- 1. Health Promotion**
- 2. Health Management and Policy**
- 3. Environmental Health and Occupational Safety**
- 4. Epidemiology**
- 5. Other area of focus developed with assistance of advisor**

**Total** \_\_\_\_\_

**List Emphasis Area courses**

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

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**Appendix C**  
**OMPH Event & OSU Academic Calendars**

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



## Fall 2009 OSU Academic Calendar

<b>Priority registration: Phase 1</b>	May 20
<b>Priority registration: Phase 2 with wait listing</b>	June 5
<b>START: Summer advising and registration program for new undergraduates. Requires paid \$200.00 advance tuition deposit</b>	<b>First-year students:</b> June 22–23, June 25–26, June 28–29, July 13–14, July 16–17, July 20–21, July 26–27, August 20–21, August 31–September 1
	<b>Transfer students:</b> July 10, July 24, September 2
<b>Continuing registration and course add/drop with wait listing</b>	June 4–October 4
<b>Verification of enrollment</b>	September 22
<b>OSU Connect: New student fall orientation</b>	<b>First-year students and International students:</b> September 22, <b>Transfer students:</b> September 21 <b>Connect Events:</b> September 22–25
<b>Classes begin</b>	Monday, September 28
<b>Late registration begins (\$50 late fee assessed)</b>	Monday, September 28
<b>Last day to add a class by Web without departmental approval</b>	Sunday, October 4
<b>Tuition bills e-mailed to ONID accounts</b>	October 5, due November 1
<b>Second week adds by Web with departmental approval</b>	Monday–Friday, October 5–9



<b>Audit registration period</b> (Requires instructor approval; tuition and fees assessed)	Monday–Friday, October 5–9
<b>Deadline to Apply for Graduation Degree Audit</b>	Friday, October 9
<b>Last day to drop a class by Web</b>	11:55 p.m., Friday, October 9
<b>Last day to register or add a class by Web</b> (Requires instructor and departmental approval)	5 p.m., Friday, October 9
<b>Late registration fee increases to \$100.</b>	Monday, October 12 through December 7
<b>Last day to change to or from S/U grading</b> (Requires approval of academic advisor/dean, see AR 18)	5 p.m., Friday, November 13
<b>*Last day to withdraw from a course by Web. (W grade entered on transcript) (Students who want to withdraw from a course but who have a hold on their record should contact or go to the Registrar’s Office for assistance.)</b>	11:55 p.m., Friday, November 13
<b>Thanksgiving Holiday (University holiday)</b>	November 26–27
<b>*Last day for total withdrawal from the university</b> (W grade for each registered course)	5 p.m., Friday, December 4
<b>Dead week: Refer to AR 16 for policy</b>	Monday–Friday, November 30–December 4
<b>Finals week</b>	Monday–Friday, December 7–11
<b>End of term</b>	Friday, December 11



<b>Final grades due in Registrar's Office</b>	Noon, Monday, December 14
<b>Grades available on Web</b>	Wednesday, December 16

\*See the Tuition and Fee Reduction and Refund Schedule in the Fees and Fee Payment section.

### **Winter 2010 OSU Academic Calendar**

<b>Priority registration: Phase 1</b>	Starts Sunday, Nov. 15, 2009
<b>Priority registration: Phase 2 with wait listing</b>	Starts Thursday, Dec. 4, 2009
<b>Continuing registration and course add/drop with wait listing</b>	Dec. 7–January 10, 2010
<b>Verification of enrollment begins</b>	December 22, 2009
<b>Classes begin</b>	Monday, January 4
<b>Late registration begins (\$50 late fee assessed)</b>	Monday, January 4–Monday, January 18
<b>Tuition bills e-mailed to ONID accounts</b>	January 6, due February 1
<b>Last day to add a class by Web without departmental approval</b>	Sunday, January 10
<b>Second week adds by Web with departmental approval</b>	Monday–Friday, January 11–15
<b>Audit registration period (Requires instructor approval; tuition &amp; fees assessed)</b>	Monday–Friday, January 11–15
<b>Deadline to Apply for Graduation Degree Audit</b>	January 15
<b>Last day to drop a class by Web</b>	11:55 p.m., Friday, January 15
<b>Last day to register or add a class by Web</b>	5 p.m., Friday, January 15



<b>(Requires both instructor and departmental approval)</b>	
<b>Martin Luther King, Jr. Day observed: No Classes</b>	Monday, January 18
<b>Late registration fee increases to \$100.</b>	Tuesday, January 19
<b>Last day to change to or from S/U Grading (Requires approval of academic advisor/dean, see Academic Regulation 18)</b>	5 p.m., Friday, February 19
<b>*Last day to withdraw from a course by Web (W grade entered on transcript) (Students who want to withdraw from a course but who have a hold on their record should contact or go to the Registrar's Office for assistance.)</b>	11:55 p.m., Friday, February 19
<b>*Last day for total withdrawal from the university for the term (W grade for each registered course)</b>	5 p.m., Friday, March 12
<b>Dead week, refer to AR 16 for policy</b>	Monday–Friday, March 8–12
<b>Finals week</b>	Monday–Friday, March 15–19
<b>End of winter term</b>	Friday, March 19
<b>Final grades due in Registrar's Office</b>	Noon, Monday, March 22
<b>Grades available on Web</b>	Wednesday, March 24

\*See the Tuition and Fee Reduction and Refund Schedule in the Fees and Fee Payment section.

### **Spring 2010 OSU Academic Calendar**

<b>Priority registration: Phase 1</b>	Starts Sunday, Feb. 21, 2010. Ends Wednesday, March 10.
<b>Priority registration: Phase 2 with wait listing</b>	Starts Thursday, March 11. Ends Sunday, March 14



<b>Continuing registration and course add/drop with wait listing</b>	March 15–April 4
<b>Verification of enrollment begins</b>	March 30
<b>Classes begin</b>	Monday, March 29
<b>Late registration begins (\$50 late fee assessed)</b>	Monday, March 29–Friday, April 2
<b>Tuition bills e-mailed to ONID accounts</b>	April 5, due April 30
<b>Last day to add a class by Web without departmental approval</b>	Sunday, April 4
<b>Second week adds by Web with departmental approval</b>	Monday–Friday, April 5–9
<b>Audit registration period (Requires instructor approval; tuition and fees assessed)</b>	Monday–Friday, April 5–9
<b>Deadline to Apply for Graduation Degree Audit</b>	Friday, April 9
<b>Last day to drop a class by Web</b>	11:55 p.m., Friday, April 9
<b>Last day to register or add a class by Web (Requires both instructor and departmental approval)</b>	5 p.m., Friday, April 9
<b>Late registration fee increases to \$100.</b>	Monday, April 12
<b>Last day to change to or from S/U grading (Requires approval of academic advisor/dean, see Academic Regulation 18)</b>	5 p.m., Friday, May 14



<b>*Last day to withdraw from a course by Web (W grade entered on transcript) (Students who want to withdraw from a course but who have a hold on their record should contact or go to the Registrar's Office for assistance.)</b>	11:55 p.m., Friday, May 14
<b>Memorial Day Holiday</b>	Monday, May 31
<b>*Last day for total withdrawal from the university for the term (W grade for each registered course)</b>	5 p.m., Friday, June 4
<b>Dead week, Refer to AR 16 for policy</b>	Tuesday–Friday, June 1–June 4
<b>Finals week</b>	Monday–Friday, June 7–11
<b>End of term</b>	Friday, June 11
<b>Commencement</b>	Saturday, June 12
<b>Final grades due in Registrar's Office</b>	Noon, Monday, June 14
<b>Grades available on Web</b>	Wednesday, June 16

\*See the Tuition and Fee Reduction and Refund Schedule in the Fees and Fee Payment section.

## Summer 2010 Academic Calendar

<b>Deadline to submit transfer transcripts to Admissions Office to be considered for Summer Term 2010 prerequisite checking.</b>	March 12, 2010
<b><i>Summer Session Planning Guide</i> available</b>	Approximately Wednesday, March 3
<b><i>Summer Session Schedule of Classes</i> available</b>	Approximately Wednesday, March 3



<b>Web registration begins</b>	Sunday, April 11
<b>Verification of enrollment begins</b>	June 28
<b>Inter-session (Session 6)</b>	Monday–Friday, June 14–18
<b>11-week session (Session 1)</b>	Monday–Friday, June 21–September 3
<b>First 4-week session (Session 2)</b>	Monday–Friday, June 21–July 16
<b>8-week session (Session 3)</b>	Monday–Friday, June 21–August 13
<b>Deadline to Apply for Graduation Degree Audit</b>	Thursday, July 1
<b>Independence Day Holiday</b>	Monday, July 5 (Observed)
<b>Second 4-week session (Session 4)</b>	Monday–Friday, July 19–August 13
<b>3-week session (Session 5)</b>	Monday–Friday, August 18–September 3
<b>Labor Day Holiday</b>	Monday, September 6

This calendar is subject to change. Please check the Summer Session Website at <http://summer.oregonstate.edu>.



## Appendix D

# Core course schedules for 2009-2010 and 2010-2011

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

OMPH CORE COURSE LIST FOR 2009-2010 and 2010-2011

Course Title	Credits	Fall 2009	Winter 2010	Spring 2010	Fall 2010	Winter 2011	Spring 2011
<b>Principles of Health Behavior</b>							
PHE 512 (PSU-SCH)	3	Wheeler 1840-2120 W	Wheeler 1600-1830 M	Wheeler 1840-2120 T	Wheeler 1840-2120 W	Wheeler 1600-1830 M	Wheeler 1840-2120 T
CPHN 537 (OHSU-Nurs)	3			Parker Walsh (On-Line)			Parker Walsh (On-Line)
H 571 (OSU)	3	Donatelle 1400-1650 R			Donatelle TBD		
<b>Epidemiology</b>							
PHE 535 Epidemiology Survey (PSU-SCH)	3		Maty 1840-2120 W	Maty 1600-1830 T		Maty 1840-2120 W	Maty 1600-1830 T
CPHN 533 Epidemiology Survey (OHSU-Nurs)	3	MessacarTBD (On-Line)			Staff TBD (On-Line)		
H 525 Principles and Practices of Epidemiology (OSU)	3	Smit 0830 - 0950 MW			Smit TBD		
PHPM 512 Epidemiology I (Epi/Bio Track only)	4	Stull 1500-1650 MW			Stull 1500-1650 MW		
<b>Introduction to Biostatistics</b>							
PHPM 524 (OHSU-PHPM) ONLINE	4	Lambert (On-Line)			TBD (On-Line)		
PHPM 524 (OHSU-PHPM) Class	4	Park 8:30 - 10:20 TR in BICC 124		Lasarev 1600 -1800 MR Mac:1162	Park 8:30 - 10:20 TR (location TBD)		Lasarev 1600 -1800 MR Mac:1162
PHE 510	4		Instructor and time TBD		Lachenbruch TBD (Choose Lab section)	Instructor and time TBD	
CPHN 530 (OHSU-Nurs)	4	Messacar TBD (On-Line)			Staff TBD (On-Line)		
H 524 (OSU) LECTURE	4	Lachenbruch 10:00-11:20 TR (Choose Lab section)			Lachenbruch TBD (Choose Lab section)		
H 524 (OSU) LAB	0	Staff 0800-0950 R			TBD		
H 524 (OSU) LAB	0	Staff 1200-1350 R			TBD		
H 524 (OSU) LAB	0	Staff 1600 - 1750 R			TBD		
PHPM 525 Biometry I (Epi/Bio Track only)	4	Lasarev 1300-1450 MW			Lasarev 1300-1450 MW		
<b>Environmental Health</b>							
PHE 580 Concepts of Environmental Health (PSU-SCH)	3	Dinno 1600-1830 W	Dinno 1840-2120 T		Dinno 1600-1830 W	Dinno 1840-2120 T	
PHPM 518 Concepts of Environmental Health (OHSU-PHPM)	3			Morton 1600-1830 W			TBD 1600-1830 W
CPHN 539 Concepts of Environmental & Occupational Health (OHSU-Nurs)	3		Fintholdt (On-Line)			Staff TBD (On-Line)	
H 512 Environmental and Occupational Health (OSU)	3	Harding 1400 - 1650 M			Harding TBD		
<b>Health Systems Organization</b>							
PA 574 (PSU-PA)	3	Gelman 1840-2120 T	Rissi 18:40-21:20 R	Wallace 16:00-18:30 W	Gelman 1840-2120 T	Rissi 18:40-21:20 R	Wallace 16:00-18:30 W
CPHN 540 (OHSU-Nurs)	3	Parker Walsh (On-Line)			Parker Walsh (On-Line)		
H 533 (OSU)	3	Chi 1400-1650 T			Chi TBD		





## **Appendix E**

### **Intercampus registration procedure**

#### **Inter-campus registration policy for all OMPH Students at OSU**

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

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

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#### **For OMPH classes at PSU or at OHSU School of Medicine**

Contact the course instructor to seek confirmation that space is available and that the proposed registration is acceptable.

- Go to <http://www.hhs.oregonstate.edu/ph/information-graduate-students-new-and-returning> and print the OSU MPH student's Joint Campus Registration Form or go to the OSU Registrar's Office and request the form. The form must include the correct course number, course title, and instructor.
- Submit the Joint Registration Form to the course instructor for signature.
- Submit the signed form to the OSU Registrar's Office; request that they obtain the OSU Graduate Dean's approval.
- 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.

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#### **For online classes offered by the School of Nursing at OHSU**

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



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

**Registration Procedure for all OMPH Students at School of Nursing:**

- Contact the School of Nursing course faculty of record during the registration period to get your name on the waiting list.
- 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.
- 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.
  - Obtain a *Joint-Campus Registration* form from the OSU Registrar.
  - Complete the form including OHSU School of Nursing course information.
  - Contact and FAX form to Hillary Holman-Kidd ([holmanki@ohsu.edu](mailto:holmanki@ohsu.edu), 503-494-2271 SN-4S, SN476d, FAX 503-494-1882) for the OHSU Instructor and Department Approval. Please note that you must have previously obtained approval to enroll from the course instructor; Hilary 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.
  - Submit the signed form to the OSU Registrar's Office; request that they obtain the OSU Graduate Dean's approval.
  - The OSU Registrar will confirm your registration to Hillary. She will initiate set up for access to the eCollege online course and notify the instructor of your registration at that time.
  - *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.*
  - If you have questions, please contact the Department of Public Health at OSU: 541-737-2686, [publichealth@oregonstate.edu](mailto:publichealth@oregonstate.edu).



## **Appendix F**

### **Internship/Organizational Experience Guide**

#### **H510: INTERNSHIP/ORGANIZATIONAL EXPERIENCE<sup>1</sup>**

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
- Complete the “Request for ‘To-Be-Arranged’ Course Form” (available online and in the Department main office) and obtain signatures before submitting it to the department office
- Register for H510 for the duration of the internship/organizational experience
- 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

If problems or issues arise that are barriers to achieving your learning objectives for the internship/organizational experience, discuss them with preceptor first. Then, if problems or issues cannot be resolved, discuss them with faculty advisor. Address problems early

#### **Faculty Advisors**

- Develop internship/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 and on the “Request for ‘To-Be-Arranged’ Course Form”, which allows the student to register for H510

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<sup>1</sup> The Environment, Safety and Health, Health Promotion, and International Health tracks require internships. The Health Management and Policy Track requires an organizational experience. Students should discuss track-specific standards and requirements for their internships or organizational experiences with their faculty advisors.



- 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.
- Send a thank you note to preceptor for time/effort in mentoring

When asked by student or preceptor, work with student and/or preceptor to resolve any problems or issues that are barriers to achieving students' learning objectives for the internship/organizational experience and/or meeting preceptor needs.

### **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

If problems or issues arise that are barriers to meeting your needs for the internship/organizational experience, discuss them with the student first. Then, if problems or issues cannot be resolved, discuss them with faculty advisor. Address problems early.



**Oregon State University  
Department of Public Health**

## **Guidelines for H510: Internship/Organizational Experience**

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

### **Overview of H510: Internship/Organizational Experience**

#### *What is the purpose of the internship/organizational experience?*

The purpose of the graduate internship 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 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 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.

#### *What does the internship/organizational experience involve?*

The internship/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 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 an internship/organizational experience summary report and an internship/organizational experience 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 experiences 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 site. The faculty advisor may suggest several organizations for the student to contact about internships/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. The student provides a copy of the completed contract to their preceptor, advisor, and Eileen Kaspar in the department office. The student must then complete and obtain signatures on the "Request for 'To-Be-Arranged' Course Form", which is available on the department website and in the Department's main office. Before the student can complete registration, the signed form must be submitted to Nancy Creel in the Department's main office.



**After Nancy provides an approval code to the student's record, the student must register for H510 internship/organizational experience hours with their faculty advisor for the duration of the internship/organizational experience.**

#### *Required documentation*

To begin your field work you must not only be registered for H510 but must also have both an approved Application and Learning Contract and Field Experience Agreement (see Appendices). The learning contract provides information about the site, student learning competencies, skill requirements, and anticipated outcomes. This contract is to be signed by the student, the preceptor, and the faculty advisor. The student provides a copy of the signed Application and Learning Contract to the faculty advisor, to the department's Graduate Program Manager (Eileen Kaspar) and to the preceptor. *Note that the internship/organizational experience may not begin without a complete and signed Application and Learning Contract on file and registration in H510 for the **duration** of the internship/organizational experience.*

#### **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 begins?**

At the start of the internship/organizational experience, students should begin 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, 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. Students must immediately contact their faculty advisor if there is a problem that could not be resolved first with the preceptor. 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 field experience?**

After completing the field experience, it is the student's responsibility to ensure that proper paperwork is submitted in a timely fashion. Students should plan accordingly, allowing at least 10 days (beginning of Week 9) for faculty review.

Students should submit the following documents to the faculty advisor to begin the process of final approvals and grading:

### **A. Field Experience Summary Report**

Students prepare a minimum 12 page Field Experience Summary Report (see Appendices) that documents the details of the experience, indicates the utility of the experience for the student, and offers personal reflections 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; and
- Achievement of the Track Learning Competencies.

### **B. Field Experience Evaluation Report**

Students are also required to complete the Field Experience Evaluation Report (see Appendices). Both the student's Field Experience Summary Report and Field Experience Evaluation Report are submitted to the advisor in partial satisfaction of H510 requirements.

### **C. Products Developed in Field**

Students must also submit any key products developed while in field experience. These include the outcomes of projects or other contributions in the context of this field work. Please be attentive to, and take all measures to implement, any necessary privacy protection in your submitted product, including removal of any sensitive or private information.



**D. Student Checklist**

Students must meet with their faculty advisor to debrief their field experience and submit their completed Student Checklist for signature and filing in the student's academic file.

**E. Student Evaluation Form (to be completed and returned by Preceptor)**

At the end of the field experience, students must request that their preceptor complete the Student Evaluation Form (to be provided by the student), and that s/he returns it to the Field Experience Coordinator at the address included at the bottom of the form.

**7. How are credits and grades assigned for the field experience?**

A student's performance is assessed based on quality of materials submitted (i.e., Application and Learning contract, final Field Experience Summary Report, evidence of products developed while in field work, and Field Experience Evaluation Report), demonstrated satisfaction of learning competencies, and assessments of both the site preceptor and faculty. Grades are assigned on a Pass/Fail basis.

**8. What do I need to do if my field experience has a human subjects research component?**

Most field experiences do not involve human subjects research. However, if human subjects research is involved, OSU requires all research conducted with humans and/or human data to be reviewed through the Human Subjects Review (IRB) Committee. If no Human Subjects approval has yet been obtained, students will need to submit proposals for review. It is important to note that only the IRB can determine whether or not research is exempt from review.

Students *must* apply with their faculty advisor for IRB approval. Students conducting research involving human subjects should plan timelines accordingly; please note that work on the project may not begin until IRB approval has been obtained. Full information is available through the OSU Research Office of Sponsored Programs at <http://oregonstate.edu/research/ori/humansubjects.htm>

**9. What do I need to do if I am planning an international internship/organizational experience?**

Because of the unique characteristics of such opportunities, international placement preparations and authorizations will be addressed on a case-by-case basis. Please meet early with your advisor if you are planning an international internship/experience. Submit all materials at least one full term (preferably 1 ½ terms or more) in advance of your planned international work. Processes begun after that point may not have received all necessary approvals in time for planned departure. Please note that all international field work must involve a host, host agency, or organization; university-sanctioned field work will not be approved in the absence of a host.





**H510: Internship/Organizational Experience  
Application and Learning Contract**

Once you have identified your internship/organizational experience site, plan to discuss the following completed student information and supplemental materials with your faculty advisor and preceptor. The contract must be complete with all required signatures *prior* to registration in H510 for the duration of the experience. Please be thorough, responding completely to each section. *Note that this is a contract against which your performance in H510 will be measured.*

**STUDENT INFORMATION:**      (Please Print)

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

---

Last Name	First Name	M.I.	OSU ID#
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---

Street Address	City	State	Zip Code
----------------	------	-------	----------

---

Mailing Address if different from street address

---

Home Phone	Work Phone	Email address
------------	------------	---------------

**Please complete the following items.**

1. Enrollment term of internship/organizational experience: \_\_\_\_\_  
*NOTE: The student must enroll in H510 for the entire duration of the actual 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 (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 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 OSU OMPH Student Handbook for the list of competencies for your track) that you hope to gain mastery in during your internship/organizational experience.

**NOTE:** Once the internship begins, if problems or issues arise that are barriers to achieving your learning objectives for the internship/organizational experience, discuss them with preceptor first. Then, if problems or issues cannot be resolved, discuss them with faculty advisor. Address problems early.



**Internship/Organizational Experience Information  
Faculty Advisor Signature Form**

---

Student's Name (Please Print)

OSU MPH Track

---

Term(s) and year of internship/organizational experience

---

Organization

---

Address

City

State

Zip Code

---

Preceptor name

Title

---

Work Phone & Ext.

Fax

Email address

**REQUIRED SIGNATURES:**

---

Faculty Advisor signature

Date

**I understand that I must register for H510 for the duration of the actual internship/organizational experience.**

---

Student signature

Date





**Internship/Organizational Experience Information  
Preceptor Signature Form**

---

Student's Name (Please Print)

OSU MPH Track

---

Term(s) and year of internship/organizational experience

---

Organization

---

Address

City

State

Zip Code

---

Preceptor name

Title

---

Work Phone & Ext.

Fax

Email address

**REQUIRED SIGNATURES:**

---

Preceptor signature

Date

**I understand that I must register for H510 for the duration of the actual  
internship/organizational experience.**

---

Student 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 site, name of Preceptor, term(s) enrolled in internship/organizational experience.

#### Section I. Introduction

1. Field work setting: General overview of agency
  - a. Type of organization (e.g., government agency, not-for-profit organization)
  - b. Major objectives of the organization
  - c. Description of public health activities
2. 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  
To Be Completed by the Preceptor**

\_\_\_\_\_  
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 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 stated my career objectives in writing
- \_\_\_\_\_ I completed the personal information section of the H510 Application and Learning Contract and can provide the required supporting documentation.
- \_\_\_\_\_ I identified a site for my internship/organizational experience (*If not, talk to your faculty advisor or check the MPH listserv for internship/organizational experiences available.*)
- \_\_\_\_\_ I met with my faculty advisor during the term prior to that in which I wish to take H510.
- \_\_\_\_\_ I 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 completed the entire H510 Application and Learning Contract and submitted the entire application to my faculty advisor for approval.
- \_\_\_\_\_ I provided my advisor and the Department of Public Health Graduate Program's Manager (Eileen Kaspar) with copies of the signed contract.
- \_\_\_\_\_ I submitted the signed "Request for 'To-Be-Arranged' Course Form" to the Department Office Coordinator (Nancy Creel)
- \_\_\_\_\_ I registered in H510 for the duration of the internship/organizational experience.
- \_\_\_\_\_ I provided a signed copy of my H510 Application and Learning Contract to my preceptor.
- \_\_\_\_\_ I started my ongoing internship/organizational experience journal.
- \_\_\_\_\_ I sent periodic status reports to my faculty advisor about my internship/organizational experience.
- \_\_\_\_\_ I requested that my preceptor complete the Student Evaluation Form.
- \_\_\_\_\_ I met the obligations of my contract including completion of a 10-page internship/organizational experience summary report and internship/organizational experience evaluation report.



**H510 INTERNSHIP/ORGANIZATIONAL EXPERIENCE  
STUDENT CHECKLIST SIGNATURE PAGE**

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
MPH track

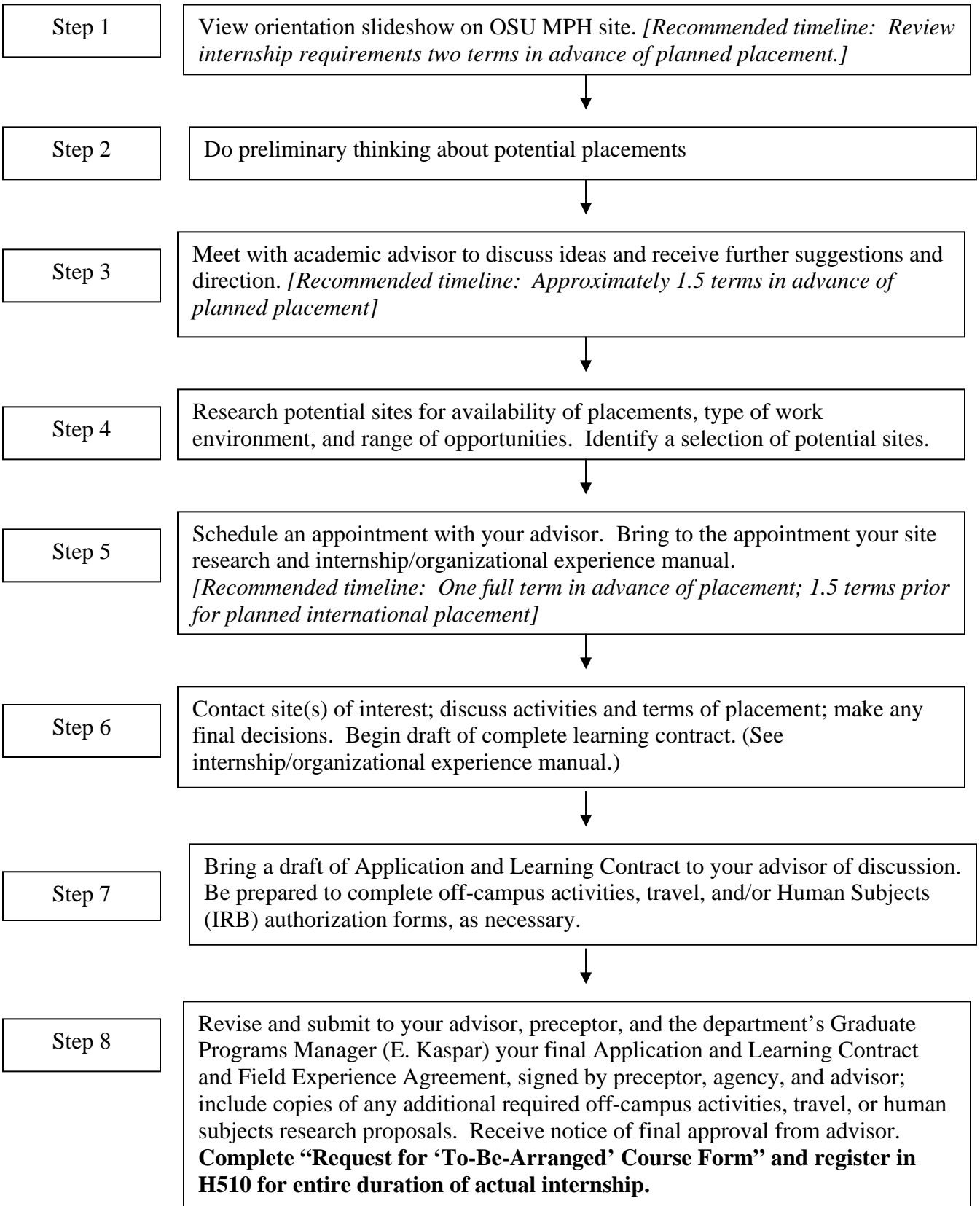
\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*(Faculty: Please assure that the signed checklist is retained in student's academic file.)*







## **Appendix G**

### **Forms and Helpful Information**

**Online forms are available on the OSU Graduate School website at [http://oregonstate.edu/dept/grad\\_school/current/forms.html](http://oregonstate.edu/dept/grad_school/current/forms.html)**

**In addition to the online forms, the “Guide to Success” at [http://oregonstate.edu/dept/grad\\_school/current/success.html](http://oregonstate.edu/dept/grad_school/current/success.html) is VERY helpful.**

**The “Flow Chart for Successful Master’s Degree Completion at Oregon State University” is available at [http://oregonstate.edu/dept/grad\\_school/current/flowchart-Masters.pdf](http://oregonstate.edu/dept/grad_school/current/flowchart-Masters.pdf)**

**For catalog and class schedule, see <http://catalog.oregonstate.edu/Default.aspx?section=Course>**

**Registration at OSU is done online. For registration information see <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=377>**

**Joint-campus enrollment information and a link to the OSU MPH student’s required registration forms for courses offered at PSU and OHSU are in Appendix E of this handbook.**

**Internship/Organizational Experience forms are in Appendix F of this handbook.**



## **Appendix H**

(Health Promotion Track, only)

### How to become a Certified Health Education Specialist (CHES)

The Certified Health Education Specialist, or CHES, examination is a competency-based tool used to measure application and knowledge of trained Health Educators. The exam assesses the basic competencies necessary for health educators, and consists of 150 multiple-choice questions. The exam is offered to students scheduled to graduate within 90 days of the exam date. To qualify for this option, a student must be enrolled in an accredited institution of higher education, and must submit an official transcript showing a minimum of 25 semester hours relating to the Area of Responsibility for Health Educator along with written verification from his/her faculty advisor assuring the student will complete all degree requirements within 90 days of the exam date.

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



## **NOTES**

