



**Primary Health Care &
Health Disparities Track**

Student Handbook

2008-2009



OMP Student Handbook
Primary Health Care & Health Disparities Track
Oregon Health & Science University
2008-2009

Table of Contents

I. The Mission of Public Health	p. 5
II. The Oregon MPH Program (OMP) – An Overview	
A. OMP Mission	p. 5
B. Program Goals	p. 5
C. Program Values & Ethics	p. 6
D. Program Learning Competencies	p. 5
E. Accreditation	p. 5
F. Structural Overview of the OMP	p. 7
III. Primary Health Care & Health Disparities Track	
A. Track Competencies	p. 8
B. Program Setting	p. 10
C. Core Curriculum	p. 10
D. Degree Requirements	p. 11
E. Advising	p. 12
F. Sample Course Sequence	p. 13
G. Field Experience and Minimum Standards Guidelines	p. 14
Program Minimum Standards	
Track Minimum Standards	
H. Culminating Experience	p. 15
I. Thesis (EPI/BIO, only)	
J. Policies	p. 15
Grading and GPA Requirements	
Incompletes	
Grievances/disagreements	



Non-degree students' application for admission
Transfer & Pre-admit credits
Course waiver requirement
Course evaluation completion
Leave of absence & Continuous Enrollment
Time to Degree Completion
Additional University or Department Specific Policies

IV. Frequently Asked Questions about the Oregon MPH Program

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

V: Frequently Asked Questions about the Primary Health Care & Health Disparities Track

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

VI. OMPH Faculty and Staff Contact Information List

Appendix A. Maps of the Three Campuses



- Appendix B. Student Advising**
- Appendix C. Academic & OMPH Events calendar**
- Appendix D. Core course schedule**
- Appendix E. Intercampus registration procedure**
- Appendix F. Internship guidelines**
- Appendix G. Forms**

**OMPH Program Student Handbook
Primary Health Care & Health Disparities Track
OHSU School of Nursing
2007-2008**

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:

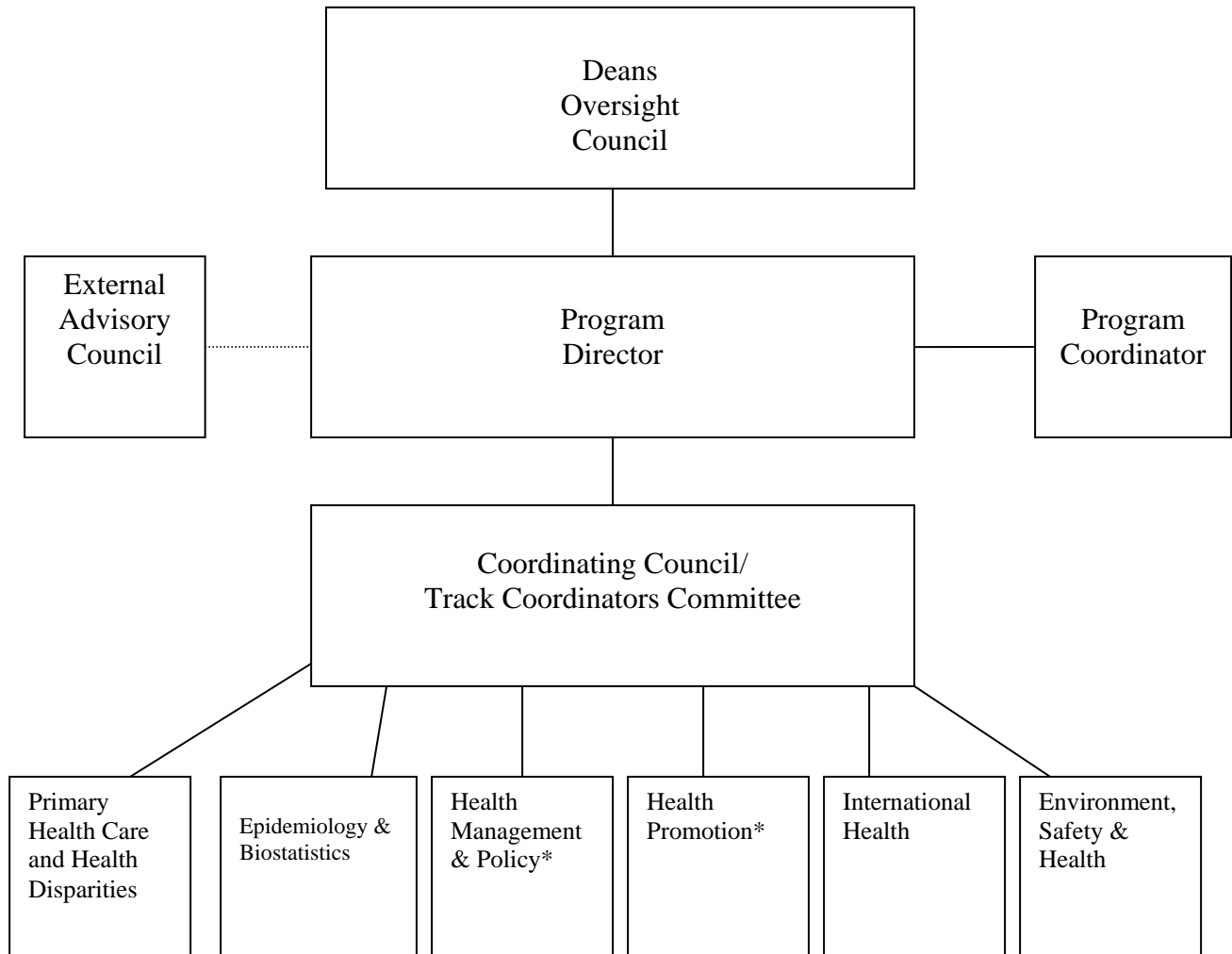
1. Apply evidence-based knowledge of health determinants to public health issues.
2. Select and employ appropriate methods of design, analysis, and synthesis to address population-based health problems.
3. Integrate understanding of the interrelationships among the organization, delivery, and financing 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).



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. Primary Health Care & Health Disparities Track

A. Track Competencies

The *Primary Health Care & Health Disparities Track* prepares public health professionals to assume leadership roles in a variety of settings, including but not limited to community health centers and health maintenance organizations, community agencies and health departments, and official and voluntary health agencies and organizations. Graduates are able to ensure the quality of implemented clinical and community care activities, act as a resource for the development of innovative and expanded responses in clinical and community care, coordinate care with regional and county offices, interface with all services involved with the care of patients, and provide counseling and education for families and patients receiving care. Students in the *Primary Health Care & Health Disparities* program will identify and explore the socio-cultural, economic, psychosocial, political and organizational influences on the health care of populations and design and implement interventions that address identified health disparities.

Track Competency	Courses	Links to Program Learning Competencies (PLC)
Develop and manage interventions to promote and protect the health of populations at risk.	CPH 509A Graduate Internship in Public Health (6 credits) CPH 512: Critical Analysis of Health Disparities (3 credits) CPH 534A Primary Health Care & US Health Disparities (3 credits) <i>CPH 537 Principles of Health Behavior (3 credits)</i> <i>CPH 539 Concepts of Environmental & Occupational Health (3 credits)</i>	PLC #1
Assess the health status of vulnerable populations.	CPH 509A Graduate Internship in Public Health (6 credits) CPH 512: Critical Analysis of Health Disparities (3 credits) CPH 534A Primary Health Care & US Health Disparities (3 credits) <i>CPH 530: Introduction to Biostatistics (PH525, PA510, H524) (4 credits)</i> <i>CPH 533: Epidemiology Survey (PH512, PHE 535, H525) (3 credits)</i> <i>CPH 539 Concepts of Environmental & Occupational Health (3 credits)</i>	PLC #1 PLC #2 PLC #6 PLC #7
Lead and participate in interdisciplinary efforts to address health disparities.	CPH 509A Graduate Internship in Public Health (6 credits) CPH 512: Critical Analysis of Health Disparities (3 credits) CPH 534A Primary Health Care & US Health Disparities (3 credits) CPH 534B Primary Health Care & International Health Disparities (3 credits) CPH 534C Social Determinants of Health Disparities (3 credits)	PLC #3 PLC #6 PLC #7
Lead individual actions or collaborate with (community) partners to create, maintain, and	CPH 509A Graduate Internship in Public Health (6 credits) CPH 512: Critical Analysis of Health Disparities (3 credits) CPH 534A Primary Health Care & US Health Disparities (3 credits)	PLC #5 PLC #6 PLC #7



modify health promotion and risk reduction programs.	CPH 534B Primary Health Care & International Health Disparities (3 credits) CPH 534C Social Determinants of Health Disparities (3 credits) <i>CPH 537 Principles of Health Behavior (3 credits)</i>	
Conduct, participate in, and apply research with vulnerable populations.	CPH 509A Graduate Internship in Public Health (6 credits) CPH 512: Critical Analysis of Health Disparities (3 credits) CPH 534A Primary Health Care & US Health Disparities (3 credits) <i>CPH 530 Introduction to Biostatistics (4 credits)</i> <i>CPH 533: Epidemiology Survey (PH512, PHE 535, H525) (3 credits)</i>	PLC #2 PLC #5 PLC #6
Enact cultural competence.	CPH 509A Graduate Internship in Public Health (6 credits) CPH 512 Critical Analysis of Health Disparities (4 credits) CPH 532 Cultural Competence in Health and Healing (3 credits) <i>CPH 533: Epidemiology Survey (PH512, PHE 535, H525) (3 credits)</i> <i>CPH 539 Concepts of Environmental & Occupational Health (3 credits)</i> <i>CPH 540 Health Systems Organization (3 credits)</i>	PLC #6
Communicate policy options.	CPH 509A Graduate Internship in Public Health (6 credits) CPH 531 Policy Implications of Social Inequality & the Ethical Practice of Public Health (3 credits) <i>CPH 540 Health Systems Organization (3 credits)</i>	PLC #4
Act ethically and make apparent the effect of ethical issues on the practice of public health.	CPH 509A Graduate Internship in Public Health (6 credits) CPH 531 Policy Implications of Social Inequality & the Ethical Practice of Public Health (3 credits) <i>CPH 533: Epidemiology Survey (PH512, PHE 535, H525) (3 credits)</i> <i>CPH 537 Principles of Health Behavior (3 credits)</i> <i>CPH 539 Concepts of Environmental & Occupational Health (3 credits)</i> <i>CPH 540 Health Systems Organization (3 credits)</i>	PLC #5
Design and implement strategies to promote primary health care as a philosophy of care and an approach to providing community based services.	CPH 509A Graduate Internship in Public Health (6 credits) CPH 512 Critical Analysis of Health Disparities (4 credits) CPH 534A Primary Health Care & US Health Disparities (3 credits) CPH 534B Primary Health Care & International Health Disparities (3 credits) CPH 534C Social Determinants of Health Disparities (3 credits)	PLC #1 PLC #4 PLC #6 PLC #7

B. Program Setting

The Primary Health Care and Health Disparities track at Oregon Health & Science University (OHSU) is comprised of faculty members with primary, adjunct, or joint appointments in the School of Nursing. These faculty members and researchers are dedicated to reducing health disparities through partnership with the communities in which we live. They come from a variety of backgrounds and all have first hand experience with community-based social and health care agencies, grant funded programs, the legal and justice system, the military and military health care, family care, health advocacy and wellness programs, etc. The expertise of the faculty includes biostatistics, bioterrorism defense planning, international health, underserved populations, women's health, social justice, and immigrant health issues (particularly Latino health advocacy and education). Our track courses are offered online through the Sakai delivery format.

C. Core Curriculum (Required of All OMPH Program Students)

All students must take a common OMPH core of five courses (16 credits). Courses are shared between OHSU and PSU in Portland and OSU in Corvallis and may be taken at any of the three institutions with approval of your advisor. The OMPH core course schedule is posted on the OMPH website at: <http://www.oregonmph.org/course/course.html>. You will need to follow the campus specific procedures for registration, for instructions see page 19. You will 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

D. Degree Requirements

Completing the MPH degree in the Primary Health Care & Health Disparities Track at OHSU requires:

1. A total of at least 58 approved credit hours. These credits include:
 - OMPH Core Courses 16
 - Required Track Courses 25
 - Electives 17
 - 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 CPH 509A.

The following courses are required:

<u>Course</u>	<u>Course Title</u>	<u>Credit Hours</u>
---------------	---------------------	---------------------

OMPH Core Courses

CPH 530	Introduction to Biostatistics	4
CPH 533	Epidemiology Survey	3
CPH 537	Principles of Health Behavior	3
CPH 539	Concepts of Environmental and Occupational Health	3
CPH 540	Health Systems Organization	3

Primary Health Care & Health Disparities Required Track Courses

CPH 509A	Graduate Internship in Public Health	6
CPH 512	Critical Analysis of Health Disparities	4
CPH 534A	Primary Health Care & US Health Disparities	3
CPH 534B	Primary Health Care & International Health Disparities	3
CPH 534C	Social Determinants of Health Disparities	3



CPH 531 Policy Implications of Social Inequality & the Ethical Practice of Public Health	3
CPH 532 Cultural Competence in Health and Healing	3

Principles and Practice Courses Elective (17 credits)*:

CPH 507A Current Issues in Public Health	3
CPH 510 Research Methods and Evidence Based Practice	4
CPH 535 Principles & Practices of Public Health	4
CPH 536 Community Based Participatory Research	3
CPH 538 Program Evaluation Using Mixed Methods	3

TOTAL CREDITS 58

E. Advising

Upon entering the MPH program each student is assigned an advisor. The advisor is the student's key link to their program of study. **Initial appointments must be set up before the student's first term registration.** Students are expected to meet with their advisors *at least once* a quarter, e.g., prior to registering each quarter is a perfect time. The advisor will assist the student with planning an individual program of study, will help with procedures regarding progress in the program, will act as a mentor and guide, and will provide assistance with specific questions or with solving programmatic problems/issues.

F. 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.

**Oregon Master of Public Health Program
Oregon Health & Science University School of Nursing Primary Health Care &
Health Disparities (MPH-PHCHD)
Program of Study — Fulltime (2008-09)**

Year 1

FALL	CR	WINTER	CR	SPRING	CR
CPH 530: Introduction to Biostatistics (PHPM 524, H524)*	4	CPH 507A: Current Issues in Public Health	3	CPH 537: Principles of Health Behavior (PH517, PHE512, H571)*	3
CPH 533: Epidemiology Survey (PH512, PHE 535, H525)*	3	CPH 534A Primary Health Care & US Health Disparities	3	CPH 535: Principles & Practice of Community Health	4
CPH 510: Research Methods and Evidence Based Practice	4	CPH 512: Critical Analysis of Health Disparities	4	CPH 534B Primary Health Care & International Health Disparities	3
Total	11	Total	10	Total	10

Year 2

FALL	CR	WINTER	CR	SPRING	CR
CPH 540: Health Systems Organization (PH519, PA574, H533)*	3	CPH 539: Concepts of Environmental & Occupational Health (PH518, PHE580, H542)*	3		
CPH 531 Policy Implications of Social Inequality & the Ethical Practice of Public Health	3	CPH 538 Public Health Program Evaluation	3	CPH 536 Community Based Participatory Research	3
CPH 532 Cultural Competence in Health & Healing	3	CPH 509A Graduate Internship in Public Health [^]	3-6	CPH 509A Graduate Internship in Public Health [^]	3-6
CPH 534C Social Determinants of Health Disparities	3				
Total	12	Total	6-9	Total	9-13

Total Credits for MPH in Primary Health Care & Health Disparities: 58



G. Field experience and Minimum Standards Guidelines

Program Minimum Standards for Field Experiences

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

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

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

Track Minimum Standards for Field Experiences

In addition to meeting the OMPH Program Minimum Standards for field experiences, internships for students in the Primary Health Care & Health Disparities 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 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 Primary Health Care & Health Disparities track competencies of which they intend to gain mastery during their internships. These must include all of the track competencies.
- After completing their internships students must complete an internship summary report, which must be approved by their major professor/advisors.



- In this final summary report students must describe and evaluate the degree to which they accomplished their individual and track learning competencies during their practica.
- Preceptors must evaluate, using a survey instrument provided in the Internship Handbook, the degree to which students accomplished their individual learning competencies and attained the track competencies. This evaluation must be submitted to the student's major professor/advisor.

*Qualified preceptors have an MPH from a CEPH accredited program and have a minimum of one-year practice experience in their field or have equivalent public health education, training, and practice experience.

H. Culminating Experience - CPH 509A: Graduate Internship in Public Health

The purpose of the internship requirement is to ensure that each graduate has some practical public health experience. This course should not be taken until the student has completed Introduction to Biostatistics and Epidemiology Survey and/or until the student is well advanced in his/her program of study. Furthermore, students must complete all track and core required courses before beginning an internship or have written consent from their faculty advisors. Six credits are required and can be taken over two quarters.

J. Policies

Grading and GPA Requirements

Students are assigned numeric 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 www.ohsu.edu/son for additional information on incompletes and course withdrawals.

Grievances/disagreements

General Policy

Oregon Health and Science University (“University”) and the School of Nursing (“SON”) seek to promote an educational environment that values communication, fair treatment and respect among students, faculty and staff. Despite these efforts, differences of values and goals between individuals and groups may occasionally lead to circumstances that require a process for resolving these issues. The SON strongly believes that problems in human relationships can best be resolved informally and locally between and among the parties involved. The purpose of this policy is to provide a structure for the resolution of grievances when informal resolution is not possible or is unsatisfactory. These procedures occur under the authority of, and may be subject to review by the SON Dean or their designee.

What is Grievable

Students as individuals, or as a group, have the right to grieve matters that they deem to be unfair or unreasonable on the part of the SON or an individual or individuals representing the SON. Students may not grieve disciplinary action (see the SON Code of Student Conduct and Responsibility for appeals of disciplinary action) or complaints of prohibited discrimination. (These complaints will be referred to the University Office of Affirmative Action /Equal Opportunity.)

Informal Resolution Procedures

Students who wish to grieve a matter must first discuss the problem with the individual(s) involved. In the case of a grade or course related grievance, the student should first address the concern to the course instructor. If not satisfied with the response of the instructor, a student may address their grievance to the Director of the instructor’s academic department. If a student wishes to have their grievance considered beyond the Chair or Director level, they may address their grievance to the SON Grievance and Student Conduct Committee.

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. The Primary Health Care & Health Disparities track does not accept non-degree student admissions/enrollment in core classes. Non-degree seeking students *may* take non-core classes with instructor permission and only if space allows. We cannot accept credits from the five OMPH Core Courses taken before being admitted into the program (unless you are a transfer student from another accredited school/program).

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

Transfer & Pre-Admit Credits

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

Procedure: Previously earned credits may be transferred into the student's current program of study pending approval from his/her advisor. A transfer of credit form must be completed and signed by appropriate faculty and administrative officers. The student must ensure that an official transcript is filed with the Registrar's Office. Use a separate form for each institution. A "Course Waiver" form is also required if a transferred course waives a required track course. We cannot accept credits from the five OMPH Core Courses taken before being admitted into the program (unless you are a transfer student from another accredited school/program).

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 meet with their advisor, 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

To maintain continuous improvement of teaching and learning we rely on timely and accurate feedback from students by way of course evaluations. Students' comments are reviewed by the associate deans, and used by individual faculty, the department and administration to help faculty improve their teaching. These data are also used in promotion and tenure reviews and in decisions about future course assignments. Course evaluations should be completed after all course work is accomplished. Course Evaluations are done anonymously through an online system.

Leave of Absence & Continuous Enrollment Policies

After the completion of one term, a student may, under exceptional circumstances and with the approval of the School of Nursing, interrupt his or her professional program for a leave of absence.

Students who are contemplating a leave of absence should contact their advisor to determine the appropriate steps to take. When requesting a leave of absence, the student must submit his or her request in writing to the campus associate dean and must establish the term and year to resume study. The form can be found at:

<http://www.ohsu.edu/registrar/wdloa.pdf>

A leave of absence is normally granted for a period of one quarter unless circumstances warrant a longer period of time. Under no circumstances will a leave of absence be granted for longer than one year. Students taking an approved leave of absence do not need to reapply to the School of Nursing. Students can be administratively withdrawn for failing to complete a leave of absence form but still taking a leave.



It is critical that students contact their advisor, the track director and/or the associate dean for academic affairs in the term prior to their anticipated return to school to confirm their intention to return to school and to discuss any placements.

The complete policy and procedure can be found as a link on:
<http://www.ohsu.edu/son/policyandprocedures/policy/20-06.10.pdf>

Time to Degree Completion

A student is entitled to take up to seven years to complete the OMPH Program degree. Requests for longer duration must be made through the student's advisor and are subject to approval.

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 (OSU, PSU & OHSU School of Medicine), eCollege (OSU) & Sakai (OHSU School of Nursing), or WebCT (PSU). Web-based and distance courses may involve additional fees. Please note that eCollege courses at OSU are not included in the OMPH joint campus agreement. eCollege courses are listed in a separate course catalog and are designated with section numbers in the 400's. Students interested in courses provided via eCollege will need to enroll for those courses through OSU. Regular eCollege tuition fees would apply.

Registration Information for Primary Health Care & Health Disparities Track Students Registering for OSU or PSU or SoM Courses

- 1) Please discuss and receive approval for your intentions to take a specific PSU or OSU or SoM course with your advisor. This will ensure that the course you wish to take is applicable to your program of study with the Primary Health Care & Health Disparities track.
- 2) Once you receive the OK from your advisor please contact Svetlana Guduras at gudurass@ohsu.edu or call at 503-418-2271 to let her know which class (CRN, course



prefix, number, and name; for example, 12110, CPH 509A: Graduate Internship in Public Health) you wish to take so that he can inform the respective campus Registrar and track coordinator with this information.

- 3) Please complete a hardcopy OHSU registration form.
http://www.ohsu.edu/son/academic/app-nds_regform.pdf. Under “field of study” write in “MPH program,” disregard “non degree new or returning” section, and for “Campus” enter under “Other” either “OSU OMPH program” or “PSU OMPH program.” Complete the course information with the CRN, prefix, number, and name of **the course at OSU or PSU**.
- 4) Obtain the instructor’s approval to register for the course and secure his or her signature on the registration form. This may take some time to do so please plan ahead. It would be best to have the signature 2-3 weeks prior to the last day of registration. If you are unable to get a signature, we will accept an email from the instructor that states that you have permission to register for the course. You can obtain contact information for the instructor by visiting the university’s website: www.oregonstate.edu or www.pdx.edu
- 5) Turn the completed registration form into to the OHSU Registrar’s office at:
Registrar's Office L-109
Oregon Health & Science University
3181 SW Sam Jackson Park Rd.
Portland, OR 97239
Phone: 503-494-7800 or 800-775-5460
Fax: 503-494-4629
and give a legible photocopy of the completed form to Larry
- 6) You have successfully registered!
- 7) You will need to complete a transfer of credit form
http://www.ohsu.edu/son/student/forms/transfer_credit.pdf to ensure that the credits taken at another university are counted towards your program of study at OHSU. Remind your instructor to contact your advisor with your grade. Your advisor will pass this information on to the OHSU Registrar.

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

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

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

- **OHSU Parking Services:** (503) 494-8283
<http://www.ohsu.edu/parking/>
- **OSU Parking Services:** (541) 737-2583
http://oregonstate.edu/facilities/transit_pkg/index_pkg.html
- **PSU Parking Services:** (503) 725-3442
<http://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, but prior to having been admitted to the OMPH Program. Please note that *though* these are "pre-admit credits" and not "transfer credits," these credits still count toward the 1/3 total 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?

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.. Please contact your student representatives, Track Coordinator, or the Program Director for information regarding current opportunities. If you are interested in serving as a student representative or in helping to plan program events, please contact your Track Coordinator.

6. How do I contact the OMPH Program office?



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

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. 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, and 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. The 2009 Symposium will be held on Friday, April 3, 2008. 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) 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 will be 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 or 503-725-5186. The contact for the Primary Health Care & Health Disparities track at the OHSU School of Nursing is Svetlana Guduras gudurass@ohsu.edu .

Through these listservs, 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. The OMPH Program listserv is also a great way to communicate with other students. This listserv is not to be used to send personal messages, for fund-raising, or other solicitations, or to disseminate information not directly related to the MPH program or the Public Health field. Please observe proper “netiquette” in all communications.

11. Websites of Interest

Oregon Master of Public Health Program
www.oregonmph.org

Portland State University
www.pdx.edu

Oregon State University



www.oregonstate.edu

Oregon Health and Science University

www.ohsu.edu

American Public Health Association

www.apha.org

News, career resources, links to state, national and international public health organizations

Association of Schools of Public Health

www.asph.org

Internship and job links, information about academic programs

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

www.atpm.org

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

Centers for Disease Control and Prevention

www.cdc.gov

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

Council on Education for Public Health

www.ceph.org

Academic public health accrediting agency

Council of Accredited MPH Programs (CAMP)

www.mphprograms.org

Association of accredited programs in Public Health

Environmental Protection Agency

www.epa.gov

Environmental health resources

National Institutes of Health

<http://www.nih.gov>

Links to health institutes, health education materials

Oregon Health Division

www.ohd.hr.state.or.us

Oregon Health Division homepage



Oregon Employment Department

www.emp.state.or.us

Job links: city, county, state, federal, etc.

Oregon Public Health Association

www.oregonpublichealth.org

News, career resources, links to public health organizations

Oregon Rural Health Association

www.orha.org

Rural health topics: advocacy, research, education

Public Health Employment Connection

<http://cfusion.sph.emory.edu/PHEC/phec.cfm>

Job listing site maintained by Emory School of Public Health

Public Health Jobs Network

www.publichealthjobs.net

Job listing site sponsored by ASPH

V: Frequently Asked Questions about the Primary Health Care & Health Disparities Track

1. How do I register for classes at OHSU School of Nursing?
Students register through the online ISIS system at <http://www.ohsu.edu/registrar/ISISOnline.htm>. (This link is also located on the OHSU School of Nursing website.) Using this secure, interactive application, students may display grades, display unofficial transcripts, view student account information, review holds (if they exist), view personal information such as address, email, etc., view and/or print class schedules, and register for classes. Instructions are provided on the ISIS website.
2. What kind of financial aid is available?
Financial aid applications can be completed through the OHSU Financial Aid office.
OHSU Financial Aid Office
<http://www.ohsu.edu/finaid/>
Phone: (503) 494-7800 or (800) 775-5460
Fax: (503) 494-4629
Email: finaid@ohsu.edu
3. What is the policy for minimum enrollment?
Students must be enrolled for at least one credit per quarter or have an approved Leave of Absence on file for that quarter. A new policy is being considered to prohibit granting more than three LOAs during a student's course of study.



4. What is the difference between full-time and part-time students?
A full-time student is enrolled for between 9-16 credits per quarter. A part-time student is enrolled for less than 9 credits.
5. If I work, are their evening classes available in the OMPH Program?
At the OHSU School of Nursing, all MPH classes are delivered online in an asynchronous format.
6. Can I substitute other comparable courses for required courses in the program?
You may petition to transfer up to 16 credits from another institution into the program (classes taught in other OMPH tracks do not count). The course must have been taken within the past 7 years and a course description must be provided to determine comparability.
7. What should I know about plagiarism?
Plagiarism is the use of other peoples' creations without acknowledging the source. This practice is to be avoided and will be grounds for dismissal. Students should also read the code of conduct policy on the OHSU School of Nursing website: <http://www.ohsu.edu/son/student/forms/honorcode.pdf>
8. How can I improve my study skills?
Most community colleges offer Study Skills courses, which can provide helpful information for students who are seeking to improve their study habits and be more effective.
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. Courses incorporating service-learning opportunities include Community Organizing and Program Evaluation, among others.
10. How do I arrange Reading and Conference credits?
If you have a topic that you would like to explore in depth outside a regular class, you can talk with a potential faculty supervisor who is interested in the topic about signing up for a Reading and Conference class. If the faculty member agrees, you can register for the class online with his/her CRN number. You will be expected to do reading in this area and to write a paper on the topic.
11. How do I access my enrollment files and transcripts?



For enrollment and registration questions, you can contact your campus coordinator: Svetlana Guduras at gudurass@ohsu.edu .

For transcripts:

OHSU Registrar's Office

<http://www.ohsu.edu/registrar/>

Phone: (503) 494-7800 or (800) 775-5460

Fax: (503) 494-4629

12. What are my rights regarding my file?

You have the right to access your student file at any time. Your information will not be shared outside of OHSU.

13. What are the required procedures for graduation?

To graduate, you will need to fill out an "Application for Degree", which can be found on the OHSU Registrar website: <http://www.ohsu.edu/registrar/>. Your campus coordinator will then be notified and will fill out a degree clearance. This will allow you to be considered "Graduated" within our system.

14. How can I become more involved with the OHSU School of Nursing Primary Health Care & Health Disparities Track?

Any events or opportunities will be announced on the School of Nursing's website: www.ohsu.edu/son, or sent out via e-mail through the listservs.

15. What other resources are available to students on the OHSU School of Nursing campus?

Please visit the OHSU School of Nursing website: www.ohsu.edu. Library resources are available to students online as well as in standing holdings. Please visit the library website for campus locations, hours, catalogs, print & electronic reserves, and more: <http://www.ohsu.edu/library/>.

In addition, the OHSU Fitness and Sports Center offers a wide variety of fitness classes, equipment, and programs for students and fitness center members. Full-time OHSU students must present their student ID card with a current term sticker before being admitted to the building. Current stickers can be obtained at the Cashier's Office located in Baird Hall. **This information is only valid until December 2006, when new fitness center opens.** For details please visit the Fitness Center website: <http://www.ohsu.edu/academic/acad/fsc/>

16. How do I find out about internship opportunities?

You can set up your own internship within certain parameters. You are expected to identify both the setting and preceptor and are encouraged to begin this process the term BEFORE you plan to start your internship. Please note that the choice of setting and preceptor must be approved by the faculty of record and your advisor. The track is in the process of revising the process by which students select or are assigned to an internship site. More detailed information on this will be provided as the process is finalized.



VI. OMPH Faculty and Staff Contact Information

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

Environment, Safety and Health Track (OSU)

Admissions Contact

Department of Public Health

Main Office

(541) 737-2686

publichealth@oregonstate.edu

Curricular Information

Anthony Veltri, EdD

Oregon State University

Department of Public Health

(541) 737-3831

Anthony.Veltri@oregonstate.edu

Epidemiology & Biostatistics Track (OHSU)

Admissions Information

Tree Triano

Oregon Health & Science University

(503) 494-2012

leol@ohsu.edu

Curricular Information

Katherine J. Riley, Ed.D.

Oregon Health & Science University

Department of Public Health and Preventive Medicine

(503) 494-2556

rileyk@ohsu.edu

Health Management & Policy Track (OSU)



Admissions Information

Department of Public Health
Main Office
(541) 737-2686

publichealth@oregonstate.edu

Curriculum Information

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

Stephanie.Bernell@oregonstate.edu

Health Management and Policy Track (PSU)

Admissions Information

Becky Fidler
(503) 725-3920

rfidler@pdx.edu

PublicAdmin@pdx.edu

Curricular Information

Neal Wallace, PhD
Portland State University
Mark O. Hatfield School of Government
(503) 725-8248

nwallace@pdx.edu

Health Promotion Track (OSU)

Admissions Contact

Department of Public Health
Main Office
(541) 737-2686

publichealth@oregonstate.edu

Curricular Information

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

Becky.Donatelle@oregonstate.edu

Health Promotion Track (PSU)

Admissions Information

(503) 725-4401

SCHinfo@pdx.edu



Curricular Information

Stephanie Farquhar, PhD
Portland State University
School of Community Health
(503) 725-4401
farquhar@pdx.edu

International Health Track (OSU)

Admissions Information

Department of Public Health
Main Office
(541) 737-2686
publichealth@oregonstate.edu

Curricular Information

Chunhuei Chi, Sci.D.
Oregon State University
Department of Public Health
(541) 737-3826
Chunhuei.Chi@oregonstate.edu

Primary Health Care & Health Disparities Track (OHSU)

Admissions Contact

OHSU School of Nursing
(503) 494-7725
proginform@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

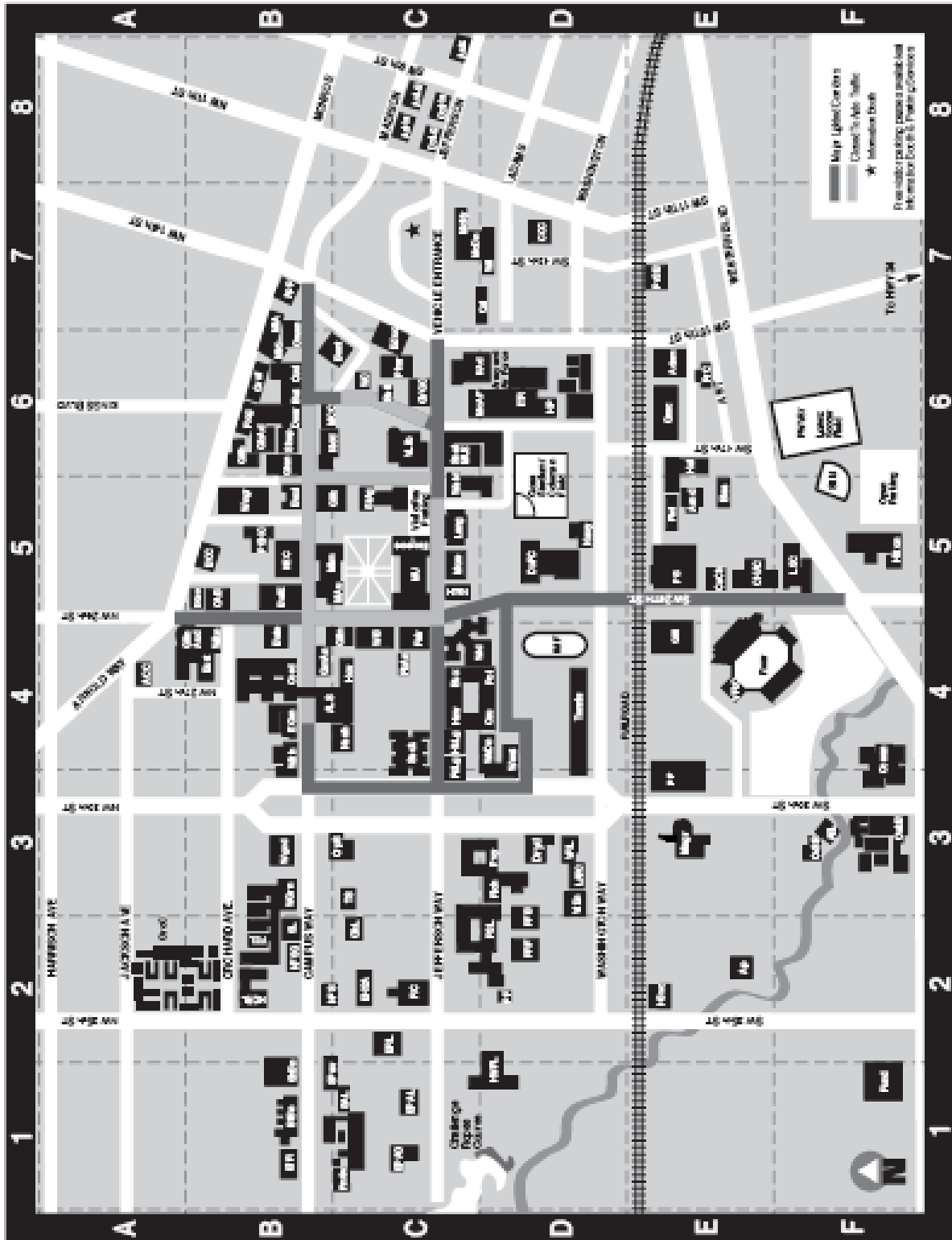
Appendix A

Maps of the Three Campuses

Oregon Health & Science University
Oregon State University
Portland State University



OSU Campus Map





Appendix B

Student Advising

Name of
Advisor _____

Office Phone _____

Email _____

Office building & room #

Date of 1st
meeting* _____

Date program of study was
completed** _____

For Student:

Date Entered School _____ Expected Graduation _____

*Please make your first appointment with your advisor as soon as possible once you have accepted your offer of admission. You are required to meet with or speak with your advisor *at least once per term* (usually prior to the start of each fall term).

**Please make sure you mail or fax your completed and signed program of study to Mary Ann Talbott at (503) 494-3878 or OHSU School of Nursing, SN-5S, 3455 SW U.S. Veterans Hospital Rd. Portland, OR 97239 so that it can be filed in your student file.



OREGON HEALTH & SCIENCE UNIVERSITY
Oregon Master of Public Health (OMPH) Program

Academic Advising Information for Primary Health Care & Health Disparities Track Students

All OMPH students are assigned an academic advisor who counsels you regarding curriculum, career options, letters of recommendation, and other matters of student concern. Advisors may be involved in honor code violation inquiries, leave of absence requests, prerequisite exceptions, academic warnings, withdrawals from the program, and academic reviews for probation or dismissal. Advisors are knowledgeable about your program requirements for full and part time study as well as curriculum content. They have a working knowledge of OMPH and university-wide policies in order to direct and guide you through the proper channels as needs arise. Advisors will help you successfully navigate through their program of study, offering professional advice and mentorship in varying degrees dependent upon your individual needs.

You should visit or phone your advisor prior to and during the start of each term. This is especially important as you begin your first term and familiarize yourself with the program and develop a plan of action. Subsequent meetings will help to further define your objectives and professional future or update your program of study. You may adhere to their initial curriculum plan or you may need assistance from your advisor in revising it. Future meetings may also serve as an opportunity to notify you of any program changes, course cancellations, graduation information, and other relevant information.

Advisor-Advisee Relationship Development

The name, number, and e-mail address of your assigned academic advisor was provided to you upon acceptance to the program. You are encouraged to contact your advisor as soon as possible and definitely prior to fall term registration.

First meeting:

- Get to know your advisor.
- Ask your advisor about their role as an academic advisor; how they will be of assistance in your academic development.
- Be sure to ask for assistance as needed or for referral for questions or concerns.
- Set up a time to or being to discuss your program of study and expectations in greater detail.
- Ask for an overview of decisions that will need to be made so you can begin thinking about registration and be prepared with information and/or questions for the next time you speak.
- Confirm best method (phone, e-mail, in-person visits) for communication.
- Ask about the time commitment involved for the program and balancing school and family/work, especially in relation to time management for heavy terms. How much time are you expected to work while in the program?

Potential questions you can discuss with your advisor throughout the duration of your program:

1. When is orientation? Do I have to attend? What information will be covered? (OMPH Orientation is usually held the week before fall term begins. You will receive specific information in the mail about orientation from the OMPH Director.
2. What options do I have within my program of study in terms of electives, and scheduling?
3. When is the registration deadline? (Registration begins two months before each term begins. Check the website for more information <http://www.ohsu.edu/son/student/registration.shtml>)
1. What are the financial and course availability consequences for late registration?
2. What if I want to add or drop a course after I have registered-what is the procedure? What are the financial and course availability consequences?
3. What is Reading and Conference?
7. What can you tell me about the Graduate Internship in Public Health requirement?
8. What are the graduation requirements that must be completed? What is the time frame for completion of these requirements?
9. How do I register, pay, or receive credit for a course taken at another university?
10. How do I remove an incomplete from previous quarters?
11. Is there a specific sequence of courses for both part-time or full-time program study options?
12. Ask any questions you might have on eCollege
13. Discuss and personal and professional objectives areas of interest; work experience you might want to get from this program
14. Ask about scholarship availability, traineeships, GRA positions etc.
15. Ask about other contacts of resources that might be available within the university, the OMPH program, etc. (i.e. a faculty member who is an expert in a field of study that is of particular interest to you)
16. Each term you might ask your advisor to review your transcript to ensure you're progressing as you should (that you are in good standing, don't have any outstanding incompletes, etc.). Ask your advisor to sign any course waivers or transfer forms you might have.
17. Discuss the evolution of your future career and professional goals and ask your advisor to help identify your strengths and weaknesses so that you may improve on both.
18. Ask about internship opportunities or professional contacts that would aid you in job search after graduation. Ask how you can market yourself and your graduate degree.
19. Ask for a letter of recommendation before you graduate
20. Ask about opportunities for continuing education post graduation.



Appendix C

Academic & OMPH Events calendar

OHSU School of Nursing Academic Calendar, 2008-09

Fall Term 2008	Grad Nursing
Fall Registration Begins	8/18
Last Day to Register W/O Late Fee	8/29
Classes Begin	9/29
Last Day to Pay Tuition and Fees	10/6
Last Day to Add/Drop without a "W"	10/6
Last Day to Drop Classes with a "W". Classes dropped after this date will receive a "WU" or "WS".	10/31
Last Day to Withdraw with full refund	10/10
Thanksgiving Holiday	11/27-11/28
Fall Term Ends	12/12
Winter Term 2009	Grad Nursing
Winter Registration Begins	11/24
Last Day to Register W/O Late Fee	12/5
Classes Begin	1/5
Last Day to Pay Tuition and Fees	1/12
Last Day to Add/Drop without a "W"	1/12
Last Day to Drop Classes with a "W". Classes dropped after this date will receive a "WU" or "WS".	2/6
Last Day to Withdraw with full refund	1/16
Martin Luther King Holiday	1/19
Presidents Day Holiday	2/16
Winter Term Ends	3/20
Spring Term 2009	Grad Nursing
Spring Registration Begins	2/16
Last Day to Register W/O Late Fee	2/27
Classes Begin	3/30
Last Day to Pay Tuition and Fees	4/6
Last Day to Add/Drop without a "W"	4/6
Last Day to Drop Classes with a "W". Classes dropped after this date will receive a "WU" or "WS".	5/1
Last Day to Withdraw with full refund	4/10
Memorial Day Holiday	5/25
Spring Term Ends	6/12



Appendix C
Academic & OMPH Events calendar

OMPH Program Calendar, AY 2008-09

Fall 2008		
<u>Date</u>	<u>Description</u>	<u>Location</u>
Mon 9/22/08	OMP Program New Student Orientation	PSU
Mon 9/29/08	Fall Term Begins	
Mon -Tue 10/6/08-10/7/08	OPHA Annual Conference (incl. OMPH student poster session)	OSU
Wed 10/8/08	First CC/TCC Meeting (12-1)	Conf. Call
TBD	OMP Program Leadership Retreat	TBD
Sat -Wed 10/25/08-10/29/08	APHA Annual Meeting	San Diego, CA
Tue 11/11/08	Holiday: Veteran's Day	
Wed 11/12/08	November CC/TCC Meeting (12-1)	Conf. Call
Thur-Fri 11/27/08-11/28/08	Holiday: Thanksgiving Day	
Mon – Fri 12/8/08-12/12/08	Final Exams	
Fri 12/12/08	Fall Term Ends	
Winter 2009		
<u>Date</u>	<u>Description</u>	<u>Location</u>
Mon 1/5/09	Winter Term Begins	
Wed 1/14/09	January CC/TCC Meeting (12-1)	Conf. Call
Mon 1/19/09	Holiday: Martin Luther King, Jr. Day	
Wed 2/11/09	February CC/TCC Meeting (12-1)	Conf. Call
Mon 2/16/09	Holiday (OHSU): President's Day	
Mon 3/11/09	March CC/TCC Meeting (12-1)	Conf. Call
Mon-Fri 3/16/09-3/20/09	Final Exams	
Fri 3/20/09	Winter Term Ends	
Spring 2009		
<u>Date</u>	<u>Description</u>	<u>Location</u>
Mon 3/30/09	Spring Term Begins	
Fri 4/03/09	OMP Program Student Symposium (Note change: it is not on the Friday of PH week this year because that day is a holiday)	OSU
Mon – Fri 4/6/09 - 4/10/09	National Public Health Week	
Wed 4/8/09	April CC/TCC Meeting (12-1)	Conf. Call
Wed 5/13/09	May CC/TCC Meeting (12-1)	Conf. Call
Mon 5/25/09	Holiday: Memorial Day	
Wed 6/10/09	June CC/TCC Meeting (12-1)	Conf. Call
Mon-Fri 6/8/09-6/12/09	Final Exams	
Fri 6/12/09	Spring Term Ends	



Appendix D Core course schedule for 2008-2009

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

OMPH CORE COURSES 2008-09

Course Title	Credits	Fall 2008	Winter 2009	Spring 2009
Principles of Health Behavior PHE 512 (PSU-SCH)	3	Wheeler 1840-2120 W	Wheeler 1600-1830 M	Wheeler 1840-2120 T
CPHN 537 (CHSU-Nurs) H 571 (OSU)	3	Donatelli 1400-1650 R		Parker Walsh (On-Line)
Epidemiology				
PHE 535 Epidemiology Survey (PSU-SCH)	3		Maty 1840-2120 W	Maty 1600-1830 T
CPHN 533 Epidemiology survey (CHSU-Nurs)	3	Sistrom TBD (On-Line)		
H 525 Principles and Practice of Epidemiology (OSU)	3		Smit 1400 - 1650 M	
PHPM 512 Epidemiology I (Epi/Bio Track only)	4	Stull 1500-1650 MW		
Introduction to Biostatistics				
PHPM 524 (CHSU-PPHM) ONLINE	4	TBA (On-Line)		
PHPM 524 (CHSU-PPHM) class	4	Park 8:30 - 10:20 TR in MacHall 1162 Staff TBD - contact Messacar (On-Line)	**	Lambert 1600-1750 MR
CPHN 530 (CHSU-Nurs)	4	Lachenbruch 10:00-11:20 TR (Choose Lab section)		
H 524 (OSU) LECTURE (OSU) LAB	0	Staff 0800-0950 R		
H 524 (OSU) LAB	0	Staff 1200-1350 R		
H 524 (OSU) LAB	0	Staff 1500 -1750 R		
PHPM 525 Biometry I (Epi/Bio Track only)	4	Lasarev 1300-1450 MW		
Environmental Health				
PHE 580 Concepts of Environmental Health (PSU-SCH)	3	Staff 1600-1830 W	Staff 1840-2120 T	
PHPM 518 Concepts of Environmental Health (CHSU-PPHM)	3		Staff TBD contact Messacar (On-Line)	Morton 1600-1830 W
CPHN 539 Concepts of Environmental & Occupational Health (CHSU-Nurs)	3			
H 512 Environmental and Occupational Health (OSU)	3	Harding 1400 - 1650 M		
Health Systems Organization				
PA 574 (PSU-PA)	3	Gelmon 1840-2120 T	Lee 1600-1830 R	Staff 1840-2120 W
CPHN 540 (CHSU-Nurs)	3	Parker Walsh (On-Line)		
H 533 (OSU)	3	CHI 1400-1650 T		

*All are confirmed as of 6/12/08
**May add a section in Winter, TBD



Appendix E

Intercampus Registration Procedure

Registration Information for Primary Health Care & Health Disparities Track Students Registering for OSU or PSU or SoM Courses

- 1) Discuss and receive approval for your intentions to take a specific PSU or OSU or SoM course with your advisor. This will ensure that the course you wish to take is applicable to your program of study with the Primary Health Care & Health Disparities track.
- 2) Once you receive the approval from your advisor please contact Svetlana Guduras at gudurass@ohsu.edu to let him know which class (CRN, course prefix, number, and name; for example, 12110, CPH 509A: Graduate Internship in Public Health) you wish to take so that she can inform the respective campus Registrar and track coordinator with this information.
- 3) Please complete a hardcopy OHSU registration form. http://www.ohsu.edu/son/academic/app-nds_regform.pdf. Under “field of study” write in “MPH program,” disregard “non degree new or returning” section, and for “Campus” enter under “Other” either “OSU OMPH program” or “PSU OMPH program.” Complete the course information with the CRN, prefix, number, and name of **the course at OSU or PSU**.
- 4) Obtain the instructor’s approval to register for the course and secure his or her signature on the registration form. This may take some time to do so please plan ahead. It would be best to have the signature 2-3 weeks prior to the last day of registration. If you are unable to get a signature, we will accept an email from the instructor that states that you have permission to register for the course. You can obtain contact information for the instructor by visiting the university’s website: www.oregonstate.edu or www.pdx.edu
- 5) Turn the completed registration form into to the OHSU Registrar’s office at:
Registrar's Office L-109
Oregon Health & Science University
3181 SW Sam Jackson Park Rd.
Portland, OR 97239
Phone: (503) 494-7800 or (800) 775-5460
Fax: (503) 494-4629
and give a legible photocopy of the completed form to Svetlana.
- 6) You have successfully registered!
- 7) You will need to complete a transfer of credit form http://www.ohsu.edu/son/student/forms/transfer_credit.pdf to ensure that the credits taken at another university are counted towards your program of study at OHSU. Remind your instructor to contact your advisor with your grade. Your advisor will give this information to the OHSU Registrar.



Appendix F

Internship guidelines

You can set up your own internship within certain parameters. You are expected to identify both the setting and preceptor and are encouraged to begin this process the term **BEFORE** you plan to start your internship. Please note that choice of setting and preceptor must be approved by the faculty of record and your advisor. The track is in the process of revising the process by which students select or are assigned to an internship site. More detailed information on this will be provided as the process is finalized.



Appendix G

Forms

Link to important Academic, Progression, and Graduation Forms:
www.ohsu.edu/son/student/studforms.shtml