



**Primary Health Care & Health Disparities
Track**
(formerly Community & Public Health Nursing)

Student Handbook

2005-2006

OMPH Student Handbook
Primary Health Care & Health Disparities Track
Oregon Health & Science University
2005-2006
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I. The Mission of Public Health

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

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

A. OMPH Mission

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

B. Program Goals

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

- 1. Leadership:** To provide leadership and serve as a resource in addressing current and emerging public health problems and issues.
- 2. Education:**
 - To provide comprehensive education and professional development in the areas of public health, including epidemiology, biostatistics, social and behavioral sciences, health services administration, and environmental health sciences.
 - To provide training and education in specialized areas of public health, including health promotion and education, epidemiology and biostatistics, health administration and policy, public health nursing, and international health.
 - To provide community-based or experiential learning opportunities to develop the skills and 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 at the participating 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

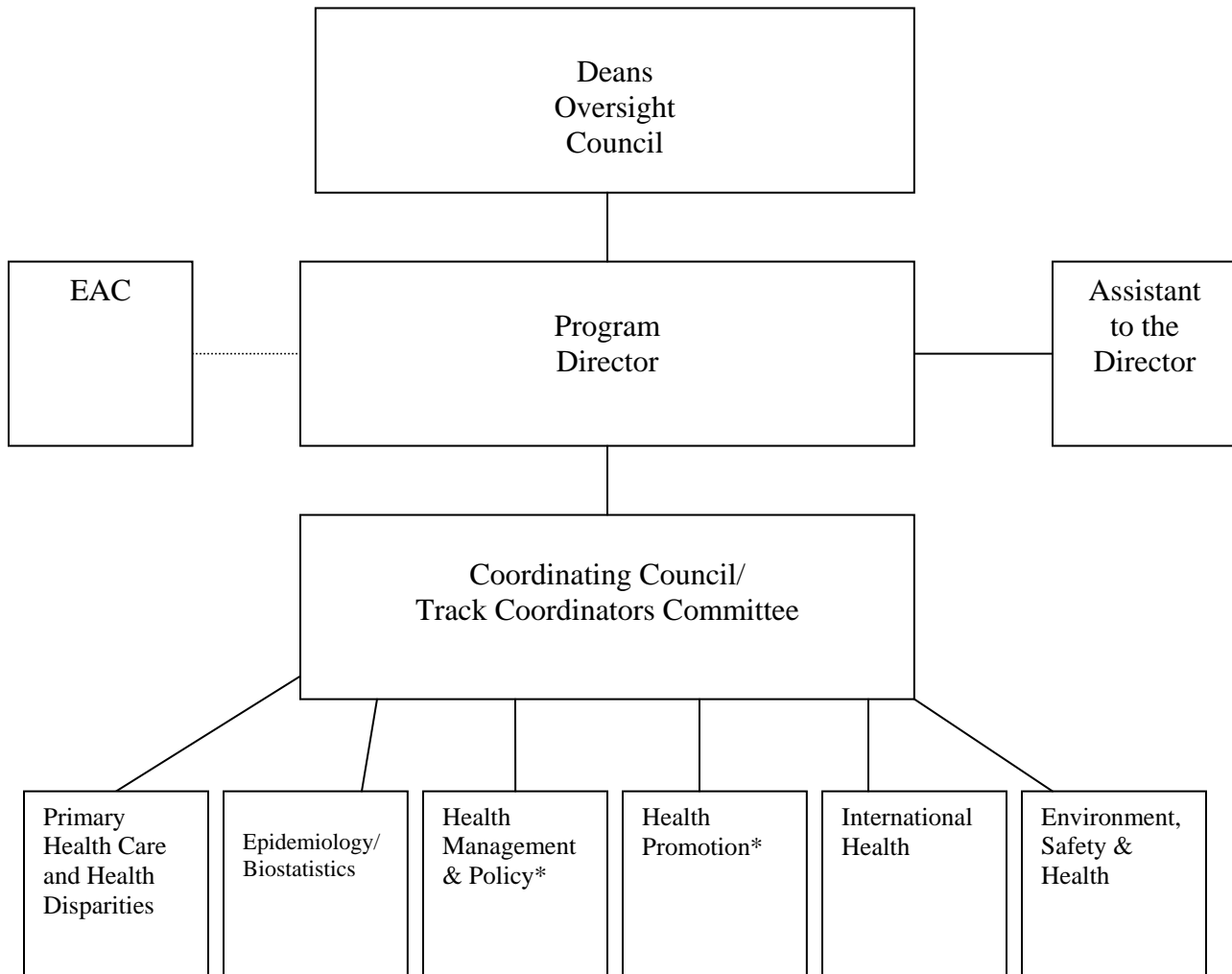
Upon completion of the OMPH program, students will be able to:

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 began operations in 1994 and is accredited by the Council on Education for Public Health (www.ceph.org).

F. Structural Overview of the OMPH



*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 provides training for health care professionals in the primary health care perspective specifically focusing on health disparities. Courses in the track emphasize the use of community-based participatory methods for addressing and analyzing and reducing health disparities to support basic and applied research and clinical care in public health and health care.

Primary Health Care & Health Disparities track graduates are theoretically-grounded, culturally competent, and technically skilled public health professionals prepared 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 community care activities, act as a resource for the development of innovative and expanded responses in community care, coordinate care with regional and county offices, interface with all services involved with the care of patients and the public's health as a whole. Graduates are able to:

1. Develop and manage interventions to promote and protect the health of populations at risk.
2. Assess the health status of vulnerable populations.
3. Lead and participate in interdisciplinary efforts to address health disparities.
4. Lead individual actions or collaborate with (community) partners to create, maintain and modify health promotion and risk reduction programs.
5. Conduct, participate in, and apply research with vulnerable populations.
6. Enact cultural competence.
7. Act ethically and explain how ethical issues impact the practice of public health.
8. Design and implement strategies to promote primary health care as a philosophy of care and an approach to providing community based services.

(Continued in detail on next page)

OMPH Track Competencies for the PHCHD Track

The **PHCHD** Track prepares public health professionals to assume clinical 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 **PHCHD** 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
Develop and manage interventions to promote and protect the health of populations at risk.	CPH 507A Current Issues in Public Health (3 credits) CPH 509A Graduate Internship in Public Health (6 credits) CPH 535 Principles & Practices of Public Health (4 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 507A Current Issues in Public Health (3 credits) CPH 509A Graduate Internship in Public Health (6 credits) <i>CPH 530: Biometry Survey (PH525, PA510, H524) (4 credits)</i> <i>CPH 533: Epidemiology Survey (PH512, PHE 535, H525) (3 credits)</i> CPH 535 Principles & Practices of Public Health (4 credits) <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 Primary Health Care & Health Disparities: Latinos in the United States (3 credits)	PLC #3 PLC #6 PLC #7
Lead individual actions or collaborate with (community) partners to create, maintain, and modify health promotion and risk reduction programs.	CPH 509A Graduate Internship in Public Health (6 credits) CPH 536 Community Based Participatory Research (3 credits) <i>CPH 537 Principles of Health Behavior (3 credits)</i>	PLC #5 PLC #6 PLC #7
Conduct, participate in, and apply research with vulnerable populations.	CPH 509A Graduate Internship in Public Health (6 credits) CPH 510 Research Methods and Evidence Based Practice (4 credits) <i>CPH 530 Biometry Survey (4 credits)</i> <i>CPH 533: Epidemiology Survey (PH512, PHE 535, H525) (3 credits)</i> CPH 538 Program Evaluation Using Mixed Methods (3 credits)	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> CPH 535 Principles & Practices of Public Health (4 credits) <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 534A Primary Health Care & US Health Disparities (3 credits) CPH 534B Primary Health Care & International Health Disparities (3 credits) CPH 534C Primary Health Care & Health Disparities: Latinos in the United States (3 credits)	PLC #1 PLC #4 PLC #6 PLC #7

* Core courses are italicized.

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 eCollege delivery format.

C. Core Curriculum (Required of All OMPH Students)

All students must take a common MPH core of five courses (16 credits) in the areas listed below. Core courses are shared between OHSU and PSU in Portland and OSU in Corvallis. The core courses are:

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

D. Degree Requirements

Students in the Primary Health Care & Health Disparities track at OHSU must successfully complete (i.e. a grade of B or better) a total of 58 credit hours to receive their degree. Fifty-two (52) of these hours are formal online classes, six (6) in the internship (N509A).

The following courses are required:

<u>Course</u>	<u>Course Title</u>	<u>Credit Hours</u>
<u>OMPH Core Courses</u>		
CPH530	Biometry Survey	4
CPH533	Epidemiology Survey	3
CPH537	Principles of Health Behavior	3
CPH539	Concepts of Environmental and Occupational Health	3
CPH540	Health Systems Organization	3

Core Track Courses

CPH507A	Current Issues in Public Health	3
CPH510	Research Methods and Evidence Based Practice	4
CPH512	Critical Analysis of Health Disparities	4
CPH535	Principles & Practices of Public Health	4
CPH509	Graduate Internship in Public Health	6

Primary Health Care & Health Disparities Courses

CPH 531	Policy Implications of Social Inequality & the Ethical Practice of Public Health	3
CPH 534A	Primary Health Care & US Health Disparities	3
CPH 534B	Primary Health Care & International Health Disparities	3
CPH 534C	Primary Health Care & Health Disparities: Latinos in the United States	3
CPH 532	Cultural Competence in Health and Healing*	3
CPH 536	Community Based Participatory Research*	3
CPH XXX	Program Evaluation Using Mixed Methods*	3

Supporting Courses

CPH XXX	Genomics for the Medically Underserved*	3
CPH XXX	Social Determinants of Health*	3
CPH XXX	Cultural Competence in Health and Healing Practicum*	1
CPH 507B	International/Global Perspectives on Public Health (Ecuador or Thailand)	3

TOTAL CREDITS 58-68

**not taught in the 2005-2006 academic year*

E. Advising

Upon entering the MPH program each student is assigned an advisor. The advisor is the student's key to their program. 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 with the planning of the student program of study, will help with procedures regarding progress in the program, refer to other faculty for specific questions and help with solving programmatic problems.

F. Sample Course Sequence

The following table shows a typical course sequence for a full-time student.

Year 1: Fall	CR	Winter	CR	Spring	CR
CPH 530: Biometry Survey (PH525, PA510, H524)	4	CPH 512: Critical Analysis of Health Disparities	4	CPH 537: Principles of Health Behaviors (PH517, PHE512, H571)	3
CPH 540: Health Systems Organization (PH519, PA574, H533)	3	CPH 533: Epidemiology Survey (PH512, PHE535, H525)	3	CPH 535: Principles & Practice of Public Health	4
CPH 531 Policy Implications of Social Inequality & the Ethical Practice of Public Health	3	CPH 534A: Primary Health Care & US Health Disparities	3	CPH 534B: Primary Health Care & International Health Disparities	3
		CPH 507A: Current Issues in Public Health	3	CPH 534C: Primary Health Care & Health Disparities: Latinos in the U.S.	3
Total	10	Total	13	Total	13

Year 2: Fall	CR	Winter	CR	Spring	CR
CPH 510: Research Methods and Evidence Based Practice	4	CPH 539: Concepts of Environmental & Occupational Health (PH518, PHE580, H542)	3	CPH 536: Community Based Participatory Research	3
CPH 532: Cultural Competence in Health & Healing	3	CPH 538: Program Evaluation Using Mixed Methods	3	CPH 509A: Graduate Internship in Public Health	3-6
CPH 507B: Global Perspectives on Public Health	3	CPH 509A: Graduate Internship in Public Health	3-6		
CPH 509B: Cultural Competence in Health & Healing Practicum	1				
Total	11	Total	9-12	Total	6-9

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

G. Field Experience & Minimum Standards Guidelines

In addition to meeting the OMPH Program Minimum Standards for field experiences, internships for students in the PHCHD 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 PHCHD 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 a 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.

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

The purpose of the practicum requirement is to ensure that each graduate has some practical public health experience. This course should not to be taken until the student has completed Biometry Survey and Epidemiology Survey. Six credits are required and can be taken over two quarters. (Three credits equal approximately 90 hours of work for a quarter.)

G. Policies

Grading and Incompletes

The School of Nursing establishes a grading system that is the scale of marks for official grade reports for single courses as follows:

4.0	A=	Outstanding
3.0	B=	Above Average
2.0	C=	Meets Minimum Requirements
0.0	N=	Not Passing
W		Withdraw
WS		Withdraw satisfactory
WU		Withdraw unsatisfactory
AV		Audit
I		Incomplete
IP		In Progress
P		Pass (for pass-fail grading only)
NP		Not Passing (for pass-fail grading only)

For purposes of computing a student's GPA (the standard measure of scholastic standing), all course grades from OHSU are assigned the above numerical point value. When a course is repeated, both grades are retained on the transcript and computed into the grade point average. The GPA is the quotient of total points divided by total term hours for which grades are received. Marks of "I", "W", "WS", "WU", "AV", "IP", "NP" and "P" are disregarded in the computation of the grade point average.

Definitions and Grade related policies:

P and NP: Certain OHSU courses are designated no grade courses. Students in these courses receive grades of pass (P), or no pass (NP)

I: When the quality of work is satisfactory, but some requirement of the course has not been completed for reasons acceptable to the faculty, a report of incomplete may be made and additional time granted. Students are expected to contract with the faculty to remove the grade of "I" in the next quarter. An incomplete must be removed within one year. If an "I" is not removed as contracted, the faculty member will convert the "I" to the contracted grade

IP: An In Progress (IP) grade can be given for a course that is expected to continue across one or more terms

W, WS, WU: If a student withdraws prior to the beginning of the sixth week of the term the student will receive a "W". When a student withdraws from a course after the sixth week, the grade record on the transcript will be either W-S, indicating that the student's work was satisfactory at the time of withdrawal, or W-U, indicating that the student's

work was unsatisfactory at the time of withdrawal. Repetition of a course, after failure to pass, will be allowed one time. If the course is not successfully completed during the first attempt, the student will be dismissed.

With the instructor's permission, students may withdraw from a course when a student is in danger of not passing a course. The withdrawal must be made prior to grade assignment or final examination. A grade of WU will be given. This does not alter the grade point average, but will be interpreted as a failing grade for progression purposes.

The school's withdrawal policy states that: if a student is experiencing a temporary hardship (prolonged illness, family death, divorce, etc.) following the sixth week, the student may request a withdrawal without the designation of WS or WU from the faculty.

Good Standing: Graduate students maintain a cumulative OHSU School of Nursing GPA of 3.0 for nursing courses in the program of study.

Student Grievance Policy

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

The Primary Health Care & Health Disparities track does not accept non-degree student admissions

GPA Requirements

The Primary Health Care & Health Disparities track requires that students maintain a 3.0 GPA during the course of their program.

Transfer of credits

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.

Course Waiver Requirements

OMPH students may request a waiver of a class requirement if they have comparable previous experience, either through coursework or professional experience. The course instructor is the person responsible for determining the comparability of the previous experience with the required course. The student must provide appropriate documentation (course syllabi or written statement of professional experience) to the course instructor. Both the course instructor and the student's advisor must approve the waiver. The waiver decision must be clearly documented in the student's file.

Obtaining a waiver of a course requirement does not count toward completion of the credits required for the degree. A "Course Waiver" form must be completed and signed.

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. The faculty should not be in the room during the completion of the evaluation. One student collects the evaluations and returns them to the designated staff member.

Leave of Absence

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/son/student/studforms.shtml>.

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.

It is critical that students contact the associate dean and their adviser 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/students/studforms.shtml>.

Time to Degree Completion

Students have 4 years to complete their program of study. Requests for longer duration must be made through the student's advisor and are subject to approval.

Attendance/Participation

Satisfactory achievement of educational goals and objectives of each course normally will require regular attendance and/or participation depending on course delivery method. Such a requirement applies particularly to courses in which the direct care of patients is expected, where the learning of a skill is necessary, or some other demonstration of responsibility is expected. In these courses, attendance is required unless excused. The faculty coordinator of each course will communicate to the students the attendance requirement in relation to the objectives of the course.

Academic Warning

The faculty issues formal written academic warnings within the context of a specific course as a way of alerting students that their conduct and output represents performance that is marginal or unacceptable for a passing grade. The academic

warning requires a descriptive statement of the performance difficulty and recommendations for corrective action necessary for completion of the course. The faculty of record will counsel students about their performance. Students are asked to sign the form to indicate that they acknowledge the academic warning. The academic warning is sent to the student's advisory so the advisor may be prepared to engage the student in an action-oriented plan. A copy of the academic warning is placed in the student file and removed after graduation. The academic warning does not compute as a grade. Students who disagree with the content of the academic warning may submit their disagreement as a written statement to their file.

Probation

Academic probation is an academic status that constrains students from receiving certain types of financial aid or scholarships. The status may designate additional restraints on student progression. This designation is placed on the student's transcripts. The student is in jeopardy of being dismissed from school unless certain standards are met within a specified time frame. Academic probation may be assigned to any undergraduate or graduate student according to the specific criteria listed below or as the outcome of an academic review. Students must adhere to the stipulations in their letter of academic probation or be dismissed from the school. Students placed on probation are expected to develop a plan with their faculty advisor to regain the status of good standing.

Students are placed on probation for either:

1. Failing to achieve an OHSU School of Nursing cumulative grade point average of 3.0 for graduate students, or
2. Receiving a failing grade or withdraw unsatisfactory in a course.

Dismissal

The University reserves the right to dismiss any students who do not maintain the required standards of scholarship, or whose continuance in the School of Nursing would be detrimental to their health or to the health of others, or whose conduct or clinical performance demonstrates a lack of fitness for nursing. Students and faculty are referred to the OHSU Academic Dismissal policy 20-30-090, which refers only to students being dismissed for standards of scholarship.

Students are dismissed for any one of the following reasons:

1. Receiving a failing grade in two courses in the same term or in separate terms, or
2. Combination of withdraw unsatisfactory (WU) and a failing grade in the same term or separate terms, or
3. Receives a WU in any two courses during their program of study.

IV. Frequently Asked Questions about the Oregon MPH

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 be aware that some classes use University web programs to support or supplement on-site courses. You will need to make special arrangements at the attending University to receive "guest access" to Blackboard (OSU and OHSU Epi/Biostatistics), eCollege (OHSU PHCHD track) or WebCT (PSU). Web-based and distance courses may involve additional fees. Visit <http://www.oregonmph.org/faq/faq.html> for additional information. Please note that eCollege courses at OSU are not included in the OMPH joint campus agreement. eCollege courses are listed in a separate course catalog and are designated with section numbers in the 400's. Students interested in the OSU eCollege courses will need to enroll for those courses through OSU. Regular E-college tuition charges would apply.

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

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

- **OHSU Parking Services:** 503-494-8283
<http://www.ohsu.edu/parking/>
- **OSU Parking Services:** 541-737-2969
<http://faweb1.baf.orst.edu/towow/departments/parkingservices/prmtStudent.asp>
- **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?

OMPH students have privileges at each of the OHSU, OSU, and PSU libraries. Students visiting one of the other two campuses may also access those institutions' online databases from the workstations within the libraries. Dialup access to the library databases at campuses other than a student's "home" campus is not available. Students may, however, request materials from one of the other campus libraries through their own interlibrary loan services. Interlibrary loan services are free for registered students. For further information, contact:

- **OHSU Library Services:** 503-494-3462
<http://www.ohsu.edu/library/>
- **OSU Library Services:** 541-737-3432
<http://osulibrary.oregonstate.edu/index2.html>
- **PSU Library Services:** 503-725-5874
<http://www.lib.pdx.edu/>

4. If I have taken courses at pre-admittance, how many credits can I apply to my MPH degree?

You can apply 12 MPH credits completed pre-admittance to your degree.

5. How do I get more involved in the OMPH program?

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

6. How do I contact the OMPH Program office?

Liana Winett, DrPH, CHES

Director

OMPH Program Office

506 SW Mill St., Suite 450

Portland, OR 97201

Mail Code: OMPH-SCH

Tel. 503-725-5106

Fax 503-725-5100

Email: info@oregonmph.org

Ross Betzer

Assistant to the Director

OMPH Program Office

506 SW Mill St., Suite 450

Portland, OR 97201

Mail Code: OMPH-SCH

Tel. 503-725-5186

Fax: 503-725-5100

Email: rbetzer@oregonmph.org

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

1. How do I register for classes at Oregon Health & Science University?

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.) 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 3 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. 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.

6. 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 School of Nursing website:

<http://www.ohsu.edu/son/student/forms/honorcode.pdf>

7. Where can I have registration questions answered or what do I do if I have trouble registering for OHSU courses?

OHSU Registrar's Office

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

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

Fax: 503-494-4629

8. What do I do if I want to take a course at OSU or PSU?

See detailed instruction on page 31 of this handbook.

9. What is service-learning 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 a practicum?

You can set up your own practicum setting within the following parameters. You are expected to identify both the setting and preceptor and are encouraged to begin this process the term BEFORE. Please note that choice of setting and preceptor MUST BE APPROVED BY THE FACULTY OF RECORD.

11. How do I arrange for a Reading and Conference class?

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.

12. Are there international educational experiences available?

Yes, we have immersion practicum in Thailand and are in the process of developing a program in Ecuador. The length of your international experience varies and can be as little as a few weeks to as long as a full term.

http://www.ohsu.edu/son/student/opp_n505.html

13. When do courses start?

Fall term courses start on September 26, 2005. Please follow this link to the academic calendar for other important dates:

<http://www.ohsu.edu/registrar/acadcal2005-06.htm>

14. What other resources are available to students on the Oregon Health & Science University campus?

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. For more information, please visit their website at <http://www.ohsu.edu/academic/acad/fsc/>

VI. OMPH Faculty and Staff Contact Information List

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

A. Track Contacts

Katherine (Katie) Riley, EdD

Epidemiology & Biostatistics

Department of Public Health & Preventive Medicine

Oregon Health & Science University

3181 SW Sam Jackson Park Road, CB 669

Portland, OR 97239-3098

Office: (503) 494-2556

Fax: (503) 494-4981

rileyk@ohsu.edu

Maria Sistrom, RN, MSN

Primary Health Care and Health Disparities

School of Nursing

Oregon Health & Science University,

3455 SW Veterans Hospital Rd., SN 5S

Portland, OR 97239-2941

Office: (503) 494-3869

Fax (503) 494-3878

sistromm@ohsu.edu

Sheryl Thorburn, PhD

Health Promotion

Oregon State University

Waldo Hall, Room 264

Corvallis, OR 97331

Office: (541) 737-9493

Fax: (541) 737-4001

sheryl.Thorburn@oregonstate.edu

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International Health
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Sherril B. Gelmon, DrPH
Health Management & Policy
Mark O. Hatfield School of Government
Portland State University
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Portland, OR 97207-0751
Office: (503) 725-3044
Fax: (503) 725-8250
gelmons@pdx.edu

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Portland State University
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farquhar@pdx.edu

Cathy Neumann, PhD

Environment, Safety, and Health

Department of Public Health

Oregon State University

310 Waldo Hall

Corvallis, OR 97331

Office: (541) 737-3833

Fax: (541) 737-4001

cathy.neumann@oregonstate.edu

B. Program Staff

OSU

Department of Public Health

541-737-2686

publichealth@oregonstate.edu

Sharon Gallant

Sharon.Gallant@oregonstate.edu

541-737-2686

OHSU

Public Health and Preventive Medicine

Sarah Petras

503-494-2012

petras@ohsu.edu

503-494-2551

phpm@ohsu.edu

School of Nursing

proinfo@ohsu.edu

Kira Hughes

503-494-7721

hugheski@ohsu.edu

Mary Ann Talbott

503-494-3800

talbottm@ohsu.edu

PSU

School of Community Health

Elizabeth Bull

503-725-4592

bulle@pdx.edu

503-725-4401

schinfo@pdx.edu

Hatfield School of Government

Becky Fidler

503-725-3920

rfidler@pdx.edu

PublicAdmin@pdx.edu

Appendix A

Maps of the Three Campuses

Oregon Health & Science University

Oregon State University

Portland State University

PSU Campus Map

PORTLAND STATE UNIVERSITY

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

Campus Public Safety Office
Services available 24 hours daily (503) 725-4407

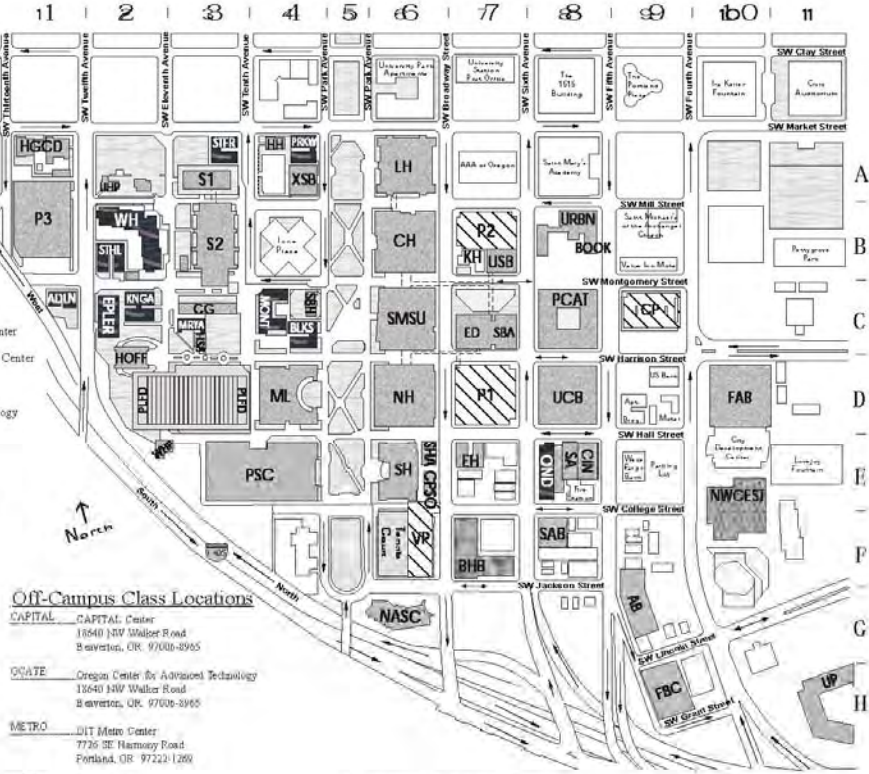
University Buildings

- G9 AB Art Building
- D4 ML Bradford Price Miller Library
- E6 CPSC Campus Security Building
- B6 CH Cramer Hall
- E7 EH East Hall
- H9 ERC Fifth Avenue Business Center
- E2 CH Fifth Avenue Cinema
- D10 FAB Fourth Avenue Building
- C2 HOFF George C. Hoffman Hall
- A4 HH Harder House
- C3 HSB Harrison Street Building
- A1 HGCD Helen Gordon Child Development Center
- A6 LH Lincoln Hall
- Q6 NASC Native American Student Community Center
- D6 NH Neuberger Hall
- E8 OND Ondine
- E4 PSC Peter W. Scott Center
- C8 PCAT Portland Center for Advanced Technology
- C7 SEA School of Business Administration
- C7 ED School of Education (Graduate)
- A4 XSE School of Extended Studies
- A3 S1 Science One
- E3 S2 Science Two
- E8 SA SEAS Annex (a.k.a. CECS Annex)
- E6 SH Shattuck Hall
- C4 SMH Simon Benson House
- FE SAE South Avenue Building
- C6 SMSU Smith Memorial Student Union
- D8 UCE University Center
- A7 UHP University Honors Program
- H11 UP University Place
- E7 USE University Services Building
- B8 URBH Urban Center

Student Housing

- C1 ADLN Adeline Building
- Q4 BLSS Blackstone
- C2 KINGA King Albert Building
- C3 MRVA Maryanne Building
- Q4 MONT Montgomery Court
- E8 OND Ondine
- A1 ERJW Parkway Building
- E2 STEH Saint Helens Building
- C2 SEH Stephen E. Epler Hall
- A3 STER Stratford Building

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



Off-Campus Class Locations

- CAPITAL** CAPITAL Center
16540 NW Walker Road
Beaverton, OR 97006-8995
- OSATE** Oregon Center for Advanced Technology
13640 NW Walker Road
Beaverton, OR 97006-3965
- METRO** DIT Metro Center
7736 SE Namway Road
Portland, OR 97223-1269
- SALEM** Salem Center
4001 Winslow Place NE
Salem, OR 97305-4404
- UP** University of Portland/Army ROTC
5000 N. Williams Blvd
Portland, OR 97203-3743

Permit & Meter Parking

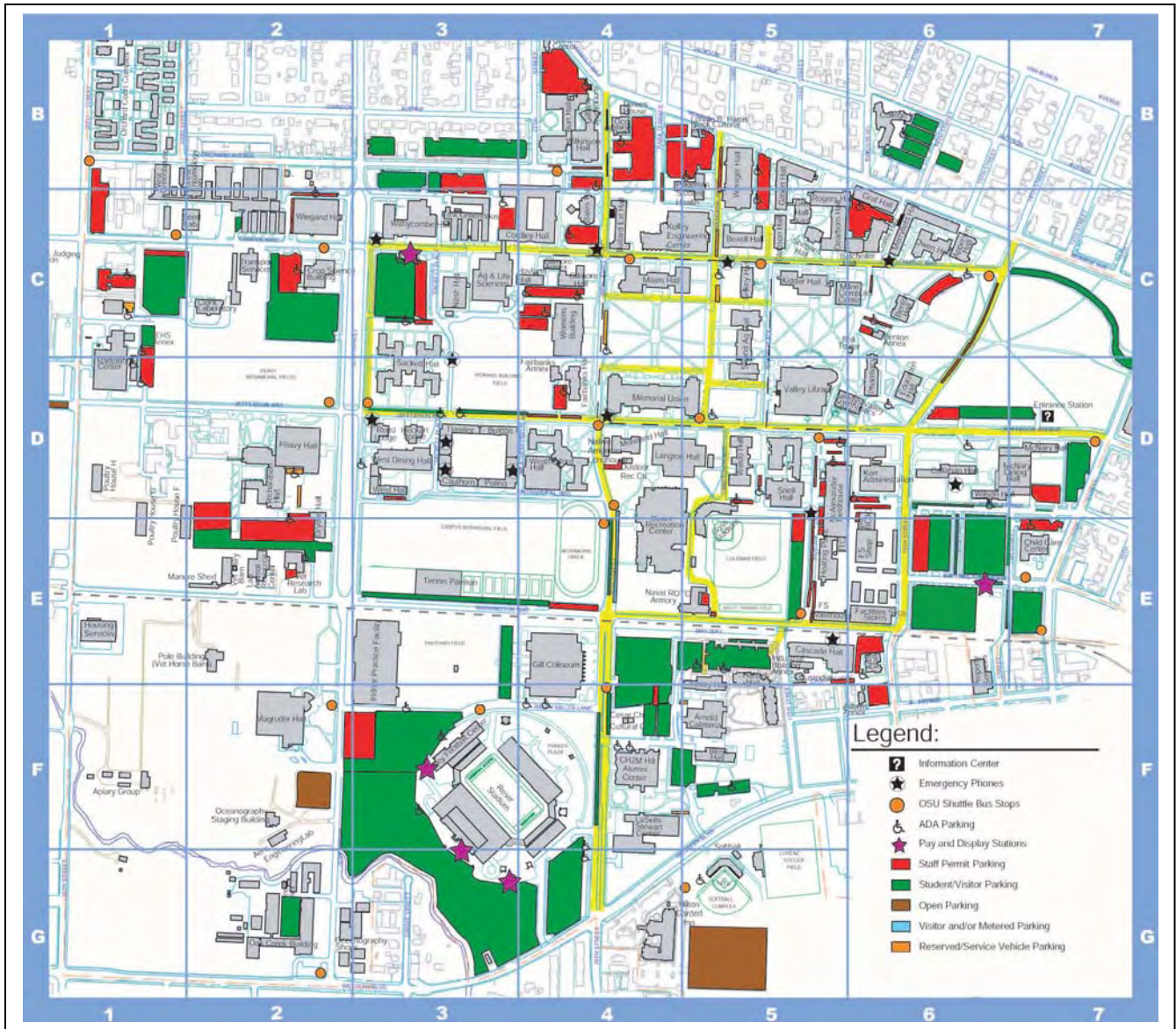
- C9 CP Carpool Parking Lot
- E7 P1 Parking One
- E7 P2 Parking Two
- E1 P3 Parking Three
- S5 SH Shattuck Hall Parking

Future Buildings

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

March 2004

OSU Campus Map



Adams Annex	E8	Finley Hall	E6	Strand Ag. Hall	C7
Adams Hall	E8	Fire Department	E2	Richardson Hall	D4
Aero Jet Lab	F4	Foundation Center	C2	Rogers Hall	B7
Agricultural & Life Sciences	C5	Gilbert Hall Addition	B7	Sackett Hall	C-4/5
Apiary Group	F3	Gilbert Hall	B7	Sheep Barn	B2
Apperson Hall	C8	Gilkey Hall	C7	Shepard Hall	C7
Aquatic Center	E6	Gill Coliseum	F5	Small Animal Lab	C2
Asian & Pacific Islander Cultural Center	A5	Gladys Valley Gymnas. Center	D7	Street Hall/MU East	D7
Avery Lodge	D9	Goose Stadium	D7	Stevens Natatorium (DXRC)	E6
Azalea Lodge	D9	Greenhouses, East	B5	Stock Judging	C2
Ballard Extension	BC6	Greenhouses, West	BS/4	Soccer Field	G7
Balters Hall	B6	Halsell Hall	D7	Tennis Courts	E5
Beef Barn	B1	Hawley Hall	E5	Transportation Svcs	C4
Beef Research	C7	Heckart Lodge	D7	Valley Football Ctr.	F5
Benton Annex	C7	Hort. Crops Res. Lab	E3	Valley Library	C/D7
Benton Hall	C8	Horse Barn	E3	Vet. Res. Barn	E4
Bloxell Hall	F6	Housing Service	E3	Waldo Hall	D7
Bloss Hall	D6	Indoor Practice Facility	E4	Weatherford Hall	D5/6
Bookstore	D6	Intramural Field	D6	Wenger Hall	B7
Brooder Houses	D3	Intramural Track	D/E6	West International House	D6
Burt Hall	B6	Kerr Administration Bldg	D7	Wegand Hall	BC4
Buxton Hall	D5	Kidder Hall	C6	Wilson Hall	B6
Callahan Hall	D8	Lab Animal Res. Ctr.	E4	Williamson Hall	B6
Cascade Hall	E7	Langdon Hall	D7	Williamson Auditorium	D8
Caulhorn Hall	D5	LaBelle Stewart Center	F6	Wilson Hall	BC5
Cesar Chavez Centro Cultural Center	F6	Loniie B. Harris Black Cultural Center	B6	Withycombe Hall	C5/6
Child Care Center	D/E9	Magruder Hall	E4	Women's Bldg	C5/6
Clark Meat Lab	C3	McAlexander Field	D7		
Climbing Center	F5	House	D8		
Colemann Field	B8	McNary Hall	D8		
College Inn	B8	Memorial Union	D8		
Cordley Hall	B5	Memorial Union East	D7		
Cowell Hall	C7	Merryfield Hall	C8		
Crop Science Bldg	C4	Menorah House	C4		
Curation Lab	F3	Orchard Court Apts.	B3		
Dearborn Hall	C7	Owen Hall	C8		
Dixon Lodge	D9	Oxford House	D9		
Dixon Recreation Center	D/E6	Parker Plaza	F5		
Dryden Hall	D4	Parking Services	E7		
Education Hall	C/D8	Patrick W. Valley Stadium	G6/7		
Entomology Machine Shed	F3	Peavy Hall	D4		
EPA Environmental Labs	C2	Pharmacy Bldg	C7		
Facilities Shop	E7	Plageman SHC	B6		
Facilities Storage	E7	Poling Hall	D5		
Fairbanks Hall	D6	Indoor Practice Center	E5		
Farm Services	C1	Property Services	B8		
		Radiation Center	G3		
		Reed Lodge	D4		
		Reiser Stadium	F5		

Appendix B

- OHSU Online Enrollment Procedures
- Registration Procedures for SoN students who wish to take a class at PSU or OSU
- OHSU School of Nursing Online Course Registration Procedures for non-SoN students

OHSU Online Registration Procedures

Step 1: Review Your Schedule

Academic Calendar

Print out your schedule. Identify the classes you wish to register for and note the CRN#. Please be aware that if you register for a **variable credit class (e.g., research or thesis)**, don't forget to select the credit amount by following the **Change Class Options** on the **Registration** web page and to sign up for the appropriate CRN# that corresponds to that faculty member

Go to Graduate Course Schedules

Step 2: Register Online

ISIS Online is a secure, interactive application that allows you to register online and easily view your student information. You will need your ID and PIN number. Each person is assigned an ID- your social security number and a PIN- your date of birth. When typing your ID and PIN use only numbers, no dashes. Call the Helpdesk (503) 494-2222, if you are not able to access the site.

Step 3: Tuition and Fees

Your billing statement will be mailed to your address on record before each term. You may pay by mail or in person at the OHSU Cashiers Office located on the 1st floor of Baird Hall, Portland, Oregon. See map of the Portland Campus. Financial Aid is not available until a student actually shows up for the first class.

HELP!

Questions about registration and IDs, call the OHSU Registrar at 503-494-7800.

Questions about your PIN number, call the OHSU Helpdesk at 503-494-2222.

Questions about courses contact your departmental coordinator.

Registration Information for PHCHD track students registering for OSU or PSU courses

As a student in the OMPH program you are able to take courses at Oregon State University and Portland State University. Please follow this registration procedure in order to make the registration process as smooth as possible.

- 1) Please discuss and receive approval for your intentions to take a specific PSU or OSU course with your advisor. This will ensure that the course you wish to take is applicable to your program of study with the PHCHD track.
- 2) Once you receive the OK from your advisor please contact Kira Hughes at 503-494-7721 or hugheski@ohsu.edu 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 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 Kira
- 6) You have successfully registered!
- 7) After the course ends the OSU or PSU Registrar will contact OHSU with your grade. 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.

Kira Hughes
OHSU School of Nursing
Primary Health Care & Health Disparities track
3455 SW U.S. Veterans Hospital Rd., SN-4S
Portland, OR 97239
503-494-7721 (ph)
503-494-4678 (fax)
hugheski@ohsu.edu

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

**Information for OMPH Students and Advisors from PSU, OSU, and OHSU-School of
Medicine**

The Primary Health Care & Health Disparities track offers the following OMPH online core courses:

COURSE NUMBER and (Cross-listed Numbers)	COURSE TITLE	TERM OFFERED	FACULTY OF RECORD	FACULTY E-MAIL AND FAX	REGISTRATION DATES	CLASSES BEGIN
CPH 533 (PH511, PHE535, H525)	Epidemiology Survey	Winter 2006	Shirin Hiatt <i>(Sr. Research Associate)</i>	hiatts@ohsu.edu PH 503-494-3978 FAX 503-494-4456	11-7-05 through 11/18/05	1/9/06
CPH 537 (PH517, PHE512, H571)	Principles of Health Behavior	Spring 2006	Susan Butterworth <i>(Associate Professor)</i>	butterwo@ohsu.edu PH 503-494-3821 FAX 503-494-4678	2/13/05 through 2/24/06	4/3/06
CPH 540 (PH519, PA574, H533)	Health Systems Organization	Fall 2005	Maria Sstrom <i>(Assistant Professor)</i>	sistromm@ohsu.edu PH 503-494-3869 FAX 503-494-3878	8/8/05 through 8/19/05	9/26/05
CPH 530	Biometry Survey	Tentatively scheduled for Fall 2005 but may be moved to Winter 2005	Deb Messecar <i>(Associate Professor)</i>	Messecar@ohsu.edu PH 503-494-3573 FAX 503-494-4678	8/8/05 through 8/19/05	9/26/05
CPH 539 (PH518, PHE580, H542)	Concepts of Environmental & Occupational Health	Not offered this academic year				

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

REGISTRATION PROCEDURE FOR STUDENTS:

1. Contact the School of Nursing course faculty of record during the registration period to get your name on the waiting list.
2. The faculty of record will notify you by e-mail regarding permission status no later than one week after the last registration date at the OHSU School of Nursing noted above.

3. If you are accepted into the course, register at your home institution no later than three weeks prior to the date classes begin using the instructions below.

Portland State University:

Health Administration and Policy (HAP) Track contact: Sherril Gelmon, 503-725-3044

- a. AFTER receiving permission from the SON course faculty, contact Professor Sherril Gelmon (gelmons@pdx.edu) with:
 - your name, telephone number, identification number,
 - the OHSU-SON course number (e.g., CPH) and title,
 - the OHSU-SON faculty name and contact information
- b. Professor Gelmon will then register you for the course through PSU (as a PSU 699 course). Professor Gelmon will confirm your registration to Kira Hughes at the School of Nursing. Kira will initiate set up for access to the eCollege online course and notify the instructor once your registration is confirmed.
- c. *At the conclusion of the course, the OHSU-SON faculty will send Professor Gelmon your grade and it will be entered into the PSU system.*

Health Education and Health Promotion (HEHP) Track contact:

Elizabeth Bull, Program Assistant, 503-725-4592, bulle@pdx.edu

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

Oregon State University:

- a. Obtain a *Joint-Campus Registration* form from the OSU Registrar.
- b. Complete the form including OHSU School of Nursing course information.
- c. Contact and FAX form to Kira Hughes (hugheski@ohsu.edu, 503-494-7721, SN-4S, SN476d, FAX 503-494-4678) for the OHSU Instructor and Department Approval. **You must have previously arranged approval to take a course with the instructor; Kira will only obtain the signature not request approval for you.** Be sure to include your fax and phone number for return of the form to you.
- d. Present completed form to OSU Graduate Dean for approval.

- e. Deliver completed form with all approvals to the OSU Registrar.
- f. The OSU Registrar will confirm your registration to Kira Hughes. She will initiate set up for access to the eCollege online course and notify the instructor of your registration at that time.
- g. *At the end of the term, the OSU Registrar will send a letter on OSU letterhead to the instructor of the course for the final grade.*

If you have questions, please call or e-mail the Department of Public Health at OSU: Phone: 541-737-2686; E-mail: publichealth@oregonstate.edu.

OHSU, Epidemiology & Biostatistics track:

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

If you have questions, please call or e-mail Katherine Riley (503-494-2556, rileyk@ohsu.edu).

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

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

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

Appendix C

Student Advising Sheets

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.

Student's Program of Study*

Date _____

Student's Name _____ Signature _____

Advisor's Name _____ Signature _____

Year 1: FALL	CR	WINTER	CR	SPRING	CR
Total		Total		Total	

Year 2: FALL	CR	WINTER	CR	SPRING	CR
Total		Total		Total	

*This signed Program of Study MUST be filed with the Graduate Programs office. Please fax or email the completed form to Mary Ann Talbott at 503-494-3878 or 3455 SW U.S. Veterans Hospital Rd., SN-5S, Portland, OR 97239

OREGON HEALTH & SCIENCES 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 may visit or phone your advisor most often prior to and during the start of each fall term first as you familiarize yourself with the program and develop a plan of action and then as updates to your program of study. Subsequent meetings will help to further define your objectives and professional future. 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 has been given to you upon acceptance to the program. You are encouraged to contact your advisor as soon as possible and 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 in the near future 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, fax, e-mail) 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>)
4. What are the financial and course availability consequences for late registration?
5. 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?
6. 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, and 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 D

Link to important Academic, Progression, and Graduation Forms

www.ohsu.edu/son/student/studforms.shtml