



Health Promotion Student Handbook



2008-2009





2008-2009 OMPH Handbook for the Health Promotion Track at Portland State University

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2007-2008 OMPH Program Student Handbook Health Promotion Portland State University

I. The Mission of Public Health

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

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

A. 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:

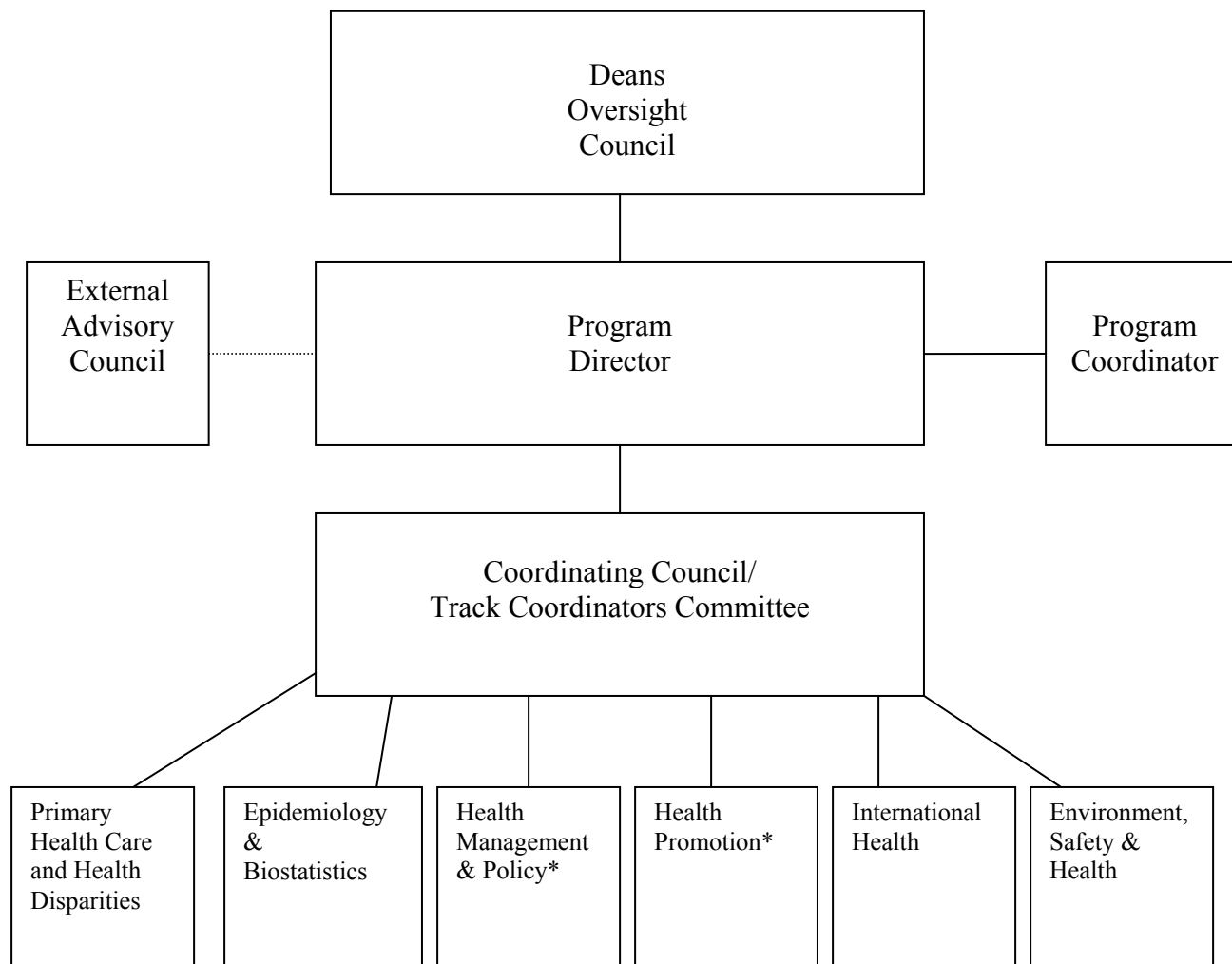
1. Apply evidence-based knowledge of health determinants to public health issues.
2. Select and employ appropriate methods of design, analysis, and synthesis to address population-based health problems.
3. Integrate understanding of the interrelationships among the organization, delivery, and financing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

A. Track Competencies

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



Track Competency	PSU courses	OSU courses	Links to Program Learning Compete
1. Apply theory in the development, implementation, and evaluation of health promotion interventions, programs, and policies	PHE 511, Foundations of Public Health PHE 550, Program Planning PA 588, Program Evaluation and Management in Health Services PHE 540, Mass Communication and Health PHE 521, Quantitative Research Design PHE 504, Internship Comprehensive Exam <i>PA 574, Health Systems Organization</i> <i>PHE 512, Principles of Health Behavior</i>	H591, Foundations in Public Health H576, Program Planning/Proposal Writing in Health/Human Services H549, Health Risk Communication H575, Evaluation of Health Promotion and Education Programs H515, Research Methodology in Health and Safety H 510, Internship Comprehensive Exam <i>H533, Organization, Financing and Delivery of Health Care</i> <i>H571, Principles of Health Behavior</i>	PLC #1 PLC #2 PLC #3
2. Develop interventions and programs to effect change at multiple levels, including individual, community, organizations, and policy	PHE 540, Mass Communication and Health PHE 550, Program Planning PHE 517, Community Organizing PHE 504, Internship Comprehensive Exam <i>PHE 512, Principles of Health Behavior</i> <i>PA 574, Health Systems Organization</i>	H549, Health Risk Communication H576, Program Planning/Proposal Writing in Health/Human Services H572, Community Organization for Health Promotion and Education H510, Internship Comprehensive Exam <i>H571, Principles of Health Behavior</i> <i>H533, Organization, Financing, and Delivery of Health Care</i>	PLC #1 PLC #2 PLC #3 PLC #4 PLC #7
3. Design and implement strategies to promote health	PHE 540, Mass Communication and Health PHE 550, Program Planning PHE 517, Community Organizing PHE 504, Internship <i>PHE 580, Environmental Health</i> <i>PHE 512, Principles of Health Behavior</i> Comprehensive Exam	H549, Health Risk Communication H576, Program Planning/Proposal Writing in Health/Human Services H572, Community Organization for Health Promotion and Education H510, Internship <i>H542, Environmental and Occupational Health</i> <i>H571 Principles of Health Behavior</i> Comprehensive Exam	PLC #1 PLC #2 PLC #7
4. Solicit and integrate input from community and organization stakeholders	PHE 550, Program Planning PHE 517, Community Organizing PA 588, Program Evaluation and Management in Health Services PHE 540, Mass Communication and Health PHE 504, Internship	H576, Program Planning/Proposal Writing in Health/Human Services H572, Community Organization for Health Promotion and Education H575, Evaluation of Health Promotion and Education Programs H549, Health Risk Communication H 510, Internship	PLC #2 PLC #6



5. Design and deliver health communication messages	PHE 540, Mass Communication and Health PHE 517, Community Organizing PHE 550, Program Planning Comprehensive Exam	H549, Health Risk Communication H572, Community Organization for Health Promotion and Education H576, Program Planning/Proposal Writing in Health/Human Services Comprehensive Exam	PLC #1 PLC #4
6. Evaluate and interpret results from program evaluations and other research	PHE 521, Quantitative Research Methods PA 588, Program Evaluation and Management in Health Services <i>PHE 535, Epidemiology</i> <i>PHE 580, Environmental Health</i> <i>PH 524, Introduction to Biostatistics</i> Comprehensive Exam	H515, Research Methodology in Health and Safety H575, Evaluation of Health Promotion and Education Programs <i>H525, Principles & Practices of Epidemiology</i> <i>H542, Environmental and Occupational Health</i> <i>H524, Health Data Analysis</i> Comprehensive Exam	PLC #2
7. Define research problems, frame research questions, design research procedures, and outline methods of analysis	PA 588, Program Evaluation and Management in Health Services PHE 521, Quantitative Research Methods PHE 550, Program Planning <i>PHE 535, Epidemiology</i> <i>PH 524 Introduction to Biostatistics</i> <i>PA 574, Health Systems Organization</i> <i>PHE 580, Environmental Health</i> Comprehensive Exam	H575, Evaluation of Health Promotion and Education Programs H515, Research Methodology in Health and Safety H576, Program Planning/Proposal Writing in Health/Human Services <i>H525, Principles & Practices of Epidemiology</i> <i>H524, Health Data Analysis</i> <i>H533, Organization, Financing and Delivery of Health Care</i> <i>H542, Environmental and Occupational Health</i> Comprehensive Exam	PLC #2
8. Apply ethical principles that govern the practice of public health	PA 588, Program Evaluation and Management in Health Services PHE 521, Quantitative Research Methods PHE 517, Community Organizing PHE 550, Program Planning PHE 511, Foundations of Public Health PHE 504, Internship <i>PA 574, Health Systems Organization</i>	H575, Evaluation of Health Promotion and Education Programs H515, Research Methodology in Health and Safety H572, Community Organization for Health Promotion and Education H576, Program Planning/Proposal Writing in Health/Human Services H591, Foundations in Public Health H510, Internship <i>H533, Organization, Financing and Delivery of Health Care</i>	PLC #5
9. Enact cultural competency in diverse social and cultural communities.	PHE 517, Community Organizing PHE 504, Internship <i>PHE 512, Principles of Health Behavior</i>	H572, Community Organization for Health Promotion and Education H510, Internship <i>H571, Principles of Health Behavior</i>	PLC #6
10. Develop a substantive area of emphasis.	PHE 504, Internship Courses in area of emphasis	H510, Internship Courses in area of emphasis	PLC #1 PLC #7



B. Program Setting

College of Urban and Public Affairs at PSU

The College of Urban and Public Affairs at Portland State University allows students to take advantage of the resources of an urban university situated in a major metropolitan area.

Opportunities for urban education are available through nine graduate degrees, four undergraduate degree programs, and baccalaureate minors. Currently we have an enrollment of approximately 1,600 students.

The College of Urban and Public Affairs (<http://www.pdx.edu/cupa/>) is comprised of three schools: the Mark O. Hatfield School of Government, the School of Community Health, and the School of Urban Studies and Planning. The College also includes a number of research centers and public service units including the Institute on Aging, the Center for Public Health Studies, the Executive Leadership Institute, the Institute for Nonprofit Management, the Criminal Justice Policy Research Institute, the Center for Urban Studies, the Institute for Portland Metropolitan Studies, and the Center for Population Research and Census. The College is located in the Urban and Public Affairs building (SW 5th and Mill Street).

School of Community Health

The graduate programs of the School of Community Health (<http://www.pdx.edu/sch/>) are designed to prepare students for professional work in the fields of community health, health education, and health promotion in a wide variety of settings. The School also offers an undergraduate major in health studies. The faculty and programs of the Institute of Aging are also part of the School of Community Health. The Institute is a multidisciplinary research and training unit that also coordinates a graduate certification in gerontology program. The School also houses the Center for Public Health Studies, a research center that focuses on a broad range of community health issues. The School is located on the 4th floor of the Urban and Public Affairs building.

SCH Mission

The mission of the Portland State University School of Community Health is to promote the public's health and well-being through multidisciplinary education, research, and service. The School builds on the resources of the urban university by integrating individual, population, and systems perspectives respecting cultural diversity, social justice, and global connectedness. We work in collaboration with students, faculty, alumni, and community organizations.

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

All students must take a common OMPH core of five courses (16 credits). The OMPH core course schedule is posted on the OMPH website at:

<http://www.oregonmph.org/course/course.html>. 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. You will need to follow the campus specific procedures for registration, for instructions see p.27. You will register through the institution in which you are enrolled.



OMPH Program Core Course & Menu for Intercampus Registration:

Core Courses	OHSU SOM	OHSU SON	PSU	OSU
<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 Biostatistic	CPH 530 Introduction to Biostatistics	Not taught at PSU	H 524 Introduction to Biostatistics

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

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

D. Degree Requirements

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

1. A total of at least 59 approved credit hours. These credits include:
 - OMPH Core Courses: 16
 - Required Track Courses: 19



Area of Emphasis/ Elective Courses: 18

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 internship.
4. Successful completion of a comprehensive oral exam.

The following courses are required:

OMPH Core Courses (16 Credits)

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

Health Promotion Required Courses (19 Credits)

PHE 511	Foundations of Public Health* (3)
PHE 517	Community Organizing (3)
PHE 521	Quantitative Research Design (3)
PHE 540	Mass Communication & Health (3)
PHE 550	Health Promotion Program Planning (4)
PA 588	Program Evaluation and Management in Health Services (3)

Area of Emphasis (15 Credits)

Courses listings for area of emphasis may not be exhaustive and may vary each year; check with faculty advisors for additional course offerings.

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

PHE 517	Community Organizing ^{+√} (3)
PHE 541	Media Advocacy and Public Health (3)
SOC 536	Social Movements (4)
SOC 576	Theories of Social Change (4)
PA 543	Creating Collaborative Communities (3)
PS 517	Interest Groups (4)
PSY 540	Group Process (4)
USP 550	Citizen Participation (4)

* Must be taken first quarter of enrollment

⁺ Represents primary course in area of emphasis that must be taken first.

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



USP 560 Policy Process (3)

Aging (Lead Faculty: Margaret Neal, Ph.D.)

PHE 558 Perspectives on Aging⁺ (3)
PHE 556 Health Aspects of Aging (3)
PHE 557 National Long Term Care Policy (3)
PHE 559 Economics of Aging (3)
USP 510 Mental Health and Aging (3)
USP 564 Political & Administrative Issues (3)

Health Behavior (Lead Faculty: Mark Kaplan, Dr. P.H. & Judith Sobel, Ph.D.)

PHE 513 Health, Behavior & the Social Environment⁺ (3)
PHE 510 Integrative Health & Systems Thinking (4)
PSY 571 Health Psychology (4)
SP 515 Problems of Intercultural Communication (4)
SOC 585 Medical Sociology (4)

Integrative Health

PHE 510 Integrative Health & Systems Thinking⁺ (4)
PHE 507 Research in Integrative Health (3)
PHE 510 Contemplative Practice and Social Justice (4)
PA 573 Values and Ethics in Health (3)
USP 510 Sustainable Development Practices (3)
USP 510 Sustainable Food Systems (3)
SOC 565 Environmental Sociology (4)
EPFA 510 Global Political Ecology (4)
EPFA 510 Leadership for Sustainability (4)
EPFA 520 Developmental Perspectives on Adult Learning (4)

Physical Activity and Risk Reduction (Lead Faculty: Gary Brodowicz, Ph.D.)

PHE 573 Exercise Physiology⁺ (4)
PHE 507 Seminar topics (3)
PHE 556 Health Aspects of Aging (4)
PHE 575 Exercise Testing Techniques (4)
PHE 576 Physical Activity, Health and Disease (3)
PHE 577 Exercise, Nutrition, and Performance (3)

Women's Health (Lead Faculty: Karen Seccombe, Ph.D. & Siobhan Maty, Ph.D.)

PHE 552 Women's Health⁺ (3)
PHE 551 Women and Holistic Health (4)
PHE 553 Women's Reproductive Health (4)
SOC 525 Sociology of Women (4)
SOC 526 Women/Mental Illness (4)

⁺ Represents primary course in area of emphasis that must be taken first.



SOC 585 Medicalization of Women's Bodies (3)

General Electives* (3 Credits)

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

PHE 510 Integrative Health & Systems Thinking (3)
PHE 510 Men's Health (4)
PHE 510 Social Inequalities & Health (3)
PHE 520 Qualitative Research Methods (3)
PHE 541 Media Advocacy & Public Health (3)
PHE 552 Women's Health (3)
PHE 553 Women's Reproductive Health (4)
PHE 556 Health Aspects of Aging (3)
PHE 573 Exercise Physiology (3)
PA 525 Grantwriting (3)
PA 573 Values and Ethics in Health (3)
PA 576 Strategic Management of Health Care Organizations (3)

Internship (6 Credits)

PHE 504 Internship (6)

E. Advising

Upon entering the MPH program each student is assigned an advisor. Because graduate students exercise a great deal of autonomy for their learning and career development, they must also assume a portion of the responsibility for maintaining a productive relationship with their advisors. Students will maximize the benefit of advising and program resources by taking the following steps:

- 1) Initiate contact with your advisor at least once per quarter;
- 2) Check email or regular mailboxes at least once every week for notices and personal communication;
- 3) Take advantage of special events sponsored by the school and the college (e.g. lecturers, brown bag lunches);
- 4) Inform your advisor immediately on change of status or potential problems;
- 5) Use the Student Advising Sheet with your advisor to track progress towards the degree;
- 6) Notify both Elizabeth Bull and your advisor if address or other information changes.

During the admissions process new students are assigned to faculty based on a review of their interests. However, a student may switch advisors by informing the assigned advisor of his or her desire to do so and by finding another faculty member to assume the advisor position. Once all agreements have been reached, both the new advisor and the student should inform Elizabeth Bull of the change.

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



For a complete list of faculty and staff in the School of Community Health, please visit our website at <http://www.pdx.edu/sch/faculty.html>.

F. Sample Course Sequence

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

OMP Core Courses (16 Credits)	SCHEDULE CONSIDERATIONS
PHE 512 Principles of Health Behavior (3)	1 st , 2 nd or 3 rd quarter
PHE 535 Epidemiology Survey (3)	2 nd , 3 rd or 4 th quarter
PHE 580 Concepts of Environmental Health (3)	Any quarter
PH 524 Introduction to Biostatistics offered through OHSU (4)	1 st , 2 nd or 3 rd quarter
PA 574 Health Systems Organizations (3)	Any quarter
Health Promotion Required Courses (19 Credits)	
PHE 511 Foundations of Public Health (3)	Required 1 st (Fall) quarter
PHE 517 Community Organizing (3)	Offered 3 rd (Spring) quarter
PHE 521 Quantitative Research Design (3)	Recommended pre-requisites- PH 524 & PHE 535
PHE 540 Mass Communication & Health (3)	Recommended pre-requisite- PHE 512
PHE 550 Health Promotion Program Planning (4)	1 st year
PA 588 Program Evaluation and Management in Health Services (3)	2 nd year
Internship	
PHE 504 Internship (6)	Must have completed OMPH Core & HP required coursework (all 35 credits) or seek advisor approval to begin
Health Promotion Oral Exam	Must have completed OMPH Core & HP required coursework (all 35 credits) Must have completed at least 100 of the 200 required internship hours



G. Internship Minimum Standards Guidelines

Overview

Students in all OMPH Program tracks must complete an internship (i.e. OMPH Program “field experience” or Health Promotion track “PHE 504”) that is **pre-approved by their advisor**. The Health Promotion track requires **200 hour** field experience and a paper as a culminating activity for all students.

The Health Promotion PHE 504: Graduate Internship Guidelines provides more detail of internship requirements and procedures. This document and accompanying forms should be followed closely as a guide and can be found at the website: http://www.pdx.edu/sch/grad_internships.html.

Purpose

The purpose of the graduate internship is to provide students with a work-related experience designed to integrate theory and practice, under supervision in an applied community or population setting. The field experience permits the student to demonstrate her/his ability to apply knowledge of theory and practice, as well as the competencies developed during OMPH studies, to specific activities in a real-world setting. As such, the field experience requires that students demonstrate mastery of track competencies, as outlined in on pages 8 and 9 of this handbook.

Orientation

Students are required to attend a PHE 504 orientation at least one full term before they intend to conduct their internship. Jane Mercer, MS (mercerj@pdx.edu) and Belinda Zeidler, MST (zeidlerb@pdx.edu) organize and facilitate these orientation sessions, providing information on internship selection, paperwork and requirements.

Credits & Assigning Grade

The student should spend a minimum of 200 hours of work in the field experience, for a maximum of 6 credits. Students may register for their internship (PHE 504) in one ten-week term, or across more than one term. The internship should be completed in the final quarter, or two quarters, of the program. **All OMPH core courses and Health Promotion track required courses must be completed before beginning an internship.** Any deviations from these requirements must be approved by the student’s faculty advisor.

A student’s performance is assessed based on quality of materials submitted (i.e., Application & Learning contract, final Internship Summary Report and Internship Evaluation Report), demonstrated satisfaction of learning competencies, and assessments of site preceptor and faculty advisor. Grades are assigned on a Pass/Fail basis.

Student/Faculty/Preceptor Responsibilities

There is a shared responsibility between students, faculty advisors, and preceptors in selecting, monitoring and evaluating an internship. Relative roles include:



Students

1. Identify an internship site the term before you plan to enroll. It is recommended that students begin searching approximately six months in advance.
2. **OBTAIN** the internship packet from the School of Community Health's website at: http://www.pdx.edu/sch/grad_internships.html. The internship packet contains all the necessary forms, and must be submitted to the advisor and the preceptor for approval **PRIOR** to finalizing internship. Students must meet criteria outline in the internship packet and **COMPLETE** an Application & Learning Contract by:
 - Describing how their individual area of emphasis, internship, and career objectives are connected.
 - Writing their internship goals and proposed learning objectives.
 - Describing the Health Promotion track competencies of which they intend to gain mastery during their internships. These must include, at minimum, track competencies #1,3,4,8,9, and 10.
 - Attaching a completed resume or CV and a description of the internship position.
 - Meeting with faculty and preceptors to refine this contract.
 - Seeking approval and obtaining the necessary signatures.
3. Fulfill the internship contract as specified.
4. Keep a daily journal of work-related experiences and reflections during the internship.
5. Report to faculty supervisor on a regular basis.
6. Complete final Internship Summary Report and Internship Evaluation Report.

Note- If the internship will be completed during the summer term, items 1 & 2 must be completed before the end of the spring term.

Faculty Advisor

Faculty advisors are responsible for developing field placement opportunities through contacts in research, practice, and service activities. In doing so, they are able to assist student in identifying appropriate internship sites. Once students have selected a site, faculty are required to meet with students to review, approve and sign off on the Application & Learning Contract *before internship hours can begin*.

Faculty must be available to periodically meet or communicate with student through their internship experience until completion. Upon completion of the required 200 hours, faculty review the Student Evaluation Form and discuss internship experience with student's preceptor as necessary. Finally, faculty must support students as they exit the program, debriefing on their field experience to review evaluation results and discuss future career options.

Preceptors

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. Note that the preceptor may not be program faculty members or advisors. The preceptor signs the Application & Learning Contract *before internship hours can begin* and must be responsible for ensuring that the student-learning contract is fulfilled. The preceptor is responsible for evaluating the performance of the intern by



completing the Student Evaluation Form and returning it to the faculty advisor. The preceptor is providing a service to our program and the field by accepting interns. Nevertheless, the preceptor's organization benefits as well because it is better able to meet its goals through the contributions of our students.

Completing an Internship

After completing their internship, it is the student's responsibility to ensure that proper paperwork is submitted in a timely fashion. Students must meet the requirements outlined in the Health Promotion internship's Application & Learning Contract and ensure that preceptors have a copy of the Student Evaluation Form. Students should plan accordingly, allowing at least 10 days for the faculty advisor to review all forms and reports prior to the date grades are due.

H. Comprehensive Exam

Upon completion of all required coursework and the internship, all MPH students must schedule a final oral examination. **Note that all core and required coursework and at least 100 hours of the internship must be completed before taking the exam.** Students must receive approval to take the exam from their academic advisors and should discuss exam preparation techniques with their advisor in advance. All deviations from policy must be approved by the School of Community Health Director, Dr. Carlos Crespo.

Purpose

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

Scheduling

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

Format

The examination will last approximately 3 hours. Student will receive a list of possible questions one hour prior to the beginning of the oral exam, and will be able to use that one hour to synthesize their thoughts and write down responses to the questions. Only these written notes may be used during the oral exam. After this hour, the examination committee will proceed with an oral examination covering many of the questions. The oral exam will last approximately 1-1½ hours. Committee members will then convene to discuss the responses and determine the examination grade.



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

Committee

The exam committee will be comprised of 3 faculty members, typically including the student's advisor and two additional members who are faculty of the School of Community Health. Students should discuss the procedure for creating committees with their Track Coordinator.

Assigning Grade

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

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

I. Thesis:

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

J. Policies

Grading and GPA Requirements

Students are assigned letter grades for all classes except for the internship, 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.pdx.edu for additional information on incompletes and course withdrawals.

Grievances/disagreements

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

Procedure: The Office of Student Affairs has a board that will hear appeals from students who feel they have not been given fair grades by a professor; however the student must make a reasonable effort to contact the instructor, department head, and academic dean before filing an appeal. Students can find more information regarding the appeal process and other student affairs issues on the Office of Student Affairs web page at www.pdx.edu/dos/appeals.html.

Non-Degree Students Application for Admission

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

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

Transfer & Pre-Admit Credits

Policy: OMPH students may transfer in up to 1/3 of the number of credits required for their degree. This number *includes* any pre-admission credits (up to 12) taken in the OMPH Program as well as transfer credits from other institutions. 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: For transfers or pre-admit credits, the student should sign and submit one Transfer of Credit form listing all transfer or pre-admit coursework, as well as corresponding transcripts and



a syllabus or course description for each course to be transferred. The Transfer of Credit form is also called a “GO-21”, and can be obtained from the graduate studies website at www.gsr.pdx.edu/forms/go-21.pdf. All forms should then be submitted to Elizabeth Bull at least one quarter before intended graduation. Using transfer credits does not “reduce” the number of credits required for the degree; it remains 59. Students do not need to “make up” credits (e.g., register and pay) for those that transfer into the program. Courses will not automatically be accepted for transfer. They will be reviewed by your advisor or the SCH director for equivalency to OMPH courses. If you need further clarification, contact Maureen Orr Eldred in the graduate studies office (orrelredm@pdx.edu).

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

Any and all deviations from the required courses must be approved in writing by your advisor before taking the course. The approval should be submitted to Elizabeth Bull to be kept with your student records.

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



Course evaluation completion

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

Leave of Absence & Continuous Enrollment Policies

Policy: The School of Community Health follows the university enrollment policies, detailed on pages 62-65 in the *2008-2009 Bulletin*. Any student admitted to the OMPH program, and in academic good standing, may petition for a leave of absence. Leave of absence status assures that students will retain their admissions status during periods in which they cannot actively pursue the degree for personal, health, or other unforeseen reasons. A leave of absence is granted for up to one calendar year. Students who have not enrolled for three terms (excluding summer) must submit a re-enrollment request.

Procedure: The student's advisor and the SCH Director must endorse a leave of absence petition. Application for leave of absence must be filed in the Office of Graduate Studies no later than the last day to register for classes in the term for which the application is made. A leave of absence does *not* constitute a waiver of the time limit for completion of the OMPH program. Only in cases of extreme need will additional leave time be considered. The SCH Director must approve such extensions

Time to Degree Completion

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

IV. Frequently Asked Questions about the Oregon MPH Program

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

Please refer to Appendix E

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

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

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

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



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

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

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

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

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

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. If you are interested in these opportunities 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. Contact information for your track can be found on your track webpage on the OMPH website: <http://www.oregonmph.org/tracks/index.html>.



6. How do I contact the OMPH Program office?

OMPH Program Office

Tel. 503-725-5186

Fax 503-725-5100

Email: program_office@oregonmph.org

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 the most current information about the OMPH Program?

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

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

The Oregon Master of Public Health Program Student Symposium is held in conjunction with National Public Health Week, which is the first full week in April. The 2009 Symposium will be held on Friday, April 3, 2009. 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 showcase your interests and contributions to public health, and to excite others about your work and interests. The two most outstanding oral and poster presentations receive awards and are recognized at the end of the symposium.

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



whose class you completed it, your advisor, or another faculty member with whom you've worked or become acquainted.

9. What is the NBPHE (National Board of Public Health Examiners) 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.

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

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

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

In addition, you may be added to track or department-specific listservs. For PSU Health Promotion students, your listserv address is schgraduates@lists.pdx.edu. You will be automatically added to this listserv. If you do not begin to receive messages, or if you want to be removed from this list, please contact Elizabeth Bull.

Through these listservs, students will find the most current information about OMPH Program events and news, 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 OMPH program or the Public Health field. Please observe proper "netiquette" in all communications.



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 Health Promotion Track

1. How do I register for classes at PSU?

Students register for PSU courses online using the PSU Information System. Students must be formally admitted to the University prior to registering for classes. The PSU Information System can be accessed at <https://banweb.pdx.edu>, or from a link on PSU's homepage at www.pdx.edu.

Logging onto the PSU Information System requires a student ID and PIN number. Your login ID is your PSU ID number. Your initial PIN is a six-digit number representing the month, day, and year of your birth. For example, a student born on April 1, 1960 uses 040160 as the initial PIN. Students are required to change their PIN to a unique number upon their first login. Portland State recommends changing PINs at frequent intervals and choosing PINs that are easy to remember but difficult for others to guess. PIN changes may be made online or at the registration windows in the lobby of Neuberger Hall. Please note that entering an incorrect PIN five times in a single session will disable the account. Instructions for resolving this issue are included in the Help link on the PSU Information System login page.



2. What kind of financial aid is available?

Students should check with the university office of financial aid for a complete listing of available sources and grant and loan requirements. Following is a partial list of scholarship opportunities available to OMPH students. Financial aid is available primarily for full-time graduate students although some loans and grants are open to part-time students. This aid is of three general types: (1) graduate assistantships available through the College of Urban and Public Affairs and School of Community Health; (2) loans and work study available through the University's Office of Financial Aid, and (3) awards, grants, and scholarships available through PSU.

Graduate Assistantships

Graduate assistant positions provide teaching (GTA) or research (GRA) services working with faculty. Levels of appointment are between .15 and .49 FTE, granted for either a one-term, or a nine-month basis. The typical full time assistantship is .15 FTE, which is equivalent to 7-10 hours per week or .30 FTE, which is equal to 15 hours per week.

GTA positions can include teaching lower division courses, facilitating discussion sessions, grading papers, etc. GRA positions typically include assisting faculty with their research. In both cases, the assistantship is regarded as a contribution to the graduate student's learning experience.

Students interested in applying for graduate assistantships must have regular admission status and maintain good standing in the graduate program. Students must also be registered for and satisfactorily complete a minimum of nine graduate credits each term with the exception of summer term.

Graduate assistants usually receive tuition remission and a small monthly stipend. Students interested in applying for GA positions must email a resume and cover letter to Elizabeth Bull in the School of Community Health: bulle@pdx.edu.

Financial Assistance Available Through the University

Graduate students may receive consideration for financial assistance through the Federal Perkins Loan, Federal Work Study, and Federal Direct Stafford Loan programs. The Office of Financial Aid is located in Neuberger Hall lobby, (503) 725-3461.

Federal Perkins Loans

This federally funded loan program is available to graduate students who demonstrate exceptional financial need. This is a long-term, low-interest rate loan for which repayment commences nine months after the student is no longer enrolled, on at least a part-time basis.

Work Study

Graduate students are eligible for Federal Work Study funds. Federal Work Study is a need-based program in which the Federal government pays from 70-90 percent of student wages and the institution or agency pays the remainder. This program assists students who demonstrate a need for part-time employment to pursue a college education. Sources of work include



metropolitan non-profit agencies and/or campus employment. For other student employment opportunities contact the Student Employment Office at (503) 725-4958, University Services Building, Room 402F.

Federal Direct Stafford Loans

These loans are available to PSU graduate students through the cooperation of the University and the U.S. Department of Education. Both interest subsidized and unsubsidized loans are available. The federal government pays interest on the subsidized loans while the student is in school. Unsubsidized loan eligibility is based on the difference between the student's cost of attendance and the financial aid awarded. Unlike subsidized loans, the federal government *does not* make interest payments while the student is enrolled. Repayment begins six months after the student drops *below half-time* status or leaves the University. The annual combined loan maximum for graduate students is \$18,500.

Awards Available Through the University

The Scholarship Guide is available through the Office of Academic Affairs, Cramer Hall, Room 349, (503) 725-3422.

Helen Oliver Memorial Fellowship Award

This is an annual cash award given to graduating students with an official degree who demonstrate the promise of being a responsible and mature civic leader. The award is not based on need or scholastic achievement (although good scholarship is assumed), but rather on good character and dedicated spirit. Students may apply through the Office of Academic Affairs, Cramer Hall, Room 349, (503) 725-5251.

Robert and Rosemary Low Memorial Award

This is one award, given in years when funds are available. This scholarship gives special recognition to academically qualified graduate students with physical handicaps. Eligible students must be admitted to PSU as regular graduate students. Selection will be based on scholarship and academic potential. Financial need may be considered, but is not a requirement. The deadline for application is April 15 for the following academic year. Information is available after March 1, at the Office of Graduate Studies and Research, Cramer Hall, Room 111, (503) 725-8410.

Oregon Laurels Tuition Remission Program

These are annual awards of tuition credit equivalent to the instructional portion of graduate fees for *full and part time* PSU graduate students. Awards are merit-based. Financial need is a consideration for some of these awards. Deadline for application is April 15 for the following academic year. For further information contact the Office of Graduate Studies after March 1st of the year in which you wish to apply (Office of Graduate Studies, Cramer Hall, Room 111, (503) 725-8410.)

Frank Roberts Community Service Scholarship

Awarded to a PSU graduate student who exemplifies a spirit of public service and commitment to community, applicants must be admitted to a PSU graduate program, in good academic



standing, and enrolled for at least *6 credit hours per term*. They must also have excellent undergraduate portfolios and demonstrate financial need. For information contact the Office of Graduate Studies and Research, Cramer Hall, Room 111, (503) 725-8410.

Underrepresented Minorities Achievement Scholarship Program

A limited number of UMAS awards are available to PSU graduate students who are Oregon residents and of African-American, American Indian/Alaska Native, or Hispanic American heritage. Awards are made in the amount of instructional fees. For information, contact Educational Equity Programs and Services, Smith Memorial Center, Room 120, (503) 725-4457.

3. What is the policy for minimum enrollment?

The College of Urban and Public Affairs requires that students be continuously enrolled for at least three credits per quarter until the completion of their degree unless they are on an approved leave of absence

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

Full-time students are enrolled in a minimum of nine credit hours of classes each term for three terms per year. Part-time students take between five and eight credit hours each term. Both full and part-time students may be enrolled in the OMPH program

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

Most of the core and required OMPH courses are offered in time slots beginning at 4 p.m. or 6:40 p.m., but occasionally courses are offered during the day. It may not be possible to complete the degree by solely taking courses offered in the late afternoon or evening.

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

See Course Waiver Requirements on page 21 of this handbook.

7. What should I know about plagiarism?

It should be stressed that plagiarism is an **EXTREMELY** serious academic offense. You must document your sources whenever you use words or ideas that are not your own. Making sure you have not plagiarized is your responsibility, not the instructor's. If you are uncertain about how to use source material, please review the following guidelines for properly documenting a research paper:

1. Use quotation marks to set off borrowed passages a few words to three lines long; cite the source (always include page numbers) of the quoted passage.
2. Indent and single space quoted passages of three or more lines; cite the source of the quoted passage.
3. Cite the reference of any facts, ideas, or information that are not common knowledge.

Please ask the instructor, the writing associate, or a tutor at the PSU Writing Center if you have any questions. A useful article by the Writing Tutorial Service entitled, "Plagiarism: What It is and How to Recognize and Avoid It," can be found on the Internet at:

www.indiana.edu/~wts/wts/plagiarism.html.



Any assignment containing plagiarized material will receive a failing grade on the assignment and will be reported to the Office of Student Affairs. A second offense will result in a failing grade for the course

8. How can I improve my study skills?

For a great website with recommendations on how to improve your study skills, go to www.ucc.vt.edu/stdysk/stdyhlp.html Also, you can contact the IASC (Information and Academic Support Center) for more materials on ways to study to enhance your chances for academic success at PSU, and talk to your advisor about other on-campus resources

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

According to Campus Compact, a national service-learning organization, “service-learning is a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility.” Service-learning (also called community-based learning) has been incorporated into selected courses throughout Portland State University and the School of Community Health. Through these courses, students gain valuable experience and connections with community organizations such as Planned Parenthood, the American Cancer Society, or Outside-In. The experience with the organizations is then integrated into the classroom to provide students with a deeper understanding of the course material. Look for service-learning opportunities in courses like Community Organizing and Program Evaluation.

10. How do I arrange Reading and Conference credits?

In some cases, lead faculty in OMPH area of emphasis may recommend that students enroll in a one-on-one reading and conference (R&C) course to gain specific knowledge in a subject area that may not be covered in enough detail in one of the required, area of emphasis, or general elective courses. Credit for an R&C may be given in place of an area of emphasis or general elective course with approval of the student’s advisor and the SCH Director. Before approval is granted, the R&C instructor would have already agreed to conduct the course and course requirements would be discussed and stated in writing. Approval for more than one R&C course during the span of the MPH program would require the permission of the SCH Director.

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

Students may request to view their official files by contacting Elizabeth Bull or may access their transcripts on-line via PSU Information Systems at www.banweb.pdx.edu.

12. What are my rights regarding my file?

Listed below is a summary of the rights and privileges relating to the privacy and release of student records and enrollment information provided by the Office of Academic Affairs. All questions relating to the release and maintenance of your student records should be directed to Elizabeth Bull at School of Community Health or Veda Kindle, Office of Admissions and Records, (503) 725-8332.

Faculty, staff, and those under SCH supervision may not release protected student information to any outside party, including parents of minors, except as provided by public records’ law. Care



should be exercised to protect the privacy of students. The student information listed below is considered strictly confidential at all times.

- Student identification number or social security number
- Age, race, gender, national origin, religious affiliation
- Exam or course grades
- Class schedule
- Financial, medical or public safety records
- Email addresses

Data such as email addresses, class rosters, grade reports, student ID numbers, exams and papers shall not be routed or posted openly in the classroom or faculty offices. These documents and data are protected under the student privacy regulations. Under public records' authority, faculty may release information for current or previously registered students, which is designated as "public" or "directory" information. Such public information is limited to:

- Student name
- Current address and telephone number
- Number of academic credits earned
- Dates of attendance and status of enrollment, including full or part-time students
- Degrees and awards received

Students have a right to restrict distribution of the "public" information listed above. No information, including public directory information, may be released for students who have requested this confidential, non-disclosure status. Students concerns or complaints regarding records or enrollment information should be directed to the Office of Academic Affairs, 503-725-3422.

13. What are the required procedures for graduation?

Graduating students must complete the form GO-12, *Approved Graduate Degree Program*, which can be found at http://www.gsr.pdx.edu/ogs_forms.php.

This form requires the listing of all courses taken to complete your degree, and must be submitted according to the deadlines listed at http://www.gsr.pdx.edu/ogs_general_deadlines.php

There is also an *Application for Advanced Degree* (a green half-sheet), which is available from the Office of Graduate Studies (6th floor of the Unitus Bldg, located at 2121 SW 4th Ave), which also must be filed at the same time as the GO-12.

It is strongly recommended that students submit these completed forms to Elizabeth Bull during the quarter **PRIOR** to when they wish to graduate. This will help to ensure sufficient time for faculty advisors to sign the forms and have them submitted in a timely fashion. Students should check with Elizabeth to make sure that forms have been signed by all relevant administrators and submitted prior to the deadline.

14. How can I become more involved with the School of Community Health?



Each year there are a number of committees within the School of Community Health that need student representatives. If you are interested in serving as a student representative please contact the SCH director, Dr. Carlos J. Crespo at ccrespo@pdx.edu

15. What other resources are available to students on the PSU campus?

The MPH Listserv

As a graduate student, you will be subscribed to the MPH electronic listservs. There are currently two lists available to MPH HP graduate students. One listserv is for all graduate students enrolled in both tracks of the MPH program offered at PSU. There is also a listserv specifically for Health Promotion graduate students in the School of Community Health, which you will be added to automatically upon admission. Through each listserv, students will find the most current information about job-related opportunities, internships, new class offerings, health-related seminars, upcoming events, fellowships and other items of interest. It is also a great way to communicate with other students. The listserv is not to be used to send personal messages, fund-raising, or other solicitations or to disseminate information not directly related to the MPH program – please observe proper “netiquette.” If your email changes, please email your changes to both Elizabeth Bull at bulle@pdx.edu and Becky Fidler at rfidler@pdx.edu, with the message “change MPH/SCH listervs” in the subject area.

Graduate Health Student Organization

The Graduate Health Student Organization (GHSO) is an organization of students that works collectively to bring pertinent and relevant speakers to PSU. The GHSO sponsors forums on issues about public health policy, education, research and administration, as well as career-related events.

Office of Graduate Studies

The Office of Graduate Studies and Research is located on the 6th floor of the Unitus Community Credit Union Building at 2121 SW 4th Ave. This office provides guidelines for graduation and thesis preparation, scholarship information, and access to many other resources. The website is www.gsr.pdx.edu/gsr.

Millar Library

The Branford P. Millar Library has holding of more than one million volumes and more than 10,000 subscriptions and serials in support of teaching and research. The Information Desk, Reserve Section, guides to library use, and catalog files are located on the ground floor. The library has an on-line public access catalog file. For library hours call (503)725-3065. The website is www.lib.pdx.edu.

Student Lounge, Resource Room, and CUPA Library

A student lounge located within the College of Urban and Public Affairs is located on the 2nd Floor of the Urban and Public Affairs building. The lounge is equipped with a microwave oven, refrigerator, sink, tables, chairs and couches. Vending machines are nearby on the 2nd Floor. The School of Community Health has a resource room for MPH HP graduate students, which includes computers and printer, tables for student group meetings, and access to public health



reference material. It is located on the 4th floor of the URBN building, room 471 and is next to a lounge equipped with chairs, tables, a microwave, refrigerator, sink and coffee maker. Students are also encouraged to use the CUPA Resource Library located on the 7th Floor as a quiet area to study and conduct research.

Computer Labs

PSU's Office of Information Technologies maintains numerous microcomputer laboratories on campus. These labs provide students, faculty, and staff with access to a variety of general-purpose microcomputer hardware and software for use in the academically related tasks. The computers provided include word processors, databases, programming languages, spreadsheets, graphics applications, and a range of instructional software. Lab attendants are on duty at all times to help with user problems. In addition, software manuals, user guides, and tutorials are on hand for reference and self paced instruction.

The College of Urban and Public Affairs provides a lab designated for graduate students within the college. The lab is located on the 2nd floor of the Urban Center. For more information on hours of operations call (503) 725-4017.

A lab exclusively for use by graduate students is located in the basement of Smith Center.

The main general access labs are located at 112 Shattuck Hall (503) 725-3140, 107 Shattuck Hall (503) 725-3113, and on the first floor of Millar library (503) 725-8425. Other labs around campus are available for general access when not scheduled for specific purposes. Each lab has its own schedule. Students may also contact the Help Desk at (503) 725-HELP for more information.

The Center for Student Health and Counseling

The Center for Student Health and Counseling is a primary clinic that provides outpatient medical treatment, women's health care, lab and x-ray facilities, immunizations, dispensary services, wellness resource center, health education, dental services and psychological counseling. For further information regarding services available, measles vaccination requirements, or insurance information, please contact SHAC at (503) 725-2800 or their website: www.shac.pdx.edu. The Center for Student Health and Counseling is located in the University Center Building, Suite 200 (SW 6th and Hall St.).

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

Student Recreation and Intramurals

Located in the Peter Stott Center, student recreation is a program that allows students registered for at least one credit hour to utilize various facilities for recreational purposes. This includes an



extensive weight room, circuit training room, open basketball, racquetball and squash courts, table tennis, and a swimming pool. Locker-room services are also available for a limited fee.

Intramurals is an organized delivery of team sports, and some individual sports that provide a level of competition to students of all abilities. Some activities include flag football, basketball, softball, and step aerobics. These activities are free to students. Both the student recreation and intramural offices are located in the lower level lobby of Peter Stott Center.

Campus Public Safety

The Campus Public Safety Office provides assistance in emergency situations, an evening escort service, and routes emergency messages on campus. It is located at the corner of SW Broadway and College. In cases of emergency, call (503) 725-4404 or use any of the emergency phones located around campus. For non-emergency inquiries, call (503) 725-4407.

16. How do I find out about internship opportunities?

Sites for internships are identified in a number of ways, including students' own ideas and contacts, announcements of internship posted on the OMPH listserv, and sites identified in consultation with the student's faculty advisor. Students are required to meet with their faculty advisor to help determine an appropriate internship site. The advisor may also recommend that the student meet with other faculty to assist in identifying an appropriate site for their experience in light of the student's career objectives.

Students are encouraged to conduct a series of informational interviews to help select the site for their experience. Note that the preceptor may not be program faculty members or advisors. To conduct an informational interview, schedule a meeting with an organization you're interested in learning about. Explain your internship requirements and be prepared with questions that will help you determine whether the site will work well for you. It is advised to research internship opportunities well in advance. We suggest beginning this search no later than 6 months prior to the quarter you intend to enroll so you have plenty of time to research your options and make your final decision.

For a list of previous internship sites, please see the School of Community Health's website at http://www.pdx.edu/sch/grad_internships.html.

VI. OMPH Faculty and Staff Contact Information

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

Director: To be announced
OMP Program Office
Program_office@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 (Contact in Dr. Neumann's absence)
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

trianot@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

Sherril Gelmon, DrPH
Neal Wallace, PhD
Portland State University
Mark O. Hatfield School of Government
503-725-3044
gelmons@pdx.edu
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 (Dr. Farquhar will be on leave for Winter and Spring 2009 terms)
Portland State University
School of Community Health
503-725-5167
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

proinfo@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

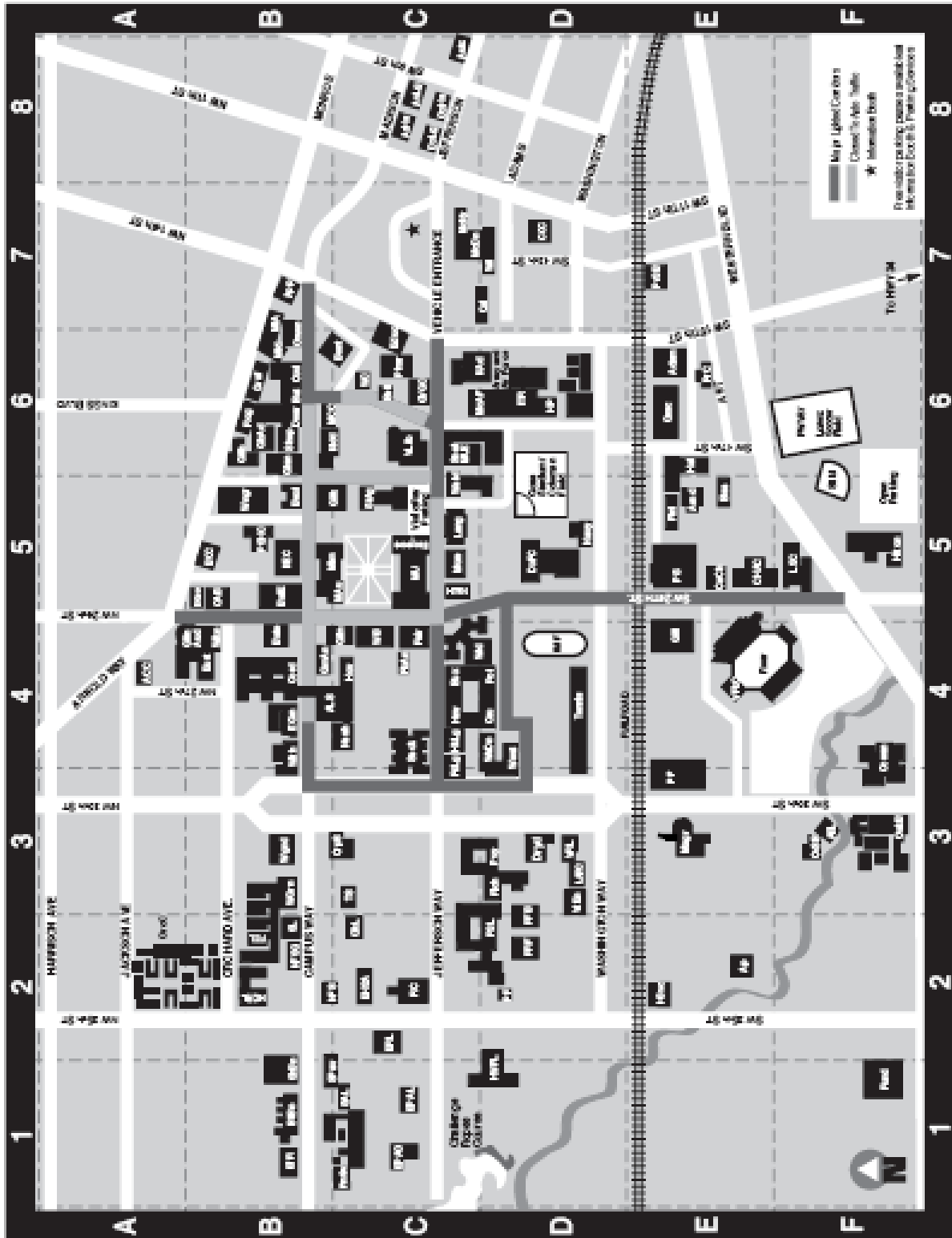


Portland State University





OSU Campus Map





Appendix B

Student Advising Sheet Health Promotion Track

Student _____ **ID#** _____
Date Entered School _____ **Expected Graduation** _____
Address _____ **Phone** _____
Email _____

Oregon MPH Core Courses (16 Credits)
Other Required Courses (25 Credits)
Area of Emphasis (15 Credits)
General Electives (3 Credits)
Total 59 Credits

MPH Core Requirements (16)	
	Term Grade
PHE 512 Principles of Health Behavior (3)	
PHE 535 Epidemiology Survey (3)	
PHE 580 Concepts of Environmental Health (3)	
PH 524 Introduction to Biostatistics (4)	
PA 574 Health Systems Organization (3)	
Total _____	

Other Required Courses (25)	
	Term Grade
PHE 511 Foundations of Public Health * (3)	
PHE 517 Community Organizing (3)	
PHE 521 Quant. Research Design/Analysis (3)	
PHE 540 Mass Communication & Health (3)	
PHE 550 Health Promotion Program Planning (4)	
PA 588 Program Evaluation and Management in Health Services (3)	
PHE 504 Internship (6)	
Total _____	

*Should be taken 1st term after admission.



General Electives * (3 Credits)		
	Term	Grade
PHE 510 Men's Health (4)		
PHE 510 Social Inequalities & Health (3)		
PHE 510 Integrative Health & Systems Thinking (4)		
PHE 513 Health, Behavior & the Social Environment (3)		
PHE 520 Qualitative Research Methods (3)		
PHE 541 Media Advocacy and Public Health (3)		
PHE 552 Women's Health (3)		
PHE 553 Reproductive Health (4)		
PHE 556 Health Aspects of Aging (4)		
PA 525 Grant Writing (3)		
PA 573 Values and Ethics Health (3)		
PA 576 Strategic Management of Health Care Organizations(3)		
*Course taken as part of the student's area of emphasis do not count as general electives.		
		Total _____

Area of Emphasis selected:

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

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

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



Appendix C
Academic & OMPH Events calendar 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. & Tues., 10/6/08-10/7/08	OPHA Annual Conference (incl. OMPH student poster session)	Corvallis, OR
Sat.-Wed., 10/25/08-10/29/08	APHA Annual Meeting	San Diego, CA
Tues. 11/11/08	Holiday: Veteran's Day	
Thurs.-Fri., 11/27-11/28	Holiday: Thanksgiving Day	
Mon.-Fri., 12/8-12/12/08	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	
Mon., 1/19/09	Holiday: Martin Luther King, Jr. Day	
Mon., 2/16/09	Holiday (OHSU): President's Day	
Mon.-Fri., 3/11-3/20/09	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., 4/10/09	OMP Program Student Symposium	
Mon., 5/25/09	Holiday: Memorial Day	
Mon.-Fri., 6/7-6/12/09	Final Exams	
Fri., 6/12/09	Spring Term Ends	
Fri., 6/12 and Sat., 6/13	CUPA and PSU Graduation Ceremonies	PSU



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 (OHSU-Nurs)	3			Parker Walsh (On-Line)
H 571 (OSU)	3	Donatelle 1400-1650 R		
Epidemiology				
PHE 535 Epidemiology Survey (PSU-SCH)	3		Maty 1840-2120 W	Maty 1600-1830 T
CPHN 533 Epidemiology Survey (OHSU-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 (OHSU-PPHM) ONLINE	4	Lambert (On-Line)		
PHPM 524 (OHSU-PPHM) Class	4	Park 8:30 - 10:20 TR in MacHall 1162	Ylyl 1600 -1800 Mac1162	
CPHN 530 (OHSU-Nurs)	4	Staff TBD - contact Messecar (On-Line)		
H 524 (OSU) LECTURE	4	Lachenbruch 10:00-11:20 TR (Choose Lab section)		
H 524 (OSU) LAB	0	Staff 0800-0950 R		
H 524 (OSU) LAB	0	Staff 1200-1350 R		
H 524 (OSU) LAB	0	Staff 1600 -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	Tsongas 1600-1830 W	Tsongas 1840-2120 T	
PHPM 518 Concepts of Environmental Health (OHSU-PPHM)	3			Morton 1600-1830 W
CPHN 539 Concepts of Environmental & Occupational Health (OHSU-Nurs)	3		Staff TBD contact Messecar (On-Line)	
H 512 Environmental and Occupational Health (OSU)	3	Harding 1400 - 1650 M		
Health Systems Organization				
PA 574 (PSU-PA)	3	Gelmon 1840-2120 T	Lee1600-1830 R	Staff 1840-2120 W
CPHN 540 (OHSU-Nurs)	3	Parker Walsh (On-Line)		
H 533 (OSU)	3	Chi 1400-1650 T		

*All are confirmed as of 8/20/08



Appendix E Intercampus registration procedure

Inter-campus registration policy for Health Promotion Students at PSU

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

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

For classes at OSU or at OHSU

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

For online classes offered by the School of Nursing at OHSU

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

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



- Contact the School of Nursing instructor during the registration period to get your name on the waiting list.
- The instructor will notify you by e-mail regarding permission status no later than one week after the last registration date at the OHSU School of Nursing.
- If you are accepted into the course, register at your home institution **no later than three weeks prior to the date classes begin** using the instructions below:
 - AFTER receiving permission from the SON course instructor, contact Elizabeth Bull (bulle@pdx.edu) with your name, student ID#, and class information, including instructor's name, and course section. Elizabeth will verify your enrollment in the class.
 - At the conclusion of the term, the instructor will send the final grade to Elizabeth Bull who will enter the grade into the PSU student record system.



Appendix F

How to become a Certified Health Education Specialist (CHES)

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