



Primary Health Care & Health Disparities Track

Student Handbook

2006-2007

OMPH Student Handbook
Primary Health Care & Health Disparities Track
Oregon Health & Science University
2006-2007
Table of Contents

	<u>page</u>
I. The Mission of Public Health	4
II. The Oregon MPH Program (OMPH) – An Overview	4
A. OMPH Mission	4
B. Program Goals	4
C. Program Values & Ethics	5
D. Program Learning Competencies	5
E. Accreditation	5
F. Structural Overview of the OMPH	6
III. Primary Health Care & Health Disparities Track	7
A. Track Competencies	7
B. Program Setting	10
C. Core Curriculum	10
D. Degree Requirements	10
E. Advising	11
F. Sample Course Sequence	12
G. Field Experience and Minimum Standards Guidelines	13
H. Culminating Experiences	13
I. Policies	14
Grading	14
Incompletes	14
Grievances/disagreements	15
Non-degree students' applications	16
GPA Requirements	16
Transfer of credits	16
Course waiver requirement	16
Course evaluation completion	16
Leave of absence	17
Time to Degree Completion	17
Attendance/Participation	17

Academic Warning	18
Probation	18
Dismissal	18
IV. Frequently Asked Questions about the Oregon MPH Program	19
V. Frequently Asked Questions about the Primary Health Care & Health Disparities track	22
VI. OMPH Faculty and Staff Contact Information List	24
VII. Appendices	
Appendix A. Maps of the Three Campuses	29
Appendix B. Student Advising Sheets	33
Appendix C. Link to Important Forms	37

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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

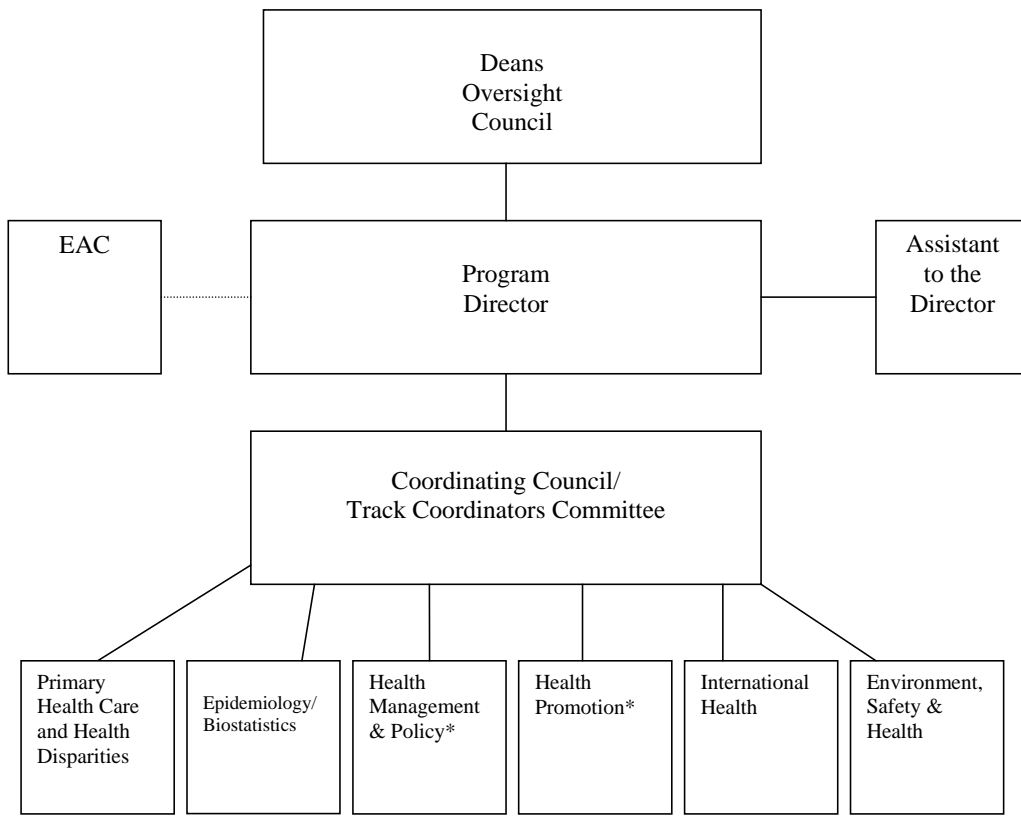
Upon completion of the OMPH program, students will be able to:

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 public health 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 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 (PLC)
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: Introduction to Biostatistics (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 Social Determinants of 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 Introduction to Biostatistics (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 Social Determinants of 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
- Introductions to Biostatistics
- 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 (CPH 509A).

The following courses are required:

<u>Course</u>	<u>Course Title</u>	<u>Credit Hours</u>
<u>OMPH Core Courses</u>		
CPH530	Introduction to Biostatistics	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	Social Determinants of 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 538	Program Evaluation Using Mixed Methods	3

Elective 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

*in development

E. Advising

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

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	SUMMER	CR
CPH 530: Introduction to Biostatistics (PH525, PA510, H524)*	4	CPH 507A: Current Issues in Public Health	3	CPH 537: Principles of Health Behavior (PH517, PHE512, H571)*	3	CPH 507B International Perspectives on Public Health: Ecuador (Elective)#	3
CPH 533: Epidemiology Survey (PH512, PHE 535, H525)*	3	CPH 534A Primary Health Care & US Health Disparities	3	CPH 535: Principles & Practice of Community Health	4		
CPH 510: Research Methods and Evidence Based Practice	4	CPH 512: Critical Analysis of Health Disparities	4	CPH 534B Primary Health Care & International Health Disparities	3		
Total	11	Total	10	Total	10		3

Year 2

FALL	CR	WINTER	CR	SPRING	CR
CPH 540: Health Systems Organization (PH519, PA574, H533)*	3	CPH 539: Concepts of Environmental & Occupational Health (PH518, PHE580, H542)*	3	CPH 534C Social Determinants of Disparities: Latinos in the United States	3
CPH 531 Policy Implications of Social Inequality & the Ethical Practice of Public Health	3	CPH 538 Program Evaluation Using Mixed Methods	3	CPH 536 Community Based Participatory Research	3
CPH 532 Cultural Competence in Health & Healing	3	CPH 509A Graduate Internship in Public Health^	3-6	CPH 509A Graduate Internship in Public Health^	3-6
CPH 509B Cultural Competence in Health and Healing Practicum (Elective- in development)	1				
CPH 507B International Perspectives on Public Health: Thailand (Elective)#	3				
Total	9-13	Total	9-12		9-12

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 internship requirement is to ensure that each graduate has some practical public health experience. This course should not be taken until the student has completed Introduction to Biostatistics and Epidemiology Survey and/or until the student is well advanced in his/her program of study. Furthermore, students must complete all track and core required courses before beginning an internship or have

written consent from their faculty advisors. Six credits are required and can be taken over two quarters.

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: 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.

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' applications

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

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. We cannot accept credits from the five OMPH Core Courses taken before being admitted into the program (unless you are a transfer student from another accredited school/program).

Course Waiver Requirements

A "Course Waiver" form is required if a transferred course waives a required track course. 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 waivers are not officially granted for "professional experience." For more details please see the OMPH Course Waiver Policy (exhibit V-6).

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

The complete policy and procedure can be found as a link on:

<http://www.ohsu.edu/son/students/studforms.shtml>.

Time to Degree Completion

Students have 7 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 such as the culminating experience or internship, 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 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 the OMPH required cumulative grade point average of 3.0 for graduate students, or
2. Receiving a failing grade or withdraw unsatisfactory in a course, or
3. Receiving more than two "C" grades.

Dismissal

The University reserves the right to dismiss any students who do not maintain the required standards of scholarship, or whose continuance in the OMPH track at the School of Nursing would be detrimental to their health or to the health of others, or

whose conduct or internship performance demonstrates a lack of fitness. 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
4. Receives a WU in any two courses during their program of study, or
5. Receives more than two probations.

IV. Frequently Asked Questions about the Oregon MPH Program:

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

If you are interested in taking a class at a partner university other than your home campus, you should begin the registration process early each term. Begin by contacting the OMPH administrative staff for your track or campus. You may need to also secure permission from the instructor. Visit <http://www.oregonmph.org/register/register.html> for additional information. Because the Primary Health Care & Health Disparities track at the OHSU School of Nursing is an online track, space for students from other tracks in their online classes is extremely limited, and available on a first-come basis.

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

OMPH Core Course Schedule for Classes Taught Through the PHCHD Track

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	Fall 2006	S. Hiatt (<i>Sr. Rsrch Associate</i>)	hiatts@ohsu.edu PH 503-494-3978 FAX 503-494-4456	August 7-18, 2006	September 25, 2006
CPH 537 (PH517, PHE512, H571)	Principles of Health Behavior	Spring 2007	S.Butterworth (<i>Associate Professor</i>)	butterwo@ohsu.edu PH 503-494-3821 FAX 503-494-4678	February 12-23, 2007	April 2, 2007
CPH 540 (PH519, PA574, H533)	Health Systems Organization	Fall 2006	M. Sistrom (<i>Assistant Professor</i>)	sistromm@ohsu.edu PH 503-494-3869 FAX 503-494-3878	August 7-18, 2006	September 25, 2006

CPH 530	Introduction to Biostatistics	Fall 2006	D. Messecar (Associate Professor)	messecar@ohsu.edu PH 503-494-3573 FAX 503-494-4678	August 7-18, 2006	September 25, 2006
CPH 539 (PH518, PHE580, H542)	Concepts of Environmental & Occupational Health	Winter 2007	TBA	TBA	November 13-24, 2006	January 8, 2007

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://towow.oregonstate.edu/parking_services

· **PSU Parking Services:** #503.725.3442

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

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

While on a partner campus other than the student's home institution, an OMPH student has full access to library resources from within the partner campus's library. A student can check out materials using the library barcode from their home institution through "Summit Borrowing".

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

· **OHSU Library Services:** #503.494.3460

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

· **OSU Library Services:** #541.737.3331

<http://osulibrary.oregonstate.edu>

· **PSU Library Services:** # 503.725.5874

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

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

You can apply 12 OMPH credits completed preadmission to your degree. We cannot accept credits from the five OMPH Core Courses taken before being admitted into the program (unless you are a transfer student from another accredited school/program).

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: lwinett@oregonmph.org

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: please see <http://www.oregonmph.org/misc/contact.html>

7. 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

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

Environmental Protection Agency

www.epa.gov

Environmental health resources

National Institutes of Health

<http://www.nih.gov>

Links to health institutes, health education materials

Oregon Health Division

www.ohd.hr.state.or.us

Oregon Health Division homepage

Oregon Employment Department

www.emp.state.or.us

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

Oregon Public Health Association

www.oregonpublichealth.org

News, career resources, links to public health organizations

Oregon Rural Health Association

www.orha.org

Rural health topics: advocacy, research, education

Public Health Employment Connection
<http://cfusion.sph.emory.edu/PHEC/phec.cfm>
Job listing site maintained by Emory School of Public Health

Public Health Jobs Network
www.publichealthjobs.net
Job listing site sponsored by ASPH

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

- 1. How do I register for classes at 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 answer in Question #1 of FAQs about the OMPH program (above).

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 my internship?

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

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.

<http://www.ohsu.edu/son/student/international.shtml>

13. When do courses start?

Please follow this link to the academic calendar for other important dates:

<http://www.ohsu.edu/registrar/acadcal2006-07.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. **This information is only valid until December 2006, when new fitness center opens.** For details please visit the Fitness Center website: <http://www.ohsu.edu/academic/acad/fsc/>

VI. OMPH Faculty and Staff Contact Information

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

Program Director: Liana Winett, DrPH, CHES
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: lwinett@oregonmph.org

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: please see <http://www.oregonmph.org/misc/contact.html>

Environment, Safety and Health Track (OSU)

Admissions Contact

Department of Public Health

Main Office

541-737-2686

publichealth@oregonstate.edu

Curricular Information

Cathy Neumann, PhD (*will be on leave during AY 2006-2007*)

Marie Harvey, DrPH (*will be serving in Dr. Neumann's stead for AY2 2006-2007*)

Oregon State University

Department of Public Health

541-737-2686

Cathy.Neumann@oregonstate.edu

Marie.Harvey@oregonstate.edu

Epidemiology & Biostatistics Track (OHSU)

Admissions Information

Sarah Petras

Oregon Health & Science University

503-494-2012

petras@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, Ph.D.
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
Portland State University
Mark O. Hatfield School of Government
503-725-3044
gelmons@pdx.edu

Health Promotion Track (OSU)

Admissions Contact

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

Curricular Information

Sheryl Thorburn, PhD, MPH
Oregon State University
Department of Public Health
541-737-9493
Sheryl.Thorburn@oregonstate.edu

Health Promotion Track (PSU)

Admissions Information

503-725-4401
SCHinfo@pdx.edu

Curricular Information

Stephanie Farquhar, PhD (*will be on leave during AY 2006-2007*)
Judith Sobel, PhD, MPH (*-serving in Dr. Farquhar's stead for AY 2006-2007*)
Portland State University
School of Community Health

503-725-4401
farquhar@pdx.edu
sobelj@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
proginfo@ohsu.edu

Curricular Information

Deborah Messecar, PHD, MPH, RN, CNS
Associate Professor
Oregon Health & Science University
School of Nursing
503-494-3573
messecar@ohsu.edu

OMPH Administrative Team

<u>OMPH Office</u>	Liana Winett, DrPH, CHES	503-725-5106 lwinett@pdx.edu
	*Ross Betzer	503-725-5186 rbetzer@oregonmph.org
<u>Portland State University</u>	<i>Health Promotion Track (School of Community Health)</i>	schinfo@pdx.edu
	*Elizabeth Bulle	503-725-4592 bulle@pdx.edu
	Karen Bishop	503-725-4401 bishk@pdx.edu
	Molly Storch	503-725-4401

		mstorch@pdx.edu
	<i>Health Mgmt. & Policy Track (Hatfield School of Gvt)</i>	publicadmin@pdx.edu
	*Becky Fidler	503-725-3920 rfidler@pdx.edu
<u>Oregon Health & Science University</u>	<i>Epidemiology & Biostatistics Track (Public Health & Preventive Medicine)</i>	phpm@ohsu.edu
	*Sarah Petras	503-494-2012 petras@ohsu.edu
	<i>Primary Health Care & Health Disparities (School of Nursing)</i>	
	*Kira Hughes	503-494-7721 hugheski@ohsu.edu
	Mary Ann Talbott	503-494-3800 talbottm@ohsu.edu
<u>Oregon State University</u>	<i>Department of Public Health</i>	publichealth@oregonstate.edu
	*Sharon Gallant	541-737-2686 sharon.gallant@oregonstate.edu

Appendix A

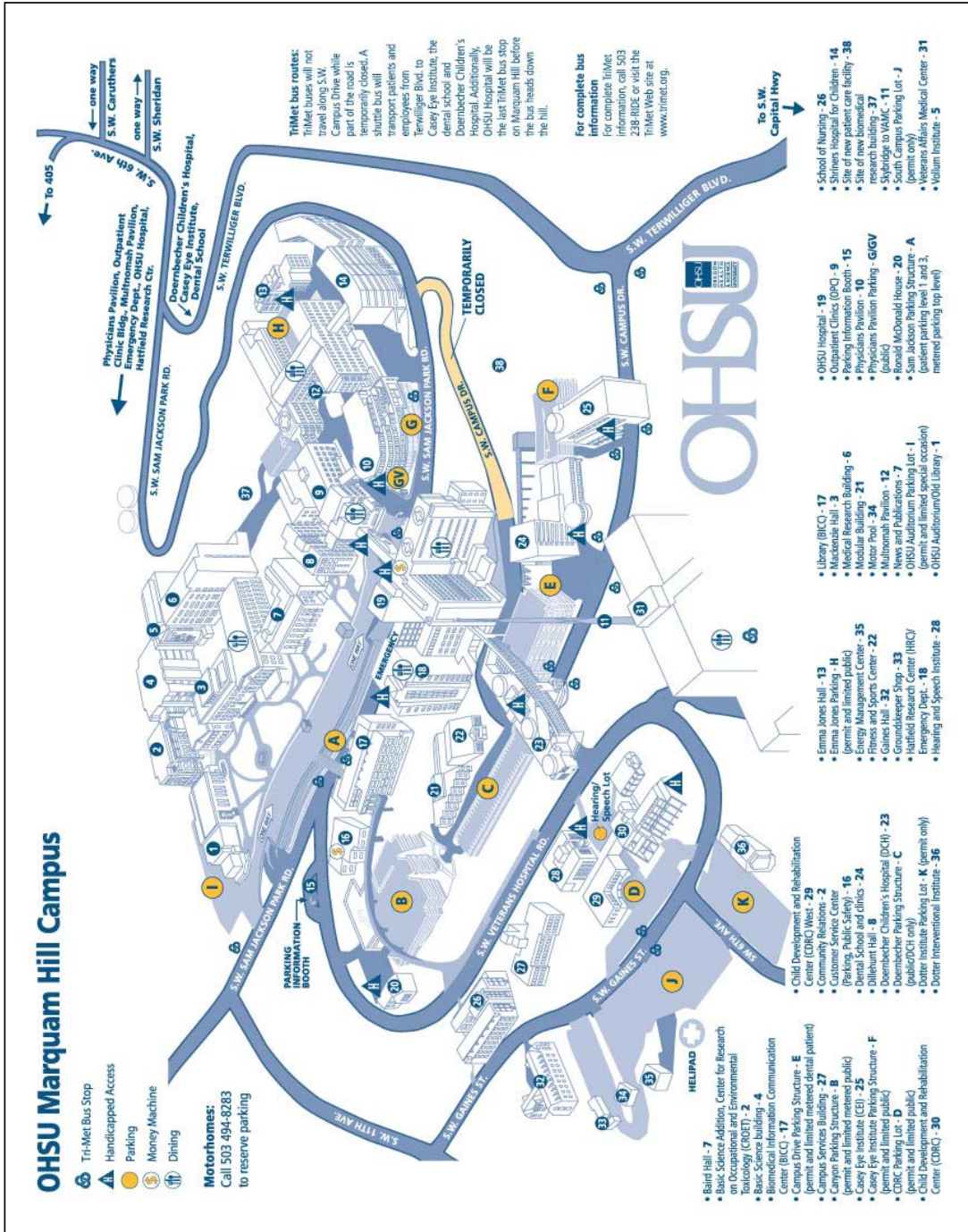
Maps of the Three Campuses

Oregon Health & Science University

Oregon State University

Portland State University

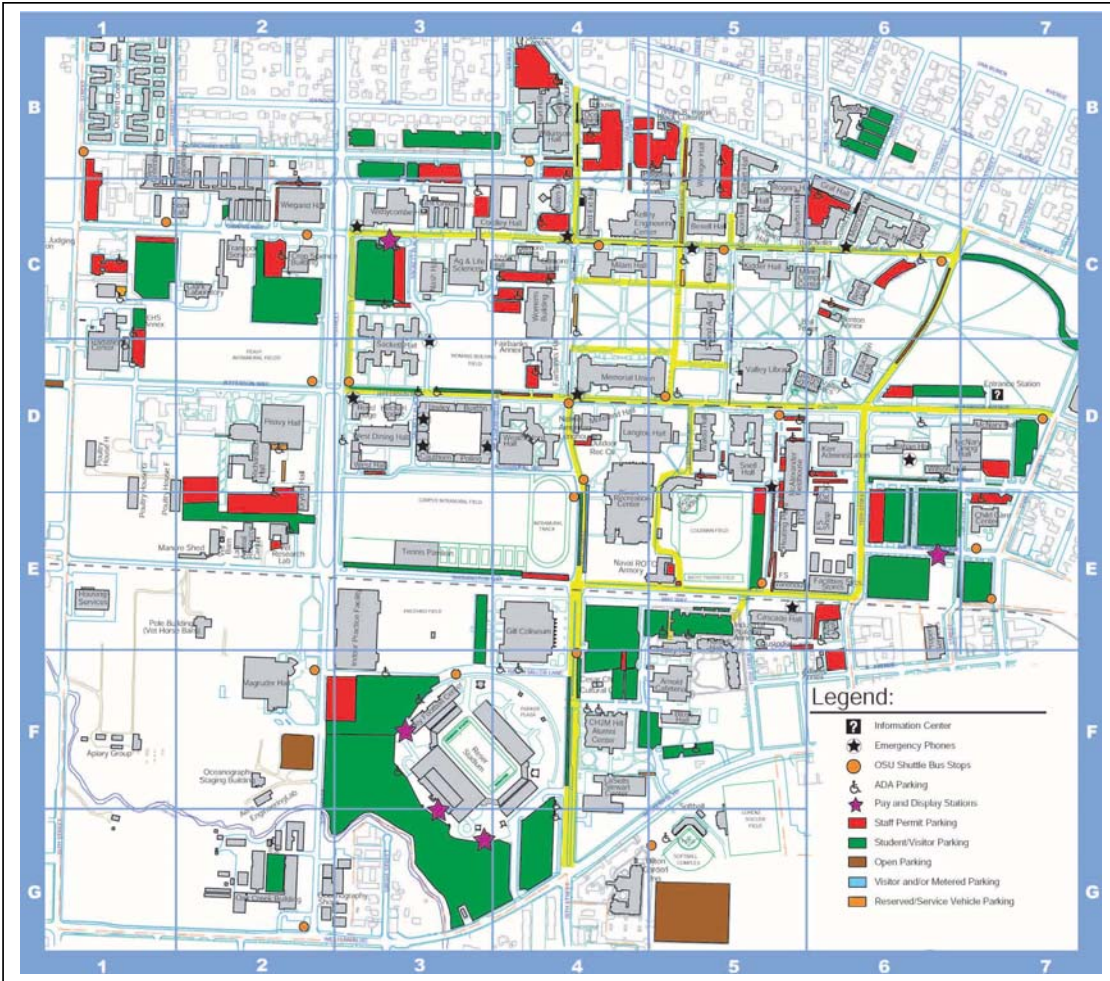
OHSU Campus Map



PSU Campus Map



OSU Campus Map



Adams Annex	E8	Finley Hall	E9	Strand Ag. Hall	C7
Adams Hall	E8	Fire Department	E2	Roussion Hall	D4
Aero Jet Lab	F4	Foundation Center	G2	Rogers Hall	B7
Agricultural & Life Sciences	C5	Gilbert Hall Addition	B7	Sackett Hall	C4B
Apiary Group	F3	Gilley Hall	C7	Sheep Barn	B2
Apperjohn Hall	C8	Gill Coliseum	F5	Small Animal Lab	C2
Aquatic Center	E6	Ole Miss Valley Gymnas. Center	D7	Small Hall/NU East	G7
Asian & Pacific Islander Cultural Center	A5	Ooze Stadium	D7	Soccer Field	G7
Avery Lodge	D9	Oraf Hall	B7	Softball Complex	D7
Azalea Lodge	B/C6	Greenhouses, East	B5	Stevens Natatorium (EXRC)	E6
Balford Extension	B6	Greenhouses, West	E7	Sticks Building	C2
Bales Hall	B2	Hawley Hall	D5	Tennis Courts	E5
Beef Barn	B1	Heckard Lodge	D5	Transportation Buses	C4
Beef Research	B1	Hort. Crops Res. Lab	B3	Valley Football Ctr.	F5
Benton Annex	C7	Hoerle Barn	E3	Valley Library	C/D7
Benton Hall	C8	Housing Service	E3	Vet Dairy Barn	E3
Bessell Hall	F6	Indoor Practice Facility	E4	Vet Research Lab	E4
Bikes Hall	D3	Intramural Fields	D5	Waldo Hall	D7
Bookstore	D3	Intramural Track	D5B	Weatherford Hall	D5B
Brooker Houses	B6	Kerr Administration Bldg.	D7	Wenger Hall	B7
Burt Hall	D5	Kidder Hall	C7	West International House	D5
Budwin Hall	D5	Lab Animal Res. Ctr.	E4	Wiegand Hall	MC4
Callahan Hall	E7	Langdon Hall	D6	Wilkinson Hall/ Griffin Auditorium	B6
Cascade Hall	D5	LaBella Stewart Center	F6	Wilson Hall	D8
Caulhorn Hall	D5	Lorrie B. Harris Bldg.	B6	Wyncoombe Hall	MC5
Cesar Chavez Center	F6	Magruder Hall	E4	Women's Bldg.	C5B
Cultural Center	D9B	McAlexander Fields	D7		
Child Care Center	C3	Houses	D8		
Clark Meat Lab	F5	McHenry Hall	D6		
Clomberg Center	B6	Memorial Union	D7		
Coleman Field	C7	Memorial Union East	D7		
College Inn	C7	Merrifield Hall	B3		
Cordley Hall	C4	Oceanography Shops	G4		
Crop Science Bldg	F3	Orchard Court Apts.	B3		
Curation Lab	C7	Owen Hall	D9		
Dearborn Hall	D9	Perker Plaza	F5		
Deon Lodge	D9	Parking Services	E7		
Deon Recreation Center	D5E6	Patrick W. Valley Stadium	C6/7		
Dryden Hall	D4	Pharmacy Bldg	C4		
Education Hall	C/D8	Pharmacy Bldg-C	C7		
Entomology Machine Shop	F3	Pitney Hall	B6		
EPA Environmental Lab	C2	Plating Hall	D5		
Facilities Shops	E7	Indoor Practice Center	E5		
Facilities Storage	E7	Recreation Center	C3		
Fairbanks Hall	D6	Reed Lodge	D4		
Farm Services	C1	Rever Stadium	F5		

Appendix B

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	

Comment [i1]: Reviewed by Leslie Ray and Darlene McKenzie. Changes in title and pathname

Year 2: FALL	CR	WINTER	CR	SPRING	CR
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 should visit or phone your advisor prior to and during the start of each term. This is especially important as you begin your first term and familiarize yourself with the program and develop a plan of action. Subsequent meetings will help to further define your objectives and professional future or update your program of study. You may adhere to their initial curriculum plan or you may need assistance from your advisor in revising it. Future meetings may also serve as an opportunity to notify you of any program changes, course cancellations, graduation information, and other relevant information.

Advisor-Advisee Relationship Development

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

First meeting:

- Get to know your advisor
- Ask your advisor about their role as an academic advisor; how they will be of assistance in your academic development.
- Be sure to ask for assistance as needed or for referral for questions or concerns
- Set up a time to or begin to discuss your program of study and expectations in greater detail

- Ask for an overview of decisions that will need to be made so you can begin thinking about registration and be prepared with information and/or questions for the next time you speak.
- Confirm best method (phone, e-mail, in-person visits) for communication.
- Ask about the time commitment involved for the program and balancing school and family/work, especially in relation to time management for heavy terms. How much time are you expected to work while in the program?

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

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

Appendix C

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