OHSU-PSU School of Public Health

Environmental Systems & Human Health Track

Student Handbook
2015-2016

2015-2016 OMPH Handbook for Environmental Systems & Human Health Track at OHSU

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OHSU Campus

Welcome and Introduction

On behalf of Interim Dean Elena Andresen, and the faculty and staff involved in the Oregon MPH Program, welcome! You are joining a program with over two decades of academic tradition at a very exciting time: In June of this year, the Council on Education for Public Health (CEPH) approved our application to become an accredited school of public health. Becoming an accredited school has significant advantages for faculty and students. We are extremely pleased to be able to move forward with our accreditation including a comprehensive report for CEPH based on our self-study, and we will keep you informed of our progress.

Your decision to pursue graduate studies with us is one of the most important decisions you will make during your career. Make the most of it! Be intentional and forward thinking about your curricular choices. Attend co-curricular events that complement your studies, maintain contact with your faculty advisor and your track coordinator, and get involved in student leadership opportunities.

As a learning organization, we value and look forward to receiving both formal and informal feedback about the programs and services we offer. If you have questions about the OMPH Program or suggestions for making it better, please contact us.

Best wishes to you in your studies and warm regards,

Leslie McBride, PhD
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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 Program Mission

The mission of the collaborative Oregon MPH Program is to provide innovative education, leadership, research, and service in public health throughout the state and beyond. The Oregon

MPH Program is committed to providing students with a competency-based public health education that prepares them to discover and implement strategies with the diverse communities they serve, to achieve sustainable health for all, and to eliminate health disparities.

B. Oregon MPH Program Goals

Leadership:
Provide leadership and serve as a resource to our communities in addressing and communicating current and emerging public health problems and issues.

Education:

1. Provide excellent education & professional preparation to all students in the substantive areas of public health, including epidemiology, biostatistics, social and behavioral sciences, health management & policy, and environmental health sciences.
2. Serve the region by offering a range of specialized areas of public health including health promotion & health behavior, epidemiology, biostatistics, health management & policy, health disparities, environmental and occupational health & safety, and international health.
3. Provide community-based and experiential learning opportunities to develop skills and competencies required to be effective public health practitioners.
4. Provide educational information and modeling of ethical conduct of public health research and service activities.
5. Provide educational information and experiential opportunities for the development of cultural competency in research and service activities.

Service:
Provide, enhance, or support service activities to meet the public health needs of urban and rural populations in cooperation with appropriate community professionals, organizations, and governmental agencies.

Research:
Conduct, teach, and communicate collaborative research and scholarship among faculty, students, practitioners, and members of the community affiliated with the MPH program.

C. Program Values & Ethics
1. Creating rich and relevant learning experiences for students and professionals at all stages of their public health careers.
2. Enhancing the general health, welfare, and safety of populations and communities.
3. Demonstrating excellence and integrity in all we do.
4. Integrating public health principles into health care policies and delivery systems.
5. Promoting sustainability as a critical part of public health practice.
6. Using an analytic, evidence-based approach in addressing health issues.
7. Enhancing cultural diversity and fostering an environment conducive to the recruitment, training, and success of diverse students and faculty.

8. Developing partnerships for learning, service, and research to meet communities' health needs.
9. Resolving and preventing conflicts of interest.
10. Encouraging active involvement of students in decisions related to design and delivery of the program.

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 in urban and rural environments.
3. Integrate understanding of the interrelationships among the delivery, organization, and financing of health 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 has been accredited by the Council on Education for Public Health (CEPH) since 1996. The current Oregon MPH Program accreditation period continues through July 2021. When the School of Public Health is successfully accredited, it will also encompass (and replace) the Oregon MPH Program accreditation.

F. Getting Started at the Partner Universities

Please be certain that you have completed all the processes involved in establishing a student "identity" at both universities. Instructions were provided in the welcome letter you received from the Program Office. If you need these instructions again, visit **http://oregonmph.org/content/new-students**. These processes include:

1. Getting an ID badge
2. Background checks
3. Proof of immunity to certain diseases
4. Required trainings

Your ID badges will gain you access to campus resources including online and physical library holdings, university computer networks, the OHSU tram and Portland Streetcar, and the PSU Career Center. Please note that your Student Health Services will be at the university at which your track primarily resides, or your "Home" university. At OHSU, these are the Biostatistics, Environmental Systems & Human Health, Epidemiology, and Primary Health Care & Health Disparities tracks, and the Graduate Certificate in Public Health. At PSU, these are the Health Promotion, and Health Management & Policy tracks. In addition, you will have primary access to the Student Recreation Centers at your "home" university; the exception is that OHSU

students will have access to the PSU Student Recreation Center during terms in which they are taking classes at PSU.

If you have questions, please contact your Track Coordinator. Additional information is included in Appendix I, Joint Identity Procedure.

III. Environmental Systems & Human Health
A. Track Competencies

ESHH LEARNING COMPETENCIES	ESHH REQUIREDCOURSES	PROGRAM LEARNING COMPETEN-CIES
1. Communicate the relationship between environmental systems and human health.	ESHH 509 Public Health Practicum (P) ESHH 519 Environmental Health in a Changing World (R) ESHH 529 Env Toxicology & Risk Assessment (R)	PLC # 4
2. Analyze how environmental hazards (chemical, physical and biological) interact with natural and built systems, including the mechanisms of their adverse effects on humans.	ESHH 509 Public Health Practicum (R) ESHH 519 Environmental Health in a Changing World (R) ESHH 529 Env Toxicology & Risk Assessment (P)	PLC # 1 PLC # 2 PLC # 3
3. Evaluate the risk of environmental exposures to human populations through the incorporation of exposure, toxicological, and other relevant data into risk assessment methodology	ESHH 509 Public Health Practicum (R) ESHH 519 Environmental Health in a Changing World (P) ESHH 521 Principles of Occupational Health (R) ESHH 529 Env Toxicology & Risk Assessment (P)	PLC # 1 PLC # 2 PLC # 7
4. Specify approaches for assessing, preventing and controlling environmental and occupational hazards that pose risks to human health and safety.	ESHH 509 Public Health Practicum (R) ESHH 521 Principles of Occupational Health (P) ESHH 529 Env Toxicology & Risk Assessment (R)	PLC # 1 PLC # 2 PLC # 7

5. Assess and interpret relevant literature in the area of public health and the environment.	ESHH 509 Public Health Practicum (R) ESHH 521 Principles of Occupational Health (P) ESHH 529 Env Toxicology & Risk Assessment (R)	PLC # 1
6. Explain the general mechanisms of toxicity in eliciting a human health effect in response to various environmental and occupational exposures.	ESHH 509 Public Health Practicum (R) ESHH 521 Principles of Occupational Health (R) ESHH 529 Env Toxicology & Risk Assessment (R) PHE 519 Etiology of Disease [PSU] (P)	PLC # 1 PLC # 4
7. Describe federal and state regulatory programs, guidelines and authorities that control environmental and occupational health issues.	ESHH 509 Public Health Practicum (R) ESHH 519 Environmental Health in a Changing World (P) ESHH 521 Principles of Occupational Health (R) ESHH 529 Env Toxicology & Risk Assessment (R)	PLC # 3 PLC # 4
8. Integrate, synthesize and apply theory to practice in the context of a research study, policy development, or environmental exposure.	ESHH 509 Public Health Practicum (P) ESHH 519 Environmental Health in a Changing World (R) ESHH 521 Principles of Occupational Health (R) ESHH 529 Env Toxicology & Risk Assessment (R)	PLC # 1 PLC # 2 PLC # 3 PLC # 7
9. Demonstrate cultural competency in community settings.	ESHH 509 Public Health Practicum (P) ESHH 519 Environmental Health in a Changing World (R) ESHH 521 Principles of Occupational Health (R) PHE 519 Etiology of Disease [PSU] (R) PHPM 520 Values & Ethics of Research (R)	PLC # 4 PLC # 6
10. Apply ethical principles that govern the practice of environmental risk assessment, management, and communication.	ESHH 509 Public Health Practicum (R) ESHH 519 Environmental Health in a Changing World (R) ESHH 521 Principles of Occupational Health (R) PHPM 520 Values & Ethics of Research (P)	PLC # 2 PLC # 3 PLC # 5

For all required course competencies, visit:
http://www.oregonmph.org/content/environmental-systems-and-human-health-curriculum-and-competencies

B. Program Setting

The Environmental Systems & Human Health (ESHH) Track of the Oregon MPH Program believes that preventive medicine starts with a healthy environment. There is overwhelming evidence that human activities and global climate are affecting environmental health and sustainability. Increasingly, these consequences are causing serious implications for human health. ESHH believes that predicting environmental change will be a critical component of health care in the future. Oregon MPH ESHH seeks to develop understanding in environmental systems that elucidate environmental processes and their links to human health.

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

All students must take a common OMPH core of five courses for a total of 17 credits. Courses are shared between OHSU and PSU and may be taken at either institution. Please consult your advisor in course selection. The OMPH Program current core course schedule is posted on the program website at:
http://www.oregonmph.org/content/core-schedule

If you would like to take a course not offered at your home institution, you will need to follow the Oregon MPH Intercampus Registration instructions on the OMPH website: http://oregonmph.org/content/course-registration-request.

Registration occurs through your home institution.

Please note that public health courses offered by OMPH partner institutions and tracks use the following prefixes:
- OHSU Epidemiology, Biostatistics: **PHPM**
- OHSU Environmental Systems and Human Health: **ESHH**
- OHSU School of Nursing (SON) Primary Health Care & Health Disparities: **CPH**
- PSU Health Management & Policy: **PAH**
- PSU Health Promotion: **PHE**

OMPH Program Core Course Menu for Intercampus Registration

Core Courses	OHSU EPI, BIOS, ESHH	OHSU GCER in PH and PHCHD	PSU
Health Systems Organization	Not taught at OHSU	CPH 540	PAH 574
Principles of Health Behavior	Not taught at OHSU	CPH 537	PHE 512
Epidemiology I	PHPM 512	CPH 541	PHE 530
Concepts of Environmental Health	PHPM 518	CPH 539	PHE 580
Introduction to Biostatistics	PHPM 524	CPH 530	PHE 510

D. Degree Requirements

Completing the MPH degree in the Environmental Systems & Human Health at Oregon Health & Science University requires

1. A total of at least 60 approved credit hours. These credits include:
   OMPH Core Courses [17 credits]
   Required Track Courses [17 credits]
   Specialization/Elective/other [20 credits]
   Field Experience (Internship) [6 credits]
2. Students must maintain a minimum 3.0 (B) grade point average in 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, the student will need to retake the course.
3. Successful completion of CEPH exam
4. Successful completion of field experience.
5. Successful completion of 6 credits of ESHH 509 PHP Public Health Practicum as the culminating experience.

The following courses are required:

MPH in Environmental Systems & Human Health Curriculum			
Course Name	**Course No**	**Site**	**Credits**
OMPH required core courses (17 credits)			
Health Systems Organization	PAH 574	PSU	3
Principles of Health Behavior	PHE 512	PSU	3
Epidemiology I	PHPM 512	OHSU	4
Environmental Health	PHPM 518	OHSU	3
Introduction to Biostatistics	PHPM 524	OHSU	4
Track-required courses (17 credits)			
Environmental Health in a Changing World	ESHH 519	OHSU	3
Occupational Health	ESHH 521	OHSU	4
Environmental Toxicology & Risk Assessment	ESHH 529	OHSU	4
Values & Ethics	PHPM 520	OHSU	3
Introduction to the Etiology of Disease	PHE 519	PSU	3
Public health practicum (6 credits)			
Public Health Practicum	ESHH 509	OHSU	6
Areas of emphasis (10 credits)			
Environmental systems			
Environmental Chemistry (*required*)	ESHH 530	OHSU	4
Environmental Biology (*required*)	ESHH 532	OHSU	3
Chemical Transport Processes in Environmental Health (*required*)	ESHH 534	OHSU	3
Aquatic Chemistry	EBS 510	OHSU	4
Environmental & Biomolecular History of the Earth	EBS 515	OHSU	4
Metals in Environmental & Human Health	EBS 516	OHSU	4

Modeling Chemical Transport Processes	EBS 527	OHSU	2
Estuary & Ocean Systems I	EBS 565	OHSU	4
Estuary & Ocean Systems II	EBS 566	OHSU	4
Intro to Environmental Observation & Forecasting Systems	EBS 560	OHSU	4
Environmental & occupational epidemiology			
Environmental and Occupational Epidemiology (*required*)	PHPM 515	OHSU	3
Epidemiology II	PHPM 513	OHSU	4
Epidemiology III	PHPM 514	OHSU	4
Global Health Epidemiology	PHPM 567	OHSU	3
Metals in Environmental & Human Health	EBS 516	OHSU	4
Infectious Disease Epidemiology & Control	PHPM 568	OHSU	2
Individual Emphasis Area			
Courses selected in conjunction with advisor and program director			10
Electives (10 Credits chosen from the approved electives below)			
Aquatic Chemistry	EBS 510	OHSU	4
Environmental and Biomolecular History of the Earth	EBS 515	OHSU	4
Metals in Environmental & Human Health	EBS 516	OHSU	4
Environmental Systems and Human Health	EBS 517	OHSU	4
Modeling Chemical Transport Processes	EBS 527	OHSU	2
Chemistry of Organic Contaminants	EBS 535	OHSU	4
Introduction to Environmental Observation and Forecasting Systems	EBS 560	OHSU	4
Estuary & Ocean Systems I	EBS 565	OHSU	4
Estuary & Ocean Systems II	EBS 566	OHSU	4
Groundwater and Watershed Hydrology	EBS 570	OHSU	4
Environmental Chemistry	ESHH 530	OHSU	4
Environmental Biology	ESHH 532	OHSU	3
Chemical Transport in Environmental Health	ESHH 534	OHSU	3
Environmental Regulation & Non-regulatory Approaches	ESM 552	PSU	3
Environmental Education	ESM 570	PSU	4
Environmental Sustainability	ESM 588	PSU	4
GIS I: Introduction to Geographic Information Systems	GEOG 588	PSU	4
GIS II: Applications	GEOG 592	PSU	4
Foundations of Public Health	PHE 511	PSU	3
Community Organizing	PHE 517	PSU	3
Qualitative Research Design	PHE 520	PSU	3
Quantitative Research Design and Analysis	PHE 521	PSU	3
Mass Communication and Health	PHE 540	PSU	3
Qualitative Research Design	PHPM 507	OHSU	2
Epidemiology II	PHPM 513	OHSU	4
Epidemiology III	PHPM 514	OHSU	4
Global Health Epidemiology	PHPM 567	OHSU	3
Infectious Disease Epidemiology & Control	PHPM 568	OHSU	2
Occupational Safety and Health	PSY 510	PSU	3
Occupational Health Psychology	PSY 550	PSU	3

Environmental Policy	USP 571	PSU	3
Urban Environmental Management	USP 577	PSU	3
GIS I: Introduction to Geographic Information Systems	USP 591	PSU	4
GIS II: Applications	USP 592	PSU	4

E. Advising

Upon entering the MPH program each student is assigned an advisor. As students progress through their programs, they may stay with this initial assignment, or request a change to another faculty member with whom they share more closely aligned interests. Requests for change of advisors should be made by e-mail to Academic Coordinator Dr. Nievita Bueno Watts, buenowat@ohsu.edu. The student should verify in advance that the new advisor is willing to accept this change. Students should respect that faculty may have a full load of students and may not be able to accept any new or additional students.

The advisor is the student's key link to their program of study. Students are expected to initiate contact and meet with their advisors *at least once* a quarter. The advisor will assist the student with planning an individual program of study, will help with procedures regarding progress in the program, act as a mentor and guide, and provide assistance with specific questions or with solving programmatic problems/issues.

F. Sample Course Sequence

To maximize your educational experience, we recommend taking OMPH courses in a particular sequence. Always consult your advisor regarding your program of study to determine the schedule that fits best for you. The following is a typical recommended sequence of courses.

Course Sequence

Fall Quarter (Year 1)			
Title	No.	Faculty	Credits
Introduction to Biostatistics	PHPM 524	Park	4
Principles of Health Behavior	PHE 512 (PSU)	Wheeler	3
Epidemiology I	PHPM 512	Stull	4
TOTAL			**11**
Winter Quarter (Year 1)			
Title	No.	Faculty	Credits
Environmental Toxicology & Risk Assessment	ESHH 529	Watanabe	4
Environmental Health in a Changing World	ESHH 519	Johnson/ Bueno Watts	3
Environmental Health	PHPM 518	Lambert	3
TOTAL			**10**

Spring Quarter (Year 1)			
Title	No.	Faculty	Credits
Occupational Health	ESHH 521	Olsen	4
Health Systems and Organizations	PAH 574 (PSU)	Quinones	3
Etiology of Disease	PHE 519	Wheeler	3
TOTAL			**10**
Year 1 TOTAL			**31**
Summer Quarter (Year 2)			
Title	No.	Faculty	Credits
Coursework as available			
TOTAL			
Fall Quarter (Year 2)			
Title	No.	Faculty	Credits
Area of Emphasis/Elective			7
Values & Ethics	PHPM 520	Kaimanu	3
TOTAL			**10**
Winter Quarter (Year 2)			
Title	No.	Faculty	Credits
Area of Emphasis/Elective			10
TOTAL			**10**
Spring Quarter (Year 2)			
Title	No.	Faculty	Credits
Public Health Practicum	ESHH 509	TBD	6
Area of Emphasis/Elective			3
TOTAL			**9**
Year 2 TOTAL			**29**
MPH Environmental Systems & Human Health			**60**

G. Field experience and Minimum Standards Guidelines

The field experience provides an invaluable opportunity to apply the skills developed in coursework to an organizational or agency setting. The Oregon MPH Field experience requirements may be referred to in materials as Internship, Practicum, or Organizational Experience.

Field experiences are a minimum of 200 hours in the field, and 6 credits, for all OMPH tracks.

1. **Field Experience Information**

The OMPH Program Office has a comprehensive database of previous field experience sites. Students and faculty can request access to this database by contacting Program Coordinator, Alison Schneiger, at alison@oregonmph.org. This information is to be used as a guide to the types of placements that are appropriate for our program, and is not intended to guarantee that placements are currently available at the included sites.

2. **Field Experience Orientation**

Links to the Field experience guidelines and orientation presentations for both students and preceptors can be found on the OMPH Program website at:
http://www.oregonmph.org/content/field-experienceinternship.

3. **Program Minimum Standards for OMPH Field Experiences**

In addition to meeting track field experience criteria, all OMPH field experiences must be:

- Preceptor-based experiences. Preceptor may not be a program faculty member or advisor.
- Competency-based, demonstrating mastery of program, track, and student-specified competencies.
- Pre-approved by advisor.
- Evaluated by both student and preceptor, demonstrating competency mastery.
- Designed with a community or population-level focus (e.g., public health agency, health care delivery, reimbursement, community organizing, health voluntary, population-based research, worksite setting).
- Minimum of 200 practice hours, and 6 credit units for all tracks.

Faculty members in each track work with students to select field placement sites on the basis of the potential to offer a constructive learning experience for the student. Preceptors must have public health credentials or appropriate health related credentials and/or relevant experience to provide the required mentorship and supervision in the learning experience. **All site preceptors and sites will be assessed on a case-by-case basis.**

Students must identify in advance the competencies they will practice and demonstrate during the field experience. Students must submit their list of competencies, as well as field experience description, work scope, and preceptor commitments, for faculty approval prior to initiating the practicum.

In some cases, students working in public health fields request to develop a practice experience in their places of employment. In these cases, faculty work with both the student and preceptor to ensure that the experience is distinct from the student's normal work responsibilities, and that it provides sufficient opportunities to demonstrate the identified track competencies.

All students must create a written product as a result of the field experience, as described in the tracks' minimum standards for field experiences (Appendix F), which require that students reflect upon the ways in which they demonstrated the specified competencies.

Field experiences are evaluated by students, preceptors, and lead faculty, using mechanisms specific to each track. In general, student performance in field placements is assessed via oral or written reports of progress, review of field experience products, and final reports or presentations. All of these mechanisms are structured to reflect students' mastery of pre-identified learning competencies

4. Grading

All field experiences are graded on an A-F (4-point) scale.

H. Culminating Experience

 "Culminating experiences" represent the summative experience at the end of an academic program in which students demonstrate mastery of the skills and knowledge acquired during the course of study. In the OMPH Program, the culminating experience involves the Field experience and CPH Exam. Individual tracks may have additional required activities, as dictated by general practice in those disciplines.

1. A 6-credit, 200-hour, letter-graded, competency-based and precepted Field experience
2. A **final reflective paper** in which students must:
    a) Describe and evaluate the degree to which they demonstrated mastery of the ESHH Track learning competencies during their practicum using specific examples from their work
    b) Provide examples of instances where curricular content was put into practice during the experience
    c) Reflect on future career directions based on the experience and related learning

3. A **written project report** which documents the experience and the student's work and is useful to the Preceptor and the practicum host organization or community.
4. An **oral presentation** which documents their accomplishments in their field experience placement.

I. Certified Public Health (CPH) Exam

Students matriculating during or after the 2014-2015 academic year must take the Certified in Public Health (CPH) Exam offered through the National Board of Public Health Examiners as part of their culminating experience. The CPH Exam tests knowledge in the five core public health areas: biostatistics, epidemiology, environmental health sciences, health policy and management, and social and behavioral sciences. Seven crosscutting competencies are also covered: communication and informatics, diversity and culture, leadership, public health biology, professionalism, program planning, and systems thinking.

Students are eligible to sit for the exam after completing the five core public health courses:
- Introduction to Biostatistics
- Epidemiology I
- Concepts of Environmental Health
- Health Systems Organizations
- Principles of Health Behavior

The 200-item multiple-choice computer based exam is offered by appointment at local test-taking centers 3 times per year. Registration and eligibility approval are coordinated through the MPH Program office (program_office@oregonmph.org). Test scores are received 45 days after the exam is completed. Once students pass the exam and all graduation requirements are fulfilled, the CPH designation may be included after their name. To find out more about the exam go to: http://www.nbphe.org

CPH Pass/Fail Policy:

Students who do not pass the CPH exam on their first attempt will be required to take, and pay for, a second exam. Students will be provided information about content areas of weakness and will receive advising prior to taking the examination again. A student who fails the second attempt is required to complete a remediation project specified by the Track Coordinator and Associate Dean for Academic Affairs. Passing the exam or completion of the remediation project is a requirement for graduation. All students enrolled in the OMPH program are eligible to take the CPH exam at the reduced, institutional rate ($250).

J. Policies

1. **Grading and GPA Requirements**

   Students are assigned letter grades for all required courses and experiences. 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.

2. **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:

   OHSU: http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/upload/Incompletes-Policy-November-2011.pdf

   OHSU: http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/admin_policies.cfm#Academic

   PSU: http://pdx.smartcatalogiq.com/en/2014-2015/Bulletin/Graduate-Studies/Enrollment/Incompletes

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

3. **Grievances/Disagreements**

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

   Procedure: Anyone who has a grievance or disagreement about an issue should first discuss the issue with the person perceived to be responsible for the action. The student should provide a written description of the problem in dispute. If this discussion does not satisfy the student, the grievance may be appealed to the Advisor. If that discussion does not satisfy the student, an appeal may be made to the track Director. If this review does not satisfy the student, an appeal may be made to the SPH Dean. At each level of appeal within the Department, the student will be provided with a written response to the appeal. The student's written grievance and all responses will be filed in the Department.

4. **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.

5. **Transfer & Pre-Admit Credits**

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

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

All pre-admission and transfer credits must be graduate level and meet the following requirements:

a. Must be letter graded B- or higher.
b. Must not be graded Pass (or similar grading method).
c. Must not be used for any other degree at any institution.
d. Must be no older than seven years at the time the MPH degree is awarded.
e. Must be applicable to a Master's degree at the originating institution, without qualification.
f. Must not be correspondence credit.

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

Procedure:
Students must request a credit transfer in their first term after matriculation. Students must forward a syllabus of the course to be transferred to the Director of Academic

Programs buenowat@ohsu.edu. It is the student's responsibility to make sure the transfer process is initiated by the end of the first term.

6. **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 already have 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. Please note, however, that students still will be responsible for the required number of credit hours for graduation.

For this waiver to be granted on the basis of a previously completed course, the following conditions must be met:

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

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

Procedure: Students requesting course waivers need to demonstrate the comparability of their previous course to the course instructor. The student must gain the approval to proceed from their advisor, provide a copy of the course syllabus of the equivalent course, a transcript for the course, and any other appropriate supporting documentation to the course instructor for waiver approval. The primary instructor for the course in question will determine comparability of the previous course and the required OMPH Program course. *All waiver decisions will be clearly documented in the student's file.*

7. **Course evaluation completion**

We encourage all students to complete an anonymous evaluation of all courses for which they are registered. Course evaluations are used to assess the quality of courses and are reviewed by faculty, staff, and program administration each term. Course evaluation results are also reported to the Council on Education for Public Health. For OHSU courses, evaluations are made through the Sakai portal.

8. **Leave of Absence & Continuous Enrollment Policies in the ESHH Track**

Policy: Students may petition for a Leave of Absence if they are in good standing. A Leave of Absence assures that students 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 up to a cumulative amount not to exceed 4 terms. Students who fail to return to the degree program within 12 months of initiating a leave of absence will be administratively withdrawn from the program. Students on an approved leave of absence do not register for courses and are not required to pay instructional or other fees. Access to university or program facilities and services and use of faculty or staff time will be restricted.

Procedure: Students who are considering a leave of absence should complete the withdrawal/leave of absence form found on the Registrar's website. Submit the form to buenowat@ohsu.edu PRIOR to the start of the term.

9. **Time to Degree Completion**

A student is entitled to take up to seven years to complete the OMPH Program degree. Students have four years to complete the Graduate Certificate in Public Health (GCPH).

10. **Additional University or Department Specific Policies**

11. **OMPH Track Transfer Policy**

Matriculated OMPH students may apply to transfer to another track.

Track transfer instructions:

- Students must talk with their advisor, and Track Coordinators in both the originating and receiving tracks, prior to the transfer. If the transfer is approved, students may proceed with the request.
- Students do not need to re-apply through the electronic application system, SOPHAS; however, because of policies governing transcript use, students who applied before 2014 who are transferring from another campus will need to again request official transcripts. Students who applied through SOPHAS only need to notify the Program Office (program_office@oregonmph.org) to release the application materials to the new track.
- Students are required to revise their personal statements to include a description of why they are interested in the new track.
- Students must submit the revised statement, along with documentation of the Track Coordinators' approvals, to the Program Office at: program_office@oregonmph.org.

IV. Frequently Asked Questions about the Oregon MPH Program:

1. **How do I enroll for a course not offered at my home institution?**
   If you are interested in taking a class at a partner university other than your home campus you register via the Oregon MPH website online request found here:
   http://www.oregonmph.org/content/course-registration-request
   Please refer to Appendix E.

2. **How do I find information about parking?**
   For information on parking procedures, please use the contact information listed below.
   - **OHSU Parking Services**: #503.494.8283
     http://www.ohsu.edu/parking/
   - **PSU Parking Services**: #503.725.3442
     https://www.pdx.edu/transportation/home

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

3. **How do I ride the Portland Streetcar, OHSU Aerial Tram, and TriMet bus/Max systems?**
   OMPH Students have free access to both the Portland Streetcar and OHSU Aerial Tram with their student ID cards. Be sure to have both your cards with you to avoid being charged the trip fare.

   In addition, both PSU and OHSU have arrangements with Trimet for discounted student passes.
   - **OHSU:** Passes are available to anyone who has a valid OHSU ID badge. OHSU subsidizes more than 70% off the retail price of TriMet passes. Click here for more information: http://www.ohsu.edu/xd/about/services/transportation-and-parking/student.cfm
   - **PSU:** the PSU TriMet Student FlexPass Program is a partially-subsidized pass for use on TriMet. The FlexPass is valid for 3 months at a time, which covers the entire academic term. The quarterly cost of the FlexPass is roughly 30% off TriMet's retail price. Click here for more information: http://www.pdx.edu/transportation/transit-for-students

4. **How do I access library services at PSU and OHSU?**
   OMPH students have full access to the online and physical holdings of both university libraries. If you have questions about library resources, contact campus library services or the OMPH Program Office.

   OHSU Library Services:
   > OMPH students can apply for their library barcode online at http://www.ohsu.edu/xd/education/library/services/forms/barcode.cfm or in person at the circulation desk once you have your OHSU ID badge.

   > **Contact information:**

http://www.ohsu.edu/library/ | 503.494.3460

Laura Zeigen, MA, MLIS, MPH, AHIP
User Experience Librarian | Assistant Professor
Oregon Health & Science University
3181 SW Sam Jackson Park Road - LIB
Portland, Oregon 97239
zeigenl@ohsu.edu | 503-494-0505

PSU Library Services:
> **Contact information:**
> http://library.pdx.edu | 503.725.5874
>
> *Emily Ford*
> Urban & Public Affairs Librarian
> Branford P. Millar Library
> Portland State University
> forder@pdx.edu|503-725-3689
> library.pdx.edu

5. **How do I get more involved in the OMPH Program? What are the opportunities to serve as a student representative?**
The Oregon MPH Program's student governance structure is the Student Leadership Council (SLC). Student Leadership Council representatives are responsible for communicating track concerns to administration, coordinating student events, and sharing program information with students from their track. Students serving on academic committees report information to the SLC.

   The Student Leadership Council is comprised of a first and second year student from each MPH track, one representative for each dual degree, and students from the undergraduate and PhD degrees. Student representatives are recruited at the beginning of each academic year. Each spring, one student representative is elected as Chair for the following year. The chair sets meeting dates and agendas, facilitates meetings, and may represent the SLC during administrative meetings.

   More information about the SLC can be found on the OMPH website.

   If you are interested in these opportunities please contact your SLC representatives, Track Coordinator, or the OMPH Program Office for more information. Contact information for your track can be found on your track webpage on the OMPH website.

6. **How do I contact the OMPH Program office?**
Program Coordinator: Alison Schneiger
                              840 SW Gaines Road
                              Portland, OR 97239
                              Mail Code: GH230
                              Phone: 503-494-9330

Email: alison@oregonmph.org or aschneig@pdx.edu

Program Office: **Email:** program_office@oregonmph.org

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

   Additionally, as an OMPH Program student, you have been automatically subscribed to the OMPH Program Student Listserv. Through this listserv, students will receive a regular issue of the *OMPH Digest*, a compendium of 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. Past issues of the OMPH Digest can be found on the *News & Events* page at www.oregonmph.org.

8. **What is the OMPH Student Showcase and when is it held?**
   The Oregon Master of Public Health Program Student Showcase is held Spring Term during National Public Health Week. The date for the OMPH Student Poster Showcase this year is **April 10, 2016.**

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

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

   The program office maintains both OMPH Student and Faculty listservs. As an OMPH Program student, you have been 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 503-494-9330.

   In addition, all incoming students are added to the Institute of Environmental Health listserv upon matriculation to the program. For additional information on the ESHH listserv, please contact Dr. Nievita Bueno Watts, Director of Academic Programs buenowat@ohsu.edu.

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 to the public health field. Please observe proper "netiquette" in all communications.

10. Websites of Interest

Oregon Master of Public Health Program
www.oregonmph.org

Portland State University
www.pdx.edu
  Health Promotion: http://www.pdx.edu/sch/mph-health-promotion
  Health Management and Policy: http://www.pdx.edu/hatfieldschool/master-of-public-health-health-management-and-policy

Oregon Health and Science University
www.ohsu.edu
  Epidemiology: http://www.ohsu.edu/xd/education/schools/school-of-medicine/departments/clinical-departments/public-health/education-programs/mph/
  Biostatistics: http://www.ohsu.edu/xd/education/schools/school-of-medicine/departments/clinical-departments/public-health/education-programs/mph/
  Environmental Systems & Human Health:
  http://www.ohsu.edu/xd/research/centers-institutes/environmental-health/education/index.cfm?WT_rank=1
  PHCHD: http://www.ohsu.edu/xd/education/schools/school-of-nursing/programs/masters/public-health/index.cfm

American Public Health Association
www.apha.org
News, career resources, links to state, national and international public health organizations

Association of Schools and Programs in Public Health
www.aspph.org
Internship and job links, events, and information about academic 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

County Public Health Departments:
       Clackamas: http://www.clackamas.us/publichealth/
       Clark: http://www.clark.wa.gov/public-health/
       Multnomah: https://multco.us/health
       Washington: http://www.co.washington.or.us/HHS/PublicHealth/

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
http://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 ASPPH

V. Frequently Asked Questions about the ESHH Track

1. **How do I register for classes at OHSU?**

   Students register through the online Student Information System at http://www.ohsu.edu/xd/education/student-services/registrar/registration-information/index.cfm. Using this secure, interactive application, students may display grades, display unofficial transcripts, view student account information, review any holds, view personal information such as address, email, etc., view and/or print class schedules, and register for classes. Instructions are provided on the SIS website. Course schedules and descriptions are included on the ESHH website. If there are problems registering, contact the Academic Coordinator at buenowat@ohsu.edu Use the campus maps located in Appendix A to find the buildings of classes and other campus sites.

2. **What kind of financial aid is available?**

   Financial aid applications can be made through the OHSU Financial Aid office. Scholarship information is available on the ESHH website (Scholarships, Fellowships, and Resources)

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 form on file for that quarter. No more than 4 cumulative terms of leave are permitted.

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. If you wish to enroll in more than 16 credits, please contact Nievita Bueno Watts at buenowat@ohsu.edu to request an overload. She will need to obtain approval from Graduate Studies, so be sure to contact her early in the registration period.

5. **Are evening classes available in the OMPH Program?**

   Some OMPH core courses are offered at PSU in the evenings from 4-6:30 PM, however most ESHH courses are offered during the day, including many which serve as core courses in the ESHH track.

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

You may petition to transfer up to 20 credits from another institution into the program. The course must be no more than 7 years old at the anticipated time of graduation from the MPH program. A course description and syllabus must be provided to determine comparability. See course waiver/transfer policies.

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

According to Campus Compact, a national service-learning organization, "service-learning is a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility." Through these courses students gain valuable experience and connections with community organizations. The experience with the organizations is then integrated into the classroom to provide students with a deeper understanding of the material. Courses incorporating service-learning opportunities include Community Organizing (PHE 517 at PSU) and Program Evaluation (PA 588 at PSU), among others. Students who apply their learning in a community or agency setting benefit from seeing the practical application of environmental science theory and methods first-hand. The Environmental Systems & Human Health track requires a practicum in a community setting at the end of the program.

8. How do I arrange Independent Study credits?

If you have a topic that you would like to explore in depth outside a regular class, you can talk with a potential faculty supervisor who is interested in the topic about signing up for an Independent Study class. If the faculty member agrees, you must write a title (limited to 30 characters) and a descriptive paragraph of the study, and then contact the Track Coordinator to set up the course before registering. You will be expected to do reading in this area and to write a paper on the topic before the end of the quarter.

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

These files are available through the online SIS system.

10. What are my rights regarding my academic file?

You can access your file any time you wish. If there is a disagreement regarding file contents, please talk with the Track Director. If your concern is not resolved to your satisfaction, please follow the grievance procedure outlined above.

11. What are the required procedures for graduation?

OHSU awards diplomas for the term that the degree requirements are completed. The degree requirements can be fulfilled at any time during the academic year. Degrees will not be awarded until all academic requirements have been met and the student pays all debts.

In the term before you graduate, you must submit an [Application for Degree](#) form.

The Hooding and Commencement ceremony is held in early June each year. Details are announced in early spring.

12. How can I become more involved with OHSU, OMPH or ESHH?

The School of Medicine has a Graduate Student Organization and welcomes representatives of degree programs. The Institute also has student representatives to the Oregon MPH program. If you are interested in participation in these activities, contact the Track Director or Coordinator.

13. What other resources are available to students on the OHSU campus?

The Institute of Environmental Health presents a seminar series on various environmental health topics every Friday of each month from 10:45AM to 12 noon. This lecture series is free and open to the public, and students are encouraged to attend. We hope you will join us—please see the ESHH homepage for event details at: http://www.ohsu.edu/xd/research/centers-institutes/environmental-health/about/events.cfm

Additional presentations may also be offered. Student thesis and dissertation defenses are advertised and students are encouraged to attend. Announcements of special events are posted on the website and sent out to ESHH listservs.

Library resources are also available to students. 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 (March Wellness) offers a wide variety of fitness classes, equipment, and programs for students and fitness center members. Full-time OHSU students must present their student ID card with a current term sticker before being admitted to the building. Current stickers can be obtained at the Cashier's Office located in Baird Hall. For more information, please visit their website at http://www.ohsu.edu/academic/acad/fsc/

14. How do I find out about Field Experience opportunities?

Students arrange internships based upon their interests. Opportunities are frequently advertised in emails that are sent out to all students. These announcements include information on how to contact the preceptor for the site. Students can email the preceptor and arrange for a meeting to discuss their possible participation in the experience. If you are having difficulty identifying an internship, talk with the Field Experience Coordinator. If you are already working on an internship and there are problems, the Track Director as soon as possible.

VI. OMPH Faculty, Student Representative and Staff Contact Information

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

Richard Johnson, PhD   Email: johnsori@ohsu.edu
Director

Nievita BuenoWatts, PhD   Email: buenowat@ohsu.edu
Academic Coordinator

Karen Watanabe, PhD   Email: watanabk@ohsu.edu
Field Experience Coordinator

Mailing address:
Oregon Health & Science University
3181 SW Sam Jackson Park Road, CB 669
Mail Code: CB 669
Portland, Oregon 97239

Physical address:
Campus Services Building, sixth floor
3505 SW US Veterans Hospital Road
Portland, Oregon 97239

Appendices

Appendix A. Campus Maps

Oregon Health & Science University- Marquam Hill

http://www.ohsu.edu/xd/about/visiting/directions/upload/OHSU_ext_map_BW_8-5x11_FNL.pdf

Oregon Health & Science University- South Waterfront Central District

http://www.ohsu.edu/xd/about/visiting/directions/upload/FPP-3067617-New-Building-flyer-52714-MOD.pdf

Portland State University

https://www.pdx.edu/sites/default/files/campus-map_4-15_1080-wide.jpg

Appendix B. Student Advising

Student Advising Sheet

Degree: Environmental Systems & Human Health – Master of Public Health
       Track: Environmental Systems & Human Health

Student Name:	ID#:	Matric. Term:

General Degree Requirements:

☐ 60 credits total
☐ Cumulative GPA at or above 3.0
☐ Ethics course (EBS 522 Ethics in Environmental & Occupational Health): Completed

Curriculum:	Credits	Grade	Term/Year
☐ *Public Health Core Courses (17 Credits required):*			
3 PAH 574 Health Systems Organization			
3 PHE 512 Principles of Health Behavior			
4 PHPM 512 Epidemiology I			
3 PHPM 518 Environmental Health			
4 PHPM 524 Introduction to Biostatistics			
☐ *Environmental Systems & Human Health Track Core Courses (27 credits):*			
3 ESHH 519 Environ. Health in a Changing World			
3 PHPM 520 Ethics and Epidemiology			
4 ESHH 529 Environ. Toxicology & Risk Assessment			
4 ESHH 521 Occupational Health			
3 PHE 519 Intro. to the Etiology of Disease			
☐ *Public Health Practicum (6 credits, must complete all Core Courses above prior to enrolling):*			
EBS 509 Public Health Practicum (may be taken as 3 credit courses in 2 consecutive terms)			
☐ *Area of Emphasis (10 credits)*			
☐ *Electives (10 credits)*			

Appendix C. Academic & OMPH Events calendar

Summer Term 2015 - 12 Week Session	
Registration Begins	5/18
Last Day to Register W/O Late Fee - SoN	5/29
Last Day to Register W/O Late Fee - SoM	7/6
Classes Begin	6/29
Independence Holiday	7/3
Last Day to Add/Drop Classes without a "W"/Audit	7/6
Last Day to Withdraw with 100% refund	7/10
Last Day to Withdraw with 50% refund	7/24
Last Day to Drop Classes with a "W". Classes dropped after this date will receive a "WNP" or "WP".	7/31
Labor Day Holiday	9/7
Summer Term Ends	9/18
Summer Term 2015- 6 Week Session A	
Registration Begins	5/18
Last Day to Register W/O Late Fee	7/6
Class of 2015 Physician Assistant Classes Begin	6/22
Classes Begin	6/29
Independence Holiday	7/3
Last Day to Add/Drop Classes without a "W"/Audit	7/6
Last Day to Withdraw with 100% refund	7/10
Last Day to Drop Classes with a "W". Classes dropped after this date will receive a "WNP" or "WP".	7/17
Last Day to Withdraw with 50% refund	7/24
Summer Term Session A Ends	8/7
Summer Term 2015 - 6 Week Session B	
Registration Begins	5/18
Last Day to Register W/O Late Fee	8/14
Classes Begin	8/10
Last Day to Add/Drop Classes without a "W"/Audit	8/14
Last Day to Withdraw with 100% refund	8/21
Last Day to Drop Classes with a "W". Classes dropped after this date will receive a "WNP" or "WP".	8/28
Labor Day to Withdraw with 50% refund	9/4
Labor Day Holiday	9/7
Summer Term Session B Ends	9/18

Fall Term 2015 - 12 weeks	
Registration Begins	8/17
Last Day to Register W/O Late Fee for School of Nursing	8/28
Classes Begin	9/28
Last Day to Register W/O Late Fee for Medical Graduate	10/5
Last Day to Add/Audit or Drop Classes without a "W"	10/5
Last Day to Withdraw with 100% refund	10/9
Last Day to Withdraw with 50% refund	10/23
Last Day to Drop Classes with a "W". Classes dropped after this date will receive a "WNP" or "WP" prior to the last week of the term. Students cannot withdraw from a class during the last week of the term.	10/30
Thanksgiving Holiday*	11/26 – 11/27
Fall term Ends for Undergraduate Nursing (11 weeks)	12/11
Fall Term Ends	12/18
Winter Term 2016 - 11 weeks	
Registration Begins	11/23
Last Day to Register W/O Late Fee for School of Nursing	12/4
Classes Begin	1/4
Last Day to Register W/O Late Fee for Medical Graduate	1/11
Last Day to Add/Audit or Drop Classes without a "W"	1/11
Last Day to Withdraw with 100% refund	1/15
Martin Luther King Holiday*	1/18
Last Day to Withdraw with 50% refund	1/29
Last Day to Drop Classes with a "W". Classes dropped after this date will receive a "WNP" or "WP" prior to the last week of the term. Students cannot withdraw from a class during the last week of the term.	2/5
Presidents Day Holiday*	2/15
Winter Term Ends	3/18
Spring Term 2016 - 12 weeks	
Registration Begins	2/15
Last Day to Register W/O Late Fee for School of Nursing	3/4
Classes Begin	3/28
Last Day to Register W/O Late Fee for Medical Graduate	4/4
Last Day to Add/Audit or Drop Classes without a "W"	4/4
Last Day to Withdraw with 100% refund	4/8
Last Day to Withdraw with 50% refund	4/22
Last Day to Drop Classes with a "W". Classes dropped after this date will receive a "WNP" or "WP" prior to the last week of the term. Students cannot withdraw from a class during the last week of the term.	4/29
Memorial Day Holiday*	5/30
Spring Term Ends for Undergraduate Nursing (11 weeks)	6/10
Spring Term Ends	6/17
Graduation Portland	6/12

OMPH Calendars:

OMPH Program Calendar, AY 2015-2016: The OMPH Program Office calendar includes important program events, governance committee meetings, external events and holidays/closures affecting OMPH partner campuses. The calendar is updated periodically with dates and any changes for the current academic year. The Program Calendar can be found here: https://www.google.com/calendar/embed?src=pdx.edu_l7mmhqefh9f5vq53f84vcd7q2c%40group.calendar.google.com&ctz=America/Los_Angeles

OMPH Program Calendar of Events: The OMPH Program Calendar of events includes items from the Program Calendar, as well as internal and external events, trainings, workshops, conferences, and other opportunities. The Calendar of Events can be found here: http://oregonmph.org/content/news-and-events

Appendix D. Core course schedule for 2015-2016

Please note that the course schedule may change. Visit the OMPH website: http://www.oregonmph.org/content/core-schedule for the most current course registration information.

Appendix E. Intercampus registration procedure

Oregon MPH Intercampus Registration Instructions for ALL Students

Important note: OHSU and PSU follow both different registration schedules and slightly different term calendars. Please see http://oregonmph.org/content/registration for this year's registration and quarter schedules.

General information on intercampus registration**:** http://oregonmph.org/content/course-registration-request

- The registration process can take time to complete, so please plan ahead and note that some financial aid depends upon completed registration by a particular date. The registration deadlines for intercampus/joint registration requests are updated on the Oregon MPH Program website.
- You do not need to seek permission from your advisor to take one of the five core classes at the partner campus. However, it is your responsibility to seek approval from your advisor to take non-core (i.e., elective or Area of Emphasis) courses outside of your track, to ensure that the title you are seeking is applicable to your program of study. Once you receive the approval from your advisor, please follow the instructions below to register for a class at another campus. You may be asked to provide this approval.
- Please note that web-based and distance courses may involve additional fees.
- Online at OHSU: Courses offered through the Primary Health Care and Health Disparities track (School of Nursing, OHSU) are available only to students in that track and the Graduate Certificate in Public Health for the 2015-16 academic year.
- If you wish to drop the class after requesting intercampus registration please notify us immediately so that we can free the "spot" in the course. However, notification to our office does NOT drop you from the course. You are ultimately responsible to be sure that you drop the courses following the procedures at your campus.

Instructions for intercampus registration**:** http://oregonmph.org/content/course-registration-request

- You must submit the online form [http://oregonmph.org/content/course-registration-request] for all intercampus (joint) registration course requests, without exception.
  - Be prepared with your *home campus* student ID#, course title, course number, course CRN, professor and credits
  - The OMPH Program Office will email you receipt of this request. This does not guarantee enrollment in the course, only that the process is underway.
  - The Program Office will obtain the instructor/department approval for students. This may take some time so please plan ahead. This approval is required.
  - The Program Office will contact you as soon as instructors/departments respond with the status of your request (e.g., accepted, waitlisted).

- o If accepted to the course, the Program Office will facilitate the registration paperwork with the administrative team and Registrar at your home university. You will receive confirmation (or further instructions) at this time.
- o If you have questions contact the Program Office directly at 503-725-5186 or email registration@oregonmph.org.

Appendix F. Field Experience/Internship guidelines

Oregon MPH Program Minimum Standards for Field Experiences

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

- Precepted experiences: Preceptor may not be a Program faculty member or advisor. Preceptors must have public health credentials or appropriate health related credentials and experience to provide appropriate mentorship/supervision in your learning experience. All site preceptors and sites will be assessed on a case by case basis by the Field Experience Coordinator.

- Competency-based, meeting track and student-specified competencies
- Competencies and field experience site/work scope are pre-approved by advisor.
- Evaluated by both student and preceptor, demonstrating competency mastery
- Community or population focus (e.g., public health agency, health care delivery, reimbursement, community organizing, health voluntary, population-based research, worksite setting)

Minimum of **200 practice hours, 6 credits** for Environmental Systems & Human Health (ESHH)

ESHH Track Minimum Standards for Field Experiences
In addition to meeting the Oregon MPH Program minimum standards for field experiences, field placements for students in the Environmental Systems & Human Health Track must meet the requirements described below for the culminating experience.

Culminating Experience

The culminating experience for Environmental Systems & Human Health Track provides the student with a customized final integrative experience that allows them to build skills for future practice, to integrate theoretical and applied knowledge obtained through coursework, and to develop skills of reflective practice to assist in integration and synthesis of program content and plan for future career directions. Through this culminating experience students will demonstrate their ability to:

- Synthesize public health concepts as they relate to the student's specialty area
- Critically evaluate public health information
- Communicate public health information in writing (as evidenced in the written project report)
- Communicate public health information orally (as evidenced by the oral presentation)

All ESHH students must complete ESHH 509: Public Health Practicum (PHP) as part of their program of study. It is a 6-credit course. The experience typically involves the student working on an environmental issue confronting a public health services agency or organization. It is an opportunity for the student to relate her/his academic experience in the OMPH Program to a practice setting. The site must be pre-approved by both the student's Faculty Advisor and the track Field Experience Coordinator. Students will submit a detailed learning contract with competencies specific to the placement as demonstration of mastery of track competencies #'s 1-10.

The student spends a minimum of 200 hours of work in the environmental health experience, usually operationalized as 20 hours per week over one term (10 weeks), or 10 hours per week over two terms (10 weeks each).

ESHH 509 PHP will be graded on an A-F scale. A grade of "B" will be minimum for passing.

ESHH 509 PHP is taken at the end of the program. Students must have completed all **Public Health Core Courses**, and all **Environmental Systems & Human Health Track Required Courses** to ensure that they have sufficient academic experience to use their environmental health field experience as an integrative and reflective activity.

The culmination of the experience is a three-part product:

1. Students must negotiate a **contract** which defines the scope of the work to be performed and delineates which ESHH Track Learning Competencies will be addressed. The contract must be signed and approved by the Preceptor, Faculty Advisor, Field Experience Coordinator and student. Students must maintain an ongoing **journal** of their environmental health practicum experience. Students must submit **bi-weekly progress reports and a final reflective report** to the Field Experience Coordinator. In the final reflective report students must: a) describe and evaluate the degree to which they demonstrated mastery of the ESHH Track learning competencies during their practicum using specific examples from their work; b) provide examples of instances where curricular content was put into practice during the experience; and c) reflect on future career directions based on the experience and related learning. The contract, journal, progress reports, and final reflective report will represent **30%** of the student's grade for this course.

2. Students must prepare a **written project report** which documents the experience and their work. The report should be useful to the Preceptor and the practicum host organization or community. Copies should be provided to the student's Faculty Advisor, Field Experience Coordinator, and the host organization at least 10 days prior to the culminating oral presentation, and will represent **40%** of the student's grade for the course.

3. Students will prepare and present an **oral presentation** which will be open to the public, to the Faculty Advisor and other faculty members, students, Preceptors, and community members. It is

the student's responsibility to schedule and ensure that the Preceptor and community members are aware of the time and place of the presentation. After the presentation students will field questions from the audience, including faculty and the Field Experience Coordinator. The presentation will represent **20%** of the student's grade for the course.

In addition, Preceptors must evaluate the degree to which students accomplished the specified learning competencies of the ESHH Track using the Likert-scale instrument provided in the ESHH MPH Student Handbook. This evaluation will be submitted to the student's Faculty Advisor at the end of the term. The Preceptor evaluation will be used to guide faculty assessment of overall performance, and will compromise **10%** of the student's grade for the course.

Students taking ESHH 509 will be graded by their Faculty Advisors as follows: 40% written project report; 30% contract, journal, progress reports and final reflective report; 20% oral presentation; and 10% faculty assessment of overall performance. All products must be submitted in both digital and hard copy.

Students should meet with their assigned Faculty Advisor to discuss appropriate timing of ESHH 509 in their course of study. Students are required to attend the ESHH 509 orientation to learn about the requirements and expectations. Students should begin making arrangements for the experience no later than the quarter prior to commencing ESHH 509. A field experience may not begin until the Faculty Advisor has approved the placement, and the student, Preceptor, and Field Experience Coordinator have all signed the student's learning contract. Registration requires a special form, signed by the Field Experience Coordinator and Faculty Advisor, and may not be done on-line.

Appendix G. Forms
ESHH 509 PHP PUBLIC HEALTH PRACTICUM FIELD EXPERIENCE

LEARNING CONTRACT

The completed learning contract, including original signatures of the student, Preceptor, faculty Advisor, and Field Experience Coordinator, and all attachments must be submitted in hard copy and will be maintained on file at the Institute of Environmental Health. Students should keep a complete copy for their own records. Students will be registered for ESHH 509PHP after the final contract is completed and approved by the Field Experience Coordinator.

** Please type or print neatly. **

STUDENT INFORMATION (print clearly):

_____

Last name   First Name   M.I.   University ID #

_____

Street Address   City   State   Zip Code

_____   _____   _____

Personal Phone   Work Phone   Email Address

Number of credit hours completed in the program to date: _____

Name of Faculty Advisor: _____

FIELD SITE INFORMATION (print clearly):

_____

Organization

_____

Address   City   State   Zip Code

_____

Field supervisor name   Title

_____   _____   _____

Work Phone   Fax   Email address

Please complete all of the following items:

1. Date of attending the ESHH 509 Orientation: _____

2. Anticipated term(s) for enrollment in organizational experience: _____

3. Anticipated date of submission of final ESHH 509 materials: _____

4. Attach a list of courses taken in the ESHH MPH program and grades for those courses, as well as a schedule of any remaining courses to be taken.

5. Attach a complete and current resume.

6. State your specific career goals for the near future, and for 5 years from now. (1-2 paragraphs double-spaced)

7. Describe the organizational setting, department/unit, field supervisor name and position title, nature of work to be completed, and experience/skill requirements. Describe what you are going to do for the organizational experience. (2-3 paragraphs double-spaced)

8. Describe how the proposed work will help you achieve some or all of the ten Environmental Systems & Human Health (ESHH) Track Learning Competencies (TLC) Write briefly about each competency that is relevant to your work, using the numbers and competencies on the ESHH website. (3-4 paragraphs double-spaced)

9. Your final submissions will include this contract, journal and reflective report, written project report, and an oral presentation. You will submit the written report to the organization, your Faculty Advisor, and the Field Experience Coordinator at least 10 days prior to your oral presentation. The reflective paper will be completed for the Field Experience Coordinator. The oral presentation will be open to the public. Your Faculty Advisor and the Field Experience Coordinator must be present at this presentation.

REQUIRED SIGNATURES:

_____
Student signature   Date

_____
Preceptor signature   Date

_____
Faculty Advisor signature   Date

_____
Field Experience Coordinator signature

Appendix H. Student Resources

PSU Student Health and Counseling Center information: http://www.pdx.edu/shac/

OHSU Joseph B. Trainer Health & Wellness Center for students: http://www.ohsu.edu/xd/education/library/

OHSU Recreation Center: http://www.ohsu.edu/xd/education/student-services/student-center/recreational-activities/index.cfm

OHSU IT Resources for Students: http://www.ohsu.edu/xd/about/services/information-technology/students/current-student-resources.cfm

PSU Career Services: http://www.pdx.edu/careers/for-students

PSU Campus Recreation Description:

Campus Rec creates an environment where quality recreation and wellness programs inspire, empower and educate. The state-of-the-art, Gold LEED Certified Rec Center houses cardio machines, weight lifting equipment, fitness classes, an indoor track, a six-lane pool and a 32-foot climbing wall. It also offers Intramurals and Rec Clubs, and an Outdoor Program that helps students explore the beautiful Pacific Northwest. Multiple campus-wide Health Promotion programs are held each year, including the Healthy U Wellness Challenge and Nourish Wellness Fair, often led by interns from the School of Community Health.

Campus Rec celebrates diversity and is committed to creating a community that welcomes everyone. All Portland State students are Campus Rec members and faculty, staff, alumni and plus one memberships are also offered. Good health, memorable experiences and learning are at your fingertips. Come play at Campus Rec! More information can be found at: http://www.pdx.edu/recreation/home

PSU Library: http://library.pdx.edu/

Oregon MPH Student Leadership Council: http://oregonmph.org/content/service

Appendix I. Joint Identity Procedure

PORTLAND STATE UNIVERSITY (PSU) EMAIL & NETWORK ACCESS:

A PSU ODIN account provides OHSU students access to the PSU library and network services (which includes an @pdx.edu email address). OHSU students may generate an ODIN account by using the activation pin sent by the Program Office. We anticipate this information will be sent to students in late August or early September. Students may consult this page if they need help, or may call the Help Desk at 503-725-4357.

ID BADGES:

<u>OHSU requires students to carry their Student ID badge with them at all times while on campus. You will receive your badge from Public Safety during one of the small break-out sessions at the OHSU orientation on the first day of the term.</u>

The following credentials that must be submitted for an OHSU badge include:
1. **Passport photo**
   - Students must submit a photo in **.jpeg format** - mailed physical photographs are not acceptable. Digital submissions are required.
      § This photo must meet the same criteria as passport photos (http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html). ePassportPhoto (www.ePassportPhoto.com) is a free service that can assist in generating passport photos.
2. **Online training modules through Big Brain***
   - HIPAA
   - Respect at the University
   - Integrity Foundations
   - To access these trainings, students must register with OHSU's Big Brain website. You must download and save the PDF certificates of completion for each of these modules. **These PDFs should be submitted with the passport photo to the OHSU Program Office (phpm@ohsu.edu).**
3. **Background Check***
   - All students who plan to obtain an OHSU badge must complete a mandatory background check. This is facilitated by the OHSU Public Safety Office, who contracts with pre-employ.com.
      § Students must pay for their background clearance, which runs from $45-65.
   - When prompted via email, you must complete this mandatory background check. OHSU uses a third party service, pre-employ.com. You will have **72 hours** to complete and "share" the results of this query. Detailed instructions from the Public Safety Office will be sent to your email address.

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- o We will notify you via email when we submit the background check request to our Office of Public Safety, so you have a heads up as to when you should start watching your email account.
  - § If you are unable to complete the background check when you receive the request, please contact phpm@ohsu.edu immediately. Please check your spam folders regularly to make sure this email is not lost.
  - § If you think you will be unable to complete the background check within the 72 hour time frame, they should connect with the Program Office ASAP, who will let the Public Safety office know. Students must check spam folders regularly to make sure this email is not lost.

4. Immunization Requirements
- o Students must complete the pre-entrance immunization requirements form, found here. Students should submit this directly to the JBT Health & Wellness Center as soon as possible, per the instructions on their website.
- o Because MPH students do not work with patients they can request a waiver for the Hep B vaccine. Contact me if you would like to request a waiver.

Your ID badge is required to enter certain buildings on campus; additionally, it will unlock the exterior doors of the Campus Services Building where some of your courses will be held. It will also give you access to the SPH computer lab (CSB 620) and the Collaborative Life Sciences Building down on the South Waterfront.

To obtain a Portland State ID badge, please visit the ID Services in Neuberger Hall (724 SW Harrison St, Room 179, Portland, Oregon 97201) with at least one form of photo identification. The first card is issued at no charge; replacements are $21. Please contact Student Financial Services at studentfinancialservices@pdx.edu or 503-725-3440 if you have additional questions.

* Please contact phpm@ohsu.edu if you are an OHSU employee and plan to continue your work during the school year. OHSU employees matriculating into an OHSU program will not need to complete an additional background check and will not need to re-complete the HIPAA, RAU, and Integrity trainings. You will, however, you need to send the PDF certificates of completion to us at phpm@ohsu.edu, and are required by Public Safety to carry an OHSU student ID badge. This means that you will need to submit a passport photo and immunization form. JBT Student Health and Occupational Health are separate entities at OHSU.