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# **OHSU-PSU School of Public Health**



## **Biostatistics Track**

## **Student Handbook 2015-2016**

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# **2015-2016 OMPH Program Student Handbook**

## **Biostatistics**

### **Oregon Health & Science University**

## **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. 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.

# III. Biostatistics Track

## A. Track Competencies

Biostatistics is one of the five core areas of public health knowledge. As one of the six tracks in the OMPH program, the Biostatistics track provides training for biostatistics methods as they apply to public health. Courses in the track emphasize intermediate to advanced applied statistical methods and statistical programming commonly used in public health research and practice, and track competencies highlight population-based study design, analytic methods, data interpretation, and communication. Epidemiological study design and methods are also an important component of the training provided by this track. Graduates of the program will be

equipped to pursue careers in local, state and federal agencies, health and medical centers, pharmaceutical companies and research institutions.

Students graduating from this track will be able to:

1. Apply appropriate principles of research design and population-based concepts to assess health problems.
2. Apply appropriate descriptive and inferential statistical methods to analyze risk determinants of disease and health conditions.
3. Apply descriptive and inferential statistical methods that are appropriate to the different study designs used in public health research.
4. Interpret and summarize results and communicate them to lay and professional audiences, in the context of proper public health principles and concepts.
5. Identify strengths and weaknesses of alternative designs and analytic methods, and critically review and assess statistical analyses presented in public health literature.
6. Describe basic ethical principles pertaining to the collection, maintenance, use, and dissemination of public health data.
7. Identify cultural dimensions of conducting research, including culturally sensitive recruitment of study participants, and develop strategies for interpretation of data in the larger cultural context.
8. Integrate understanding of the interrelationships among the organization, delivery, and financing of health-related services.

**For all required course competencies, visit:** <http://oregonmph.org/biostatistics-curriculum-and-competencies>

## B. Program Setting

The joint School of Public Health has a diverse body of faculty from OHSU and PSU with expertise covering the core areas of public health and much beyond. The faculty at both institutions have expertise in biostatistics, epidemiology, international health, women's health, environmental and occupational health, financing and delivery of health care services, cancer epidemiology, substance abuse, social ethics, health policy analysis, and research ethics, and energize extensive teaching, research, and service activities.

Specifically, the 14 primary faculty, 2 MS level instructors, and 3 affiliated faculty consist of the dynamic biostatistics group. The faculty provides statistical collaboration, training, and maintain active methodology research in biostatistics and broad interdisciplinary research through collaborations with other investigators. The biostatistics faculty collaborates extensively with OHSU investigators, and the research areas of the faculty include Bayesian analysis, big data and statistical learning, bioinformatics, categorical data analysis, complex sampling, clinical trial design and analysis, epidemiology statistics, hierarchical models, spatial-temporal modeling, statistical computing, statistical genetics and survival analysis. More information about faculty research can be found here: <http://www.ohsu.edu/xd/education/schools/school-of-medicine/departments/clinical-departments/public-health/divisions/biostat-index.cfm>.

In addition to MPH in Biostatistics, the biostatistics group offers a Master of Science and a Graduate Certificate in Biostatistics and contributes significantly to education and training programs such as the Human Investigators Program, Master of Clinical Research, Master of Bioinformatics, the Summer Research Training Institute for American Indian and Alaska Native Health Professionals, and the Native Researchers' Cancer Control Training Program.

Finally, the Biostatistics & Design Program (BDP) is one of the OHSU shared resource cores, and is hosted by the Biostatistics group. BDP provides biostatistics support to basic, clinical and population science at all phases of research from grant submission, protocol development, study design to statistical analysis and manuscript preparation. Many biostatistics faculty are involved in BDP, and have PhD and MS level staff providing statistical support and consultation.

### 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**

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

**\* OHSU Epi & Bio students ONLY: please note that you will register for **BSTA 511 Estimation and Hypothesis Testing in Applied Biostatistics**. You do not need to register for or complete **Introduction to Biostatistics**.**



## D. Degree Requirements

Completing the MPH degree in the Biostatistics at OHSU requires:

1. A total of at least 60 approved credit hours. These credits include:
  - a. OMPH Core Courses: 17
  - b. Required Track Courses: 29
  - c. Specialization/Elective/other: 8
  - d. Field Experience (Internship): 6
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 BSTA 507 Field Experience/Practicum
4. Successful completion of the CPH Exam, administered by the NBPHE
5. Successful completion of the Biostatistics Comprehensive exam

The following courses are required:

Course number	Course title	Credit hours
<b>OMPH required core courses (17 credits)</b>		
BSTA 511	Estimation and Hypothesis Testing for Applied Biostatistics	4
PHPM 512	Epidemiology	4
PHPM 517	Principles of Health Behavior	3
PHPM 518	Concepts of Environmental Health	3
PHPM 519	Health Systems Organization	3
<b>Track-required courses (29 credits)</b>		
BSTA 512	Linear Models	4
BSTA 513	Categorical Data Analysis	4
BSTA 515	Data Management and Analysis in SAS	3
BSTA 516	Design and Analysis of Surveys	3
BSTA 519	Applied Longitudinal Data Analysis	3
PHPM 513	Epidemiology II (Methods)	4
PHPM 516	Introduction to the Etiology of Disease	3
PHPM 520	Ethics of Research and Application in Public Health	3
PHPM 566	Current Issues in Public Health	2
<b>Elective courses from the following (8 credits)</b>		
BSTA 500	Reading and Research in Biostatistics	1-3
BSTA 504	Topics in Biostatistics	3
BSTA 514	Survival Analysis	3
BSTA 517	Statistical Methods in Clinical Trials	3
BSTA 518	Spatial Data Analysis with Geographic Information Systems	3
BSTA 521	Bayesian Methods for Data Analysis	3
BSTA 522	Statistical Learning and Big Data	3
BSTA 523	Design and Analysis of Experimental Designs	3
BSTA 550	Introduction to Probability	3
BSTA 551	Mathematical Statistics I	3
BSTA 552	Mathematical Statistics II	3
PHPM 514	Epidemiology III	4

Public Health Practicum (6 credits)		
BSTA 507	Biostatistics Field Experience	6

**\* Students who can demonstrate completion of similar graduate coursework may request a waiver of this course (PHPM 516/PHE 519) and substitute an additional 3 elective credits.**

## E. Advising

Upon entering the MPH program each student is assigned an advisor who is a primary biostatistics faculty member. As students progress in their program of study, they may stay with this initial assignment or request a change to another faculty with whom they share more closely aligned interests. Requests for change of advisors should be made by email to the Interim Education Program manager, Natalie Chin, and the student should get the approval of the new advisor to accept this change in advance. Students should respect that faculty may have a full load of students and will be unable to accept new and additional students. That said, the biostatistics faculty will attempt to meet student requests if at all possible.

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.

In addition, group advising sessions are provided for students from all Biostatistics programs (MPH in Biostatistics, MS in Biostatistics, and Graduate Certificate in Biostatistics) twice a year, once in the beginning of the Fall quarter (combined with Biostatistics students orientation) and once in the beginning of the Spring quarter. These sessions aim to address any question from students related to their progress in the program.

## 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.

<b>Year</b>	<b>Summer</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
<b>1st Year</b>		BSTA 511 Estimation and Hypothesis Testing for Applied Biostatistics (4)  PHPM 512 Epidemiology I (4)  Core course at PSU (PHPM 517, 518, 519) (3)	BSTA 512 Linear Models (4)  PHPM 513 Epidemiology II (4)  Core course at PSU (PHPM 517, 518, 519) (3) and/or PHPM 566 Current Issues in Public Health (2)	BSTA 513 Categorical Data Analysis (4)  BSTA 516 Design and Analysis of Surveys (3)  Core course at PSU (PHPM 517, 518, 519) (3)
<b>2nd Year</b>	PHPM 516 Etiology of Disease (3)  Elective <sup>#</sup> (e.g. BSTA 516 Statistical Methods in Clinical Trials (3))	BSTA 515 Data Management and Analysis in SAS (3)  Core course at PSU (PHPM 517, 518, 519) (3) – if not completed during the first year  Elective	BSTA 519 Applied Longitudinal Data Analysis (3)  PHPM 520 Ethics of Research and Practice in Public Health (3)  PHPM 566 Current Issues in Public Health (2) – if not completed during the first year  Elective	Field experience (6)  Elective <sup>&amp;</sup>

\* PHPM 517, 518, 519 are offered Fall, Winter, and Spring terms; PHPM 516 and 519 are often offered in the Summer.

<sup>#</sup> Depending on Summer load

<sup>&</sup> Depending on elective load in other quarter

## 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](mailto: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 (see 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. Biostatistics Track Minimum Standards for Field Experiences & Learning Competencies for the MPH Biostatistics track (BSTA 507)

The field experience must demonstrate the mastery of the following track learning competencies: [see Appendix F]

- Apply appropriate principles of research design and population-based concepts to assess health problems.
- Apply appropriate descriptive and inferential statistical methods to analyze risk determinants of disease and health conditions.
- Interpret and summarize results and communicate them to lay and professional audiences, in the context of proper public health principles and concepts.
- Describe basic ethical principles pertaining to the collection, maintenance, use, and dissemination of public health data.
- Identify cultural dimensions of conducting research, including culturally sensitive recruitment of study participants, and develop strategies for interpretation of data in the larger cultural context.

Students are required to work with their Faculty Advisor (FA) and Field Experience Coordinator (FEC) throughout the Field Experience (FE). Students are required to attend a Field Experience Orientation prior to their planned fieldwork term. Orientations are scheduled once a term. If the field experience is being completed in one term, students must complete all Oregon MPH Program core and track required courses before beginning the field experience. If the field experience is being completed over two terms, there may be one required course concurrently in progress during the first term of the field experience.

It is the student's responsibility to identify a FE project and placement and ensure that the proper paperwork is submitted 4 weeks prior to beginning the FE. The faculty advisor will help determine the appropriateness of the FE project. Students must email a progress report the FEC every three weeks for the duration of their Field Experience.

At the end of the FE, the student must prepare and submit a FE Summary Report describing the work products created during the field placement. The students must also provide their

Preceptor with a copy of the Preceptor Evaluation form; the completed Preceptor Evaluation form must be received by the FEC through USPS mail or email (preferred) prior to a grade being released. More information will be provided at a later date.

#### 4. Grading

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

### H. CPH Exam Information

“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. 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](mailto: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>

#### 2. 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). CPH study resources through the

National Board of Public Health Examiners (NBPHE) can be found here:  
<https://www.nbphe.org/CPHstudyresources.cfm>.

### 3. Biostatistics Comprehensive Exam

In addition to Field Experience and CPH Exam, culminating experience requirement for the biostatistics track includes the comprehensive examination. It is an assessment of the student's ability to integrate statistical knowledge and skills covered from the different biostatistics courses. Students need to demonstrate mastery of the subject matter, skills of critical thinking and independent problem solving as well as interpretation of results in the context of research question. The comprehensive examination comprises of questions reflective of five required courses in Biostatistics (BSTA 511 Estimation and Hypothesis Testing for Applied Biostatistics, BSTA 512 Linear Models, BSTA 513 Categorical Data Analysis, BSTA 516 Design and Analysis of Surveys, and BSTA 519 Applied Longitudinal Data Analysis), and provides evaluation on biostatistics applied methods. Specifically, the examination will evaluate the following three track learning competencies:

- Apply appropriate descriptive and inferential statistical methods to analyze social and other determinants of health.
- Apply descriptive and inferential statistical methods that are appropriate to the different study designs used in public health research.
- Identify strengths and weaknesses of alternative designs and analytic methods, and critically review and assess statistical analyses presented in public health literature.

There are two parts in the examination: the written part is closed book with 3 applied questions and the lab part has 2 data analysis questions. The two parts are administered in two two-hour segments on separate days. Each year, students have two opportunities to take the examination, once at the end of the summer, and another time at the end of the spring quarter.

### 4. Biostatistics Comprehensive Exam Pass/Fail Policy

The Pass/Fail of the comprehensive exam will be determined by comprehensive exam committee using pre-specified criteria. Students who do not pass the comprehensive exam on their first attempt will be required to retake the exam. Students will be provided information about areas of weakness prior to taking the exam again. A student who fails the second attempt is required to complete a remediation project specified by the faculty advisor and the track coordinator. Passing the exam or completion of the remediation project is a requirement for graduation.

## I. 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 Epidemiology, Biostatistics, and Environmental Systems and Human Health tracks:  
<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/upload/Incompletes-Policy-November-2011.pdf>

OHSU School of Nursing Primary Health Care & Health Disparities track and Graduate Certificate in Public Health program: [http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/admin\\_policies.cfm#Academic](http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/admin_policies.cfm#Academic)

PSU Health Promotion and Health Systems & Policy tracks:  
<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 their graduate faculty advisory. 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's Office. At each level of appeal within the track, the student will be provided with a written response to the appeal. The student's written grievance and all responses will be electronically filed with their home track. The student's written grievance and all responses will be filed in the Program Office.

**Issues with higher level processes and policies within the Oregon MPH Program should be communicated to the Oregon MPH Program Director.**

OHSU students can find more information regarding this process on the internal O2 page at <https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-2-student-affairs/ohsu-policy-02-30-050.cfm>.



#### 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 should work with their advisor to submit a request to transfer graduate credit, and must forward a syllabus or syllabi of the course(s) to be transferred to the ([phpm@ohsu.edu](mailto:phpm@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 provide a copy of the course syllabus of the equivalent course, a transcript for the course, and any other appropriate supporting documentation to [phpm@ohsu.edu](mailto:phpm@ohsu.edu). 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 reviewed by faculty, staff, and program administration each term. Course evaluations are used to assess the quality of courses. Course evaluation results are also reported to the Council on Education for Public Health, the Program's accrediting body.

## 8. Leave of Absence & Continuous Enrollment Policies

Policy: A student in good standing may petition for a leave of absence. The cumulative amount of leave may not exceed 4 terms. Leave of absence status assures the student a continuation of admission in the degree program during the period of the leave of absence. A leave of absence is granted only to students in good standing. 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.

Failure to register without an approved leave of absence will result in an administrative withdrawal of the student's admission to the program.

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 [phpm@ohsu.edu](mailto:phpm@ohsu.edu) PRIOR to the start of the term.

*Students on approved leave are required to email or submit a letter of intent to the Program Office ([phpm@ohsu.edu](mailto:phpm@ohsu.edu)) a minimum of 20 business days before the start of the term they are due back. **It is the student's responsibility to notify OHSU if plans change.** The University and Program Office may administratively withdraw a student from a degree program if a student does not return by the date provided on the Leave of Absence form.*

#### 9. Time to Degree Completion

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

Knowledge and skills gained in the Oregon MPH Program are reasonably expected to lapse after 6 years, severely compromising the ability to complete the culminating experience (i.e., field experience or thesis – the latter for students who matriculated prior to Fall 2013). The Biostatistics Track will not request extensions of this time limit to the OHSU Registrar's Office. Time spent on an approved Leave of Absence will be included in this 6-year time limit, with no extensions granted based on leave taken.

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

#### 11. OMPH Track Transfer Policy

Matriculated OMPH students may apply to transfer to another track.

- 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](mailto: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](mailto: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 park while at PSU and OHSU?**

OMPH students are eligible to purchase limited-term parking permits at OHSU 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/>
- **PSU Parking Services:** 503-725-3442  
<https://www.pdx.edu/transportation/home>

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 the regional transit provider, 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 both 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](http://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. The Student Leadership Council reports ideas, questions, and concerns from each track to administration, coordinates student events, and shares program information with students from their track. Students serving on academic committees report information to the Student Leadership Council.

Student representatives are comprised of a first and second year student of each track and one representative for each dual degree. Student representatives are recruited primarily during Fall term. Each spring, one student representative is elected as Chair for the following year. The chair sets meeting dates and agendas, facilitates meetings, and may act as a representative for the Student Leadership Council during administrative meetings.

More information about the Student Leadership Council can be found on the OMPH website.

If you are interested in these opportunities please contact your student representatives, Track Coordinator, or the Program Office for information regarding current opportunities. 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  
506 SW Mill St., Suite 750H  
Portland, OR 97201  
Mail Code: OMPH-SCH  
Tel. 503-725-5186  
Fax 503-725-5100  
**Email:** [alison@oregonmph.org](mailto:alison@oregonmph.org) or [aschneig@pdx.edu](mailto:aschneig@pdx.edu)

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](http://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](http://www.oregonmph.org).

8. **What is the OMPH Student Showcase (formerly known as the “Symposium”) and when is it held?**

The Oregon Master of Public Health Program Student Showcase is held Spring Term during National Public Health Week. Details regarding the OMPH Student Showcase this year will be April 10, 2016.

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

**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 Schmeider at [alison@oregonmph.org](mailto:alison@oregonmph.org) or 503-725-5186.

In addition, you may be added to track or department-specific listservs. As an MPH student, you will be added to the MPH and Biostatistics Student listservs ([mph@ohsu.edu](mailto:mph@ohsu.edu), [biostatstudents@ohsu.edu](mailto:biostatstudents@ohsu.edu)). This is used for one-way departmental communications to students. All listserv communications will go to your OHSU email account. Contact [phpm@ohsu.edu](mailto:phpm@ohsu.edu) if you have questions.

Through these listservs, students will find the most current information about OMPH Program events and news, job-related opportunities, internships, new class offerings, health-related seminars, upcoming events, fellowships and other items of interest. The OMPH Program listserv is also a great way to communicate with other students. This listserv is not to be used to send personal messages, for fund-raising, or other solicitations, or to disseminate information not directly related to the OMPH program or the Public Health field. Please observe proper “netiquette” in all communications.

**10. Websites of Interest**

OMP Program	<a href="http://www.oregonmph.org">www.oregonmph.org</a>	Program information and resources
PSU	<a href="http://www.pdx.edu">www.pdx.edu</a>	
Health Promotion	<a href="http://www.pdx.edu/sch/mph-health-promotion">http://www.pdx.edu/sch/mph-health-promotion</a>	
Health Management and Policy	<a href="http://www.pdx.edu/hatfieldschool/master-of-public-health-health-management-and-policy">http://www.pdx.edu/hatfieldschool/master-of-public-health-health-management-and-policy</a>	
OHSU	<a href="http://www.ohsu.edu">www.ohsu.edu</a>	
Epidemiology and Biostatistics tracks	<a href="http://www.ohsu.edu/xd/education/schools/school-of-medicine/departments/clinical-departments/public-health/education-programs/mph/">http://www.ohsu.edu/xd/education/schools/school-of-medicine/departments/clinical-departments/public-health/education-programs/mph/</a>	
Environmental Systems & Human Health	<a href="http://www.ohsu.edu/xd/research/centers-institutes/environmental-health/education/index.cfm?WT_rank=1">http://www.ohsu.edu/xd/research/centers-institutes/environmental-health/education/index.cfm?WT_rank=1</a>	
PHCHD	<a href="http://www.ohsu.edu/xd/education/schools/school-of-nursing/programs/masters/public-health/index.cfm">http://www.ohsu.edu/xd/education/schools/school-of-nursing/programs/masters/public-health/index.cfm</a>	
American Public Health Association	<a href="http://www.apha.org">www.apha.org</a>	
Association of Schools and Programs in Public Health	<a href="http://www.aspph.org">www.aspph.org</a>	Internship and job links, events, and information about academic programs
Centers for Disease Control and Prevention	<a href="http://www.cdc.gov">www.cdc.gov</a>	Provides epidemiological data, job links, education resources, etc.
Council on Education for Public Health	<a href="http://www.ceph.org">www.ceph.org</a>	Academic public health accrediting agency
County Public Health Departments	Clackamas: <a href="http://www.clackamas.us/publichealth/">http://www.clackamas.us/publichealth/</a> Clark: <a href="http://www.clark.wa.gov/public-health/">http://www.clark.wa.gov/public-health/</a> Multnomah: <a href="https://multco.us/health">https://multco.us/health</a>	

	Washington: <a href="http://www.co.washington.or.us/HHS/PublicHealth/">http://www.co.washington.or.us/HHS/PublicHealth/</a>	
Environmental Protection Agency	<a href="http://www.epa.gov">www.epa.gov</a>	Environmental health resources
National Institutes of Health	<a href="http://www.nih.gov">http://www.nih.gov</a>	Links to health institutes, health education materials
Oregon Health Division	<a href="http://www.ohd.hr.state.or.us">www.ohd.hr.state.or.us</a>	Oregon Health Division homepage
Oregon Employment Department	<a href="http://www.emp.state.or.us">www.emp.state.or.us</a>	Job links: city, county, state, federal, etc.
Oregon Public Health Association	<a href="http://www.oregonpublichealth.org/">http://www.oregonpublichealth.org/</a>	News, career resources, links to public health organizations
Oregon Rural Health Association	<a href="http://www.orha.org">www.orha.org</a>	Rural health topics: advocacy, research, education
Public Health Employment Connection	<a href="http://cfusion.sph.emory.edu/PHEC/phec.cfm">http://cfusion.sph.emory.edu/PHEC/phec.cfm</a>	Job listing site maintained by Emory School of Public Health
Public Health Jobs Network	<a href="http://www.publichealthjobs.net">www.publichealthjobs.net</a>	Job listing site sponsored by ASPPH



## **V. Frequently Asked Questions about the Biostatistics Track**

### **How do I register for classes at OHSU?**

Students register through the online SIS system at <http://www.ohsu.edu/registrar/ISISOnline.htm>. 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 ISIS website. Course schedules and descriptions can be found here: <http://www.ohsu.edu/xd/education/schools/school-of-medicine/departments/clinical-departments/public-health/education-programs/courses-and-schedules/index.cfm>. If there are problems registering, contact [phpm@ohsu.edu](mailto:phpm@ohsu.edu).

### **What kind of financial aid is available?**

Financial aid queries should be directed to the OHSU [Office of Student Financial Aid](#). Teaching Assistantships in Biostatistics courses are available to outstanding students who have completed the Biostatistics series, and typically are recommended by the instructors of the course series. If you are interested in being a TA for a class, please contact the course instructor directly. Please note that these are hourly positions. Research assistantships are occasionally available from grants, and applicants who have completed the Biostatistics series are preferred candidates. Research assistant positions are posted on the OHSU HR webpage and are occasionally advertised via email to student listservs. Please note that these positions are not eligible for a tuition waiver, though some positions may be eligible for an employee tuition discount.

### **What is the policy for continuous (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.

### **What is the difference between full-time and part-time students?**

A full-time student is enrolled for 9 to 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 [phpm@ohsu.edu](mailto:phpm@ohsu.edu) to request an overload BEFORE the start of the term. The Program Office will need to obtain approval from the School of Public Health Dean, so be sure to connect with the office early in the registration period.

### **Are evening classes available in the Oregon MPH Program?**

Most epidemiology and biostatistics classes at OHSU are offered in the afternoon. Portland State courses are offered at various times. The PSU course schedule can be found here: [https://banweb.pdx.edu/pls/oprd/bwckschd.p\\_disp\\_dyn\\_sched](https://banweb.pdx.edu/pls/oprd/bwckschd.p_disp_dyn_sched).

### **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 for additional information, or email [phpm@ohsu.edu](mailto:phpm@ohsu.edu).

### **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 (PAH 588 at PSU), among others. Students who apply their learning in a community or agency setting as opposed to the classroom benefit from seeing the practical application of epidemiology and biostatistical theory and methods first-hand. The Biostatistics track requires a field experience/practicum in a community setting so that students can obtain this benefit.

### **How do I arrange Reading and Research credits?**

If you have a topic that you would like to explore in depth outside a regular class, please schedule an appointment with a potential faculty supervisor to discuss your interests. If the faculty member agrees to supervise your work, you can register for the Reading and Research in Biostatistics -course (BSTA 500) with this faculty member by submitting a special registration form found on the registrar’s website.

You will be expected to define, complete, and submit a proposal to [phpm@ohsu.edu](mailto:phpm@ohsu.edu). A template may be obtained by emailing the same email address. Please cc’ your faculty supervisor and faculty advisor. Your final work products should be submitted to the faculty of record at the end of the term, and the faculty supervisor will assign your letter grade.

### **How do I access my enrollment files and transcripts?**

These files are available through the online SIS system.

### **What are my rights regarding my academic file?**

You can access your student file any time you wish. If you should have a concern regarding contents of your file, please talk with the Track Director, Dr. Rochelle Fu. If your concern is not resolved to your satisfaction, please follow the grievance procedure described above.

### **What are the required procedures for graduation?**

OHSU awards diplomas for the term that 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 and discourages all other obligations.

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.

### **How can I become more involved with the School of Public Health?**

The Graduate Student Organization at OHSU welcomes representatives from all degree programs on campus. The School of Public Health also sends student representatives to the Oregon MPH Program to participate in Program governance. If you are interested in participation in these activities, contact [phpm@ohsu.edu](mailto:phpm@ohsu.edu).

### **What other resources are available to students on the OHSU campus?**

Grand Rounds lectures on various public health topics are available every month. This lecture series is free and students are encouraged to attend. Please see <http://www.ohsu.edu/public-health/> for event details. Announcements of special events are posted on the website and sent out to SPH and student listservs.

OHSU 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>.

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/>

### **How do I find out about Field Experience opportunities?**

Students arrange field experiences 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. In addition, ongoing projects are listed on the Department website with the contact information for the preceptor. 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, see your Faculty Advisor and the Field Experience Coordinator 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](http://www.oregonmph.org)**

Please direct all inquiries of an administrative nature to [phpm@ohsu.edu](mailto:phpm@ohsu.edu) first.

Rochelle Fu, PhD  
Track Director

Email: [fur@ohsu.edu](mailto:fur@ohsu.edu)  
Phone: 503-494-9055

Natalie Chin  
Program Manager

Email: [chinn@ohsu.edu](mailto:chinn@ohsu.edu)  
Phone: 503-494-1158

Kristina Mahaffy  
Education Coordinator

Email: [mahaffy@ohsu.edu](mailto:mahaffy@ohsu.edu)  
Phone: 503-494-2557

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

Fax: 503-494-4981

MPH and PhD Epidemiology and Biostatistics hours: Monday – Friday, 9:00 am to 4:00 pm

MPH and PhD Epidemiology and Biostatistics email: [phpm@ohsu.edu](mailto:phpm@ohsu.edu)

## **VII. 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](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](https://www.pdx.edu/sites/default/files/campus-map_4-15_1080-wide.jpg)

## Appendix B: Student Advising

### Biostatistics Student Advising Sheet

Course number	Course title	Credit hours	<a href="#">Grade</a>	<a href="#">Term/Year</a>	<a href="#">Comments</a>
<b>OMPH required core courses (17 credits)</b>					
BSTA 511	Estimation and Hypothesis Testing for Applied Biostatistics	4			
PHPM 512	Epidemiology	4			
PHPM 517	Principles of Health Behavior	3			
PHPM 518	Concepts of Environmental Health	3			
PHPM 519	Health Systems Organization	3			
<b>Track-required courses (29 credits)</b>					
BSTA 512	Linear Models	4			
BSTA 513	Categorical Data Analysis	4			
BSTA 515	Data Management and Analysis in SAS	3			
BSTA 516	Design and Analysis of Surveys	3			
BSTA 519	Applied Longitudinal Data Analysis	3			
PHPM 513	Epidemiology II (Methods)	4			
PHPM 516	Introduction to the Etiology of Disease	3			
PHPM 520	Ethics of Research and Application in Public Health	3			
PHPM 566	Current Issues in Public Health	2			
<b>Elective courses from the following (8 credits)</b>					
BSTA 500	Reading and Research in Biostatistics	1-3			
BSTA 504	Topics in Biostatistics	3			
BSTA 514	Survival Analysis	3			
BSTA 517	Statistical Methods in Clinical Trials	3			
BSTA 518	Spatial Data Analysis with Geographic Information Systems	3			
BSTA 521	Bayesian Methods for Data Analysis	3			
BSTA 522	Statistical Learning and Big Data	3			
BSTA 523	Design and Analysis of Experimental Designs	3			
BSTA 550	Introduction to Probability	3			
BSTA 551	Mathematical Statistics I	3			
BSTA 552	Mathematical Statistics II	3			
PHPM 514	Epidemiology III	4			
<b>Public Health Practicum (6 credits)</b>					
BSTA 507	Biostatistics Field Experience	6			

## Appendix C: Academic & OMPH Events calendar AY 2015-2016

<b>Summer Term 2015 - 12 Week Session</b>	
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
<b>Summer Term 2015- 6 Week Session A</b>	
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
<b>Summer Term 2015 - 6 Week Session B</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

<b>Fall Term 2015 - 12 weeks</b>	
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

<b>Winter Term 2016 - 11 weeks</b>	
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

<b>Spring Term 2016 - 12 weeks</b>	
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\\_17mmhqefh9f5vq53f84vcd7q2c%40group.calendar.google.com&ctz=America/Los\\_Angeles](https://www.google.com/calendar/embed?src=pdx.edu_17mmhqefh9f5vq53f84vcd7q2c%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/departments 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).
  - 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.

- If you have questions contact the Program Office directly at 503-725-5186 or email [registration@oregonmph.org](mailto:registration@oregonmph.org).

## Appendix F: Field Experience/Internship Guidelines

Field Experience Guidelines can be found here: <http://www.oregonmph.org/content/field-experienceinternship>

## Appendix G: Student Resources

**OHSU Joseph B. Trainer Health & Wellness Center for students:**

**<http://www.ohsu.edu/xd/education/student-services/joseph-trainer-health-wellness-center/>**

**OHSU Library:** **<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>**

**OHSU diversity resources for Students (Academic resources, student access, student groups etc):** **<http://www.ohsu.edu/xd/about/vision/center-for-diversity-inclusion/academic-resources/index.cfm>**

**PSU Diversity resources:** **<http://www.pdx.edu/diversity/welcome-our-campus>**

**PSU IT Resources for Students:** **<https://www.pdx.edu/oit/services-support>**

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

**PSU Campus Recreation:** **<http://www.pdx.edu/recreation/home>**

**PSU Library:** **<http://library.pdx.edu/>**

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

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

## Appendix H: 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:**

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.

The following credentials that must be submitted for an OHSU badge include:

#### **1. Passport photo**

- o 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](http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html)). ePassportPhoto ([www.ePassportPhoto.com](http://www.ePassportPhoto.com)) is a free service that can assist in generating passport photos.

#### **2. Online training modules through Big Brain\***

- o HIPAA
- o Respect at the University
- o Integrity Foundations
- o 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](mailto:phpm@ohsu.edu)).**

#### **3. Background Check\***

- o 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.
- o 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.

- 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](mailto: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](mailto:studentfinancialservices@pdx.edu) or 503-725-3440 if you have additional questions.

\* Please contact [phpm@ohsu.edu](mailto: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](mailto: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.