



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



## **Health Management and Policy Track**

### **Student Handbook 2015-2016**

**2015-2016 OMPH Handbook for  
Health Management and Policy Track at PSU  
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NOTE: The Oregon MPH Program has been accredited by the Council of Education for Public Health (CEPH) as a collaborative MPH program since 1996. In June 2015, CEPH accepted the programs' application to transition to a school of public health. For more information see [www.ceph.org](http://www.ceph.org).

**2015-2016 OMPH Program Student Handbook**  
**Health Management and Policy**  
**PSU**

## **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  
Interim Associate Dean for Academic Affairs  
[bqlm@pdx.edu](mailto:bqlm@pdx.edu); 503-725-8137 (PSU)  
[mcbride@ohsu.edu](mailto:mcbride@ohsu.edu); 503-494-0964 (OHSU)

## **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.

### **III. Health Management and Policy Track**

#### **A. Track Competencies**

The goal of the Health Management & Policy track is to develop and strengthen the knowledge and practice of the delivery and management of health services. The track prepares individuals for the exercise of competent and effective policy and administrative leadership in the health sector. The Health Management & Policy curriculum includes the core concepts of public health with specific instruction in management, finance, strategy, policy, economics, and ethics.

Students graduating from this track will be able to:

- Conceptualize, analyze and resolve problems related to health services delivery and finance.
- Identify and apply economic, financial, legal, organizational, political, and ethical theories and frameworks.
- Employ appropriate qualitative and quantitative techniques to manage human, fiscal, technological, information, physical, and other resources.
- Establish and manage systems and processes to assess organizational performance for continuous improvement of quality, safety, and effectiveness.
- Act ethically and professionally, and be responsive to community variations in cultures and socio-demographics.
- Lead in all levels of public and private health services organizations.
- Communicate, solve problems and make decisions related to health policy and management in the public and private sectors.
- Integrate theory and practice to plan, implement, and evaluate strategies and policies in health services programs, systems, and organizations.

**For all required course competencies, visit:**

**HMP:** <http://oregonmph.org/content/health-management-and-policy-track-curriculum-and-competencies>

#### **B. Program Setting**

##### **Division of Public Administration**

The Programs in Health Management and Policy at Portland State University build upon the mission of the Division of Public Administration, defining health management and policy as a subsystem of the broader domain of public service. The Programs prepare current and future health leaders with knowledge of, and competencies in, the management, organization, financing, delivery and performance of the health system. We prepare graduates for careers in health management, leadership and policy including the range of institutional settings including hospitals and health systems, community-based organizations, government, insurance, foundations, and professional trade and advocacy organizations.

## **Vision Statement**

The Division of Public Administration's vision is to be an agent of change to develop and enhance public leadership through education, scholarship and service.

Building upon Portland State University's commitment to community-engaged scholarship and service, the Division of Public Administration is uniquely placed to prepare current and emergent leaders in local, regional, national and global communities.

We recognize that solutions to contemporary problems require innovative approaches and alliances among governments, nonprofits and businesses, and encourage our faculty and students to engage in multidisciplinary and collaborative approaches to advance the public interest.

We aim to contribute to the integrity, effectiveness, and transparency of the next generation of trusted public leaders.

Approved by the Faculty January 3, 2011.

## **Statement of Mission**

The Division of Public Administration at Portland State University is dedicated to preparing individuals for ethical, competent and effective public service in a range of roles in policy, management and leadership. We seek to improve practice by facilitating learning through community engagement, promoting scholarship, and encouraging reflection as we develop and work with leaders representing diverse communities across all domains of public service.

Approved by the Faculty November 29, 2010; Revised May 2, 2011

## **Value and Belief Statements**

We recognize that public service professionals work within a complex set of constitutional, institutional, socio-cultural, and legal structures. We believe that they must understand the ways in which economic and political interdependence, both global and domestic, shape the exercise of administrative leadership and management. Our collective efforts support the educational and professional preparation of public service professionals and new scholars.

Based on this recognition, we are guided by the following values which encompass our commitment to integrated, rigorous and relevant teaching, learning, and scholarship, all geared toward the sustainability of our increasingly diverse and rich communities:

- We believe that the integration of theory and practice is essential for successful management and leadership in public, nonprofit and health organizations, and that reflective practice enhances this integration.
- We believe that a public service education that integrates ethics and experience is essential to our society.
- We seek to model in ourselves and develop in our students values of public service and provide mechanisms through which students can explore potential roles for engaging the public in their work.



- We are committed to addressing the life-long learning needs of our graduates and career public service professionals.
- We value scholarship that is both rigorous and relevant.
- We value Portland State University's commitment to community-engaged teaching and scholarship.
- We are committed to collaborating with public and nonprofit organizations and communities to create rich learning experiences that both assist the community and prepare graduates for productive public service careers.
- We believe that public service professionals must understand the ways in which a multiplicity of interests help to shape, and in turn are shaped by, the underlying values of our systems of democratic governance.
- We believe that understanding the dynamic social relationships in diverse and global communities is essential for public service leaders and managers.

Approved by the Faculty, January 3, 2011.

### **Mark O. Hatfield School of Government**

The Mark O. Hatfield School of Government ([www.pdx.edu/hatfieldschool](http://www.pdx.edu/hatfieldschool)) includes the Division of Criminology and Criminal Justice, the Division of Political Science, and the Division of Public Administration. Public Administration offers the Health Management and Policy track of the Oregon MPH, as well as the Masters of Public Administration program, and the Masters of Public Administration - Health Administration program. The School hosts the College-wide Ph.D. program in Public Administration and Policy. The Hatfield School is housed on the 5th and 6th floors of the Urban Center.

### **College of Urban and Public Affairs at PSU**

The College of Urban and Public Affairs at Portland State University allows students with interests in urban problems and processes to take advantage of the resources of an urban university situated in a major metropolitan area. Opportunities for urban education are available through eight graduate degrees, two undergraduate degree programs, and baccalaureate minors.

The College of Urban and Public Affairs ([www.pdx.edu/cupa](http://www.pdx.edu/cupa)) is comprised of three schools: the Mark O. Hatfield School of Government, the School of Community Health, and the Nohad A. Toulan School of Urban Studies and Planning. The College also hosts a number of research centers and public service units including the Institute on Aging, the Center for Public Health Studies, the Executive Leadership Institute, the Institute for Nonprofit Management, the Criminal Justice Policy Research Institute, the Center for Urban Studies, the Institute for Portland Metropolitan Studies, and the Center for Population Research and Census. The College is located in the Urban Center (Mill St. between 5th and 6th Avenues).

### 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 EPL, 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 in SOM	CPH 540	PAH 574
<i>Principles of Health Behavior</i>	Not taught in SOM	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

### D. Degree Requirements

Completing the MPH degree in the Health Management and Policy at PSU requires:

1. A total of at least [62 of credits] approved credit hours. These credits include:  
    OMPH Core Courses [17 of credits]

Required Track Courses [24 of credits]

Specialization/Elective/other [15 of credits]

Field Experience (Internship) [6 of 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 field experience.
4. Successful completion of 200 hours of organizational experience in the form of a field experience (PAH 509 Organizational Experience). This includes development of a comprehensive field-based project and written report. Approximately 150 hours will be spent in the field, and up to 50 of the 200 hours may be allotted for writing the culminating assessment paper. It is very important that you work closely with your advisor to become familiar with and plan for how you will complete this requirement. Note that this track does not have a thesis option and there is no comprehensive final examination. Students must attend an orientation for the PAH 509 Organizational Experience prior to registering for it; the orientation is offered three times in each of the regular quarters.

The following courses are required:

**Core courses..... 16**

PHE 530 Epidemiology Survey (4)

PHPM 525 Introduction to Biostatistics (4)

PHE 580 Concepts of Environmental Health (3) or PHPM 518 Concepts of Environmental Health

PHE 512 Principles of Health Behavior (3)

PAH 574 Health Systems Organization (3) (Corequisite PAH 541)

**Health Management and Policy required concentration..... 24**

PAH 541 Organizational Behavior in Health Services Organizations (3) (Corequisite PAH 574)

PAH 571 Health Policy (3) (Corequisite PAH 574)

PAH 573 Values and Ethics in Health (3) (Prerequisite: Completion of 30 program credits)

PAH 576 Strategic Management of Health Care Organizations (3) (Prerequisites: PAH 574, 541; corequisite PAH 587)

PAH 577 Health Care Law and Regulation (3) (Prerequisite: PAH 571, 574)

PAH 586 Introduction to Health Economics (3) (Corequisite PAH 574)

PAH 587 Financial Management of Health Services (3) (Prerequisite: PAH 574; Corequisite PAH 586)

PAH 588 Program Evaluation and Management in Health Services (3)

**Elective courses.....15**

PA 525 Grantwriting for Nonprofit Organizations (3)

PA 543 Creating Collaborative Communities (3)

PA 545 Organization Development (3) (Prerequisite: PA 540)

PA 549 Crosscultural Communication in the Public Sector (3)

PA 553 Sustainable Development Policy and Governance (3)

PA 554 Policy Analysis Research (3)

PA 556 Public Contract Management (3)  
 PA 558 Managing Public Projects and Programs (3)  
 PAH 544 Leadership and Governance in Health (3) (Prerequisites: PAH 541, 571, 574)  
 PAH 570 Health Administration (3)  
 PAH 572 Health Politics (3) (Prerequisite: PAH 574)  
 PAH 575 Advanced Health Policy (3) (Prerequisite: PAH 571)  
 PAH 578 Continual Improvement in Health Care (3) (Prerequisites: PAH 541, 574)  
 PAH 579 Health Care Information Systems Management (3) (Prerequisite: PAH 574)  
 PAH 580 Health Services Human Resources Management (3) (Prerequisite PAH 574)  
 PHE 520 Qualitative Research Design (3)  
 PHE 541 Media Advocacy and Public Health (3)  
 PHE 557 National Long-term Care Policy (3)  
 Other courses may be approved by the adviser.

**Field work..... 6**

PAH 509 Organizational Experience (6)

**Total 61 credits**

Effective for admissions Fall 2015

“Prerequisite” requires completion of the course prior to enrolling in the next course; “Corequisite” requires concurrent enrollment if the course has not already been completed.

**E. Advising**

Upon entering the MPH program each student is assigned an advisor. For graduate students, academic advisors are the most readily accessible role models. Positive relationships between graduate students and their advisors can be a major factor in determining successful program outcomes. In recognition of the specific needs of graduate students, advisors in the Public Administration Division are encouraged to be accessible and approachable and are expected to:

- 1) Meet with advisees at least once a quarter (either in person or via telephone or email);
- 2) Provide weekly office hours and time for advising convenient to both full and part-time students.

Since graduate students exercise a great deal of autonomy for their learning and career development, they must also assume a portion of the responsibility for maintaining a productive relationship with their advisors. Students will maximize the benefit of advising and program resources by taking the following steps:

- 1) Initiate contact with your advisor at least once per quarter;
- 2) Check email regularly for notices and personal communication;
- 3) Take advantage of special events sponsored by the School, the Program, and the College (e.g. lecturers, brown bag lunches);
- 4) Inform your advisor immediately on change of status or potential problems; and
- 5) Notify the divisional administrator of address or other information changes.

During the admissions process, new students are assigned to a faculty advisor based on a review of their interests. However, a student may switch advisors by informing the assigned advisor of his or her desire to do so and by finding another faculty member to agree to assume the advisor position. Once all agreements have been reached, both the new advisor and the student should inform the divisional administrator of the change. Note that students in the MPH-HMP normally have one of the MPH core faculty in the Division as their advisor.

For a complete list of faculty in the Public Administration Division, please visit our website at <http://www.pdx.edu/hatfieldschool/public-administration-faculty>

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**

The curriculum will best serve your educational needs if you follow a recommended sequence of courses to maximize your learning. The faculty in the Division of Public Administration recognizes that students do not enter the program on a cohort model, and therefore may need to take courses as they are available, rather than in a strict sequence. However, there are some suggested guidelines:

- PAH 574 Health Systems Organization should be taken before PAH 571 Health Policy
- PAH 541 Organizational Behavior in Health Services Organizations should be taken early in the program
- PAH 574 and 541 are useful courses to take before taking the HMP concentration electives
- If you have no experience in health care, PAH 570 Health Administration is a useful concentration elective to take early in your program
- PHPM 524 Introduction to Biostatistics should be taken before PHE 535 Epidemiology Survey
- PHE 535 Epidemiology Survey should be taken before PHE 590 Concepts of Environmental Health
- PAH 573 Values and Ethics in Health Care should not be taken until you have completed at least 42 credits (unless you have extensive experience in health services delivery)
- You should try to complete the MPH and HMP core courses before taking many of the HMP electives
- You should take as many required courses as possible before taking the "other electives" so that you can use these electives to fill in areas of special interest to you
- PA 509 Organizational Experience may not be taken until you have taken at least 42 and preferably more credits; ideally it should be the last or close to last course in your program

If you are admitted with “university conditional” or “departmental conditional” status, you must pay close attention to the conditions specified in your letter of admission. In particular, if you have not completed an undergraduate course in statistics, this qualification must be completed (i.e. you must successfully complete an undergraduate course in statistics and communicate that to your advisor in writing) before you take PHPM 524 Introduction to Biostatistics, PHE 535 Epidemiology Survey, or PHE 590 Concepts of Environmental Health.

Always consult with your advisor regarding your program of study. Note that your advisor must sign off on your program of study before you can graduate, so it is wise to consult with him/her regarding electives so that you know you have his/her approval.

### **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.

#### **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 Schneider, 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.

#### **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>.

#### **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 (below), 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

### **Track Minimum Standards for Field Experiences**

In addition to meeting the OMPH Program minimum standards for field experiences, field placements for students in the Health Management and Policy must meet the requirements described below for the culminating experience.

### **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.

### **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>

### **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).



Additional culminating experience requirements for the HMP track are:

The organizational experience (PAH 509) is the culminating experience for the Health Management and Policy Track. It 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.

All HMP students must complete PAH 509: Organizational Experience as part of their program of study. It is a 6-credit course. The organizational experience typically involves the student working on an administrative or management issue confronting a health services 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 PAH 509 Health faculty of record.

The student spends a minimum of 200 hours of work in the organizational experience, usually operationalized as two days per week over one quarter, or one day per week over two quarters. PAH 509 normally is taken toward the end of the program. Students must have completed at least 42 graduate credits in the OMPH program, to ensure that they have sufficient academic experience to use their organizational experience as an integrative and reflective activity.

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

1. A written project report that the student prepares that documents the experience and their work, including documentation prepared for the organizational setting, as well as for the academic instructor of record.
2. A written personal reflection on a) achievement of the student's learning objectives articulated at the beginning of the organizational experience (including Track Competencies 5, 6, and 8), b) opportunities for integration of curricular content into practice, and c) future career directions based on the experience and related learning.
3. A 10-minute oral presentation (using a standardized outline and in PowerPoint format) to faculty, students and preceptors.

Students taking PAH 509 are graded as follows: 40% project report for the organization; 30% personal reflection; 20% presentation; and 10% faculty assessment of overall performance. All products must be submitted in hard copy. The track is in the process of developing an assessment format by which the preceptor will evaluate the student's performance with respect to the competencies designated at the beginning of the experience, including at minimum Track Competencies 5, 6, and 8.

Students should meet with their assigned faculty advisor to discuss appropriate timing of PAH 509 in their course of study. Students are then required to attend the PAH 509 orientation offered three times each quarter by the Division of Public Administration to learn about the requirements and expectations. They then consult with their faculty

advisor and develop a draft of the learning contract in conjunction with the faculty advisor and the potential field placement site, before making contact with the designated PAH 509 Health faculty instructor, listed each quarter in the *PSU Schedule of Classes*. Students should begin arrangements for the experience no later than the quarter prior to commencing PAH 509; an experience may not begin until the faculty advisor has approved the draft learning contract, and the student, field supervisor, and PAH 509 Health faculty instructor have all signed the student's final learning contract. Registration requires a special form, signed by the PAH 509 Health faculty instructor, and may not be done on-line. For more information, go to: <http://www.pdx.edu/hatfieldschool/pa-509-organizational-experience>

## **I. Policies**

### **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.

### **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 SOM: <http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/upload/Incompletes-Policy-November-2011.pdf> OHSU SON: [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: <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.*

### **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 PA Division Chair. If that discussion does not satisfy the student, an appeal may be made to the HSOG Director. If this review does not satisfy the student, an appeal may be made to the CUPA 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. Students can find more information regarding this process on the PA Division web page at <http://www.pdx.edu/cupa/public-administration>.

### **Non-Degree Students Application for Admission**

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

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

### **Transfer & Pre-Admit Credits**

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

- 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 masters 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:

The student should complete the Proposed Pre-Admission and Transfer Credit form (GO-21) which can be downloaded from the Office of Graduate Studies website at [http://www.gsr.pdx.edu/ogs\\_forms.php](http://www.gsr.pdx.edu/ogs_forms.php). Students must also request that a transcript be sent to their advisor, and attach a syllabus or course description of the course(s) to be transferred.

**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 a request in writing to their PA faculty 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.*

### **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.

### **Leave of Absence & Continuous Enrollment Policies in the HMP Track**

Policy: Students may request for a Leave of Absence if they are in good academic 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 for up to one year. After that a student must submit a re-enrollment request before reenrolling. The Hatfield School of Government abides by PSU enrollment policies, detailed in the *2015-2016 PSU Bulletin*.

Procedure: Students who are considering a Leave of Absence should meet with their advisor to discuss the reasons for the leave. The student's advisor and the Division Chair must endorse a leave of absence petition. Application for leave of absence must be filed in the Office of Graduate Studies no later than the last day to register for classes in the term for which the application is made. A leave of absence does *not* constitute a waiver of the time limit for completion of the OMPH program. Only in cases of extreme need will additional leave time be considered. The Division chair must approve such extensions.

### **Time to Degree Completion**

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

### **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](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 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](mailto: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  
[fordere@pdx.edu](mailto:fordere@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 (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](mailto:alison@oregonmph.org) or [aschneig@pdx.edu](mailto:aschneig@pdx.edu)  
Program Office: **Email:** [program\\_office@oregonmph.org](mailto: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](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 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 Schneider at [alison@oregonmph.org](mailto:alison@oregonmph.org) or 503-494-9330.

In addition, you may be added to track or department-specific listservs. HMP students at PSU are subscribed to the PSU-MPH listserv on admission; if your email changes, please advise Megan Loos at [meloos@pdx.edu](mailto:meloos@pdx.edu) and she will update your subscription.

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.

## **Websites of Interest**

Oregon Master of Public Health Program  
[www.oregonmph.org](http://www.oregonmph.org)

Portland State University  
[www.pdx.edu](http://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](http://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](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](http://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](http://www.aspph.org)

Internship and job links, events, and information about academic programs

Centers for Disease Control and Prevention

[www.cdc.gov](http://www.cdc.gov)

Provides epidemiological data, job links, education resources, etc.

Council on Education for Public Health

[www.ceph.org](http://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](http://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](http://www.ohd.hr.state.or.us)

Oregon Health Division homepage

Oregon Employment Department

[www.emp.state.or.us](http://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](http://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](http://www.publichealthjobs.net)

Job listing site sponsored by ASPPH

## **V. Frequently Asked Questions about the Health Management and Policy Track**

### **1. How do I register for classes at PSU?**

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

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

After successfully logging in, select the "Student Services and Financial Aid" link. Next, select "Registration". Update student information if appropriate, otherwise click on "Continue to Registration Menu".

To search for classes, select "Look-up Classes to Add". The search feature allows students to look for classes according to subject, course number, title, part of term, instructor, start and end times, and days of the week. Choose one parameter or several, then click on the "Get Classes" button. Select courses using the check box on the left side of the search results screen, then click on either "Register" or "Add to Worksheet" at the bottom of the page. Proceed to add classes using this procedure, or use the "Add/Drop Classes" link from the main Registration Menu.

When finished add/dropping classes and/or making other changes, click on the **"Please click here to complete your registration"** link at the bottom of the page. **Students who fail to perform this crucial step are not registered.**

Students may view their completed registration/class schedule by selecting "Student Schedule Detail" or "Student Schedule by Day and Time" links from the main Registration Menu.

Exit the PSU Information System by clicking on "Exit" near the top right-hand corner of the page. If using a shared computer, close the browser application to ensure privacy of personal data.

**NOTE:** Some classes fill up early, so if you want to be sure to get into a specific offering of a course, be sure to register very soon after registration opens for the next quarter.

You may view the anticipated two year schedule at:  
<http://www.pdx.edu/hatfieldschool/course-planning>

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

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

### Graduate Assistantships

Graduate assistant (GA) positions provide teaching or research services working with faculty. Levels of appointment are between .15 and .49 FTE, granted on a one-term, nine-month, or 12-month basis. The typical full time assistantship is .15 FTE; this is equivalent to 7.5 hours per week, or .30 FTE which is equal to 15 hours per week. These positions provide services such as teaching lab sections of courses, facilitating discussion sessions, grading papers, providing research assistance, etc. In all cases, the assistantship is regarded as a contribution to the graduate student's learning experience.

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

Graduate assistants usually receive tuition remission and a stipend. Check with the administrator in the Division of Public Administration for more information. Student workers receive an hourly wage.

The Office of Graduate Studies and Research registers graduate assistants for up to six credit hours per term. These credits do not count toward your degree, but are meant to reflect the educational value of the GA activities on your transcript.

### Financial Assistance Available Through the University: Loans and Work Study

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

### Federal Perkins Loans

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

#### Work Study

Graduate students are eligible for Federal Work Study funds. Federal Work Study is a need-based program in which the Federal government pays from 70-90 percent of student wages and the institution or agency pays the remainder. This program assists students who demonstrate a need for part-time employment to pursue a college education. Sources of work include metropolitan non-profit agencies and/or campus employment. For other student employment opportunities contact the Student Employment Office at (503) 725-4958, University Services Building, Room 402F.

#### Federal Direct Stafford Loans

These loans are available to PSU graduate students through the cooperation of the University and the U.S. Department of Education. Both interest subsidized and unsubsidized loans are available. Repayment begins six months after the student drops *below half-time* status, or leaves the University. The federal government pays interest on the subsidized loans while the student is in school. Unsubsidized loan eligibility is based on the difference between the student's cost of attendance and the financial aid awarded. Repayment begins while the student is still enrolled. The federal government *does not* make interest payments. Annual loan maximums for graduate students receiving either subsidized or unsubsidized Perkins loans are \$10,000.

#### Awards Available Through the University

The Scholarship Guide is available through the Office of Academic Affairs, Market Center Building, Room 850, (503) 725-3422. You may also access scholarship information and application materials at [www.pdx.edu/finaid/](http://www.pdx.edu/finaid/) and at [http://www.gsr.pdx.edu/ogs\\_funding\\_scholarships.php](http://www.gsr.pdx.edu/ogs_funding_scholarships.php).

#### **Robert and Rosemary Low Memorial Award**

One award, given in years when funds are available. This scholarship gives special recognition to academically qualified graduate students with physical handicaps. Eligible students must be admitted to PSU as regular graduate students. Selection will be based on scholarship and academic potential. Financial need may be considered, but is not a requirement. The deadline for application is April 15 for the following academic year. Information is available after March 1, at the Office of Graduate Studies and Research, 6<sup>th</sup> Floor, Unitus Building, (503) 725-8410.

#### **Oregon Laurels Tuition Remission Program**

These are annual awards of tuition credit equivalent to the instructional portion of graduate fees for full and part time PSU graduate students. Awards are merit-based. Financial need is a consideration for some of these awards. Deadline for application is April 15 for the following academic year. For further information contact the Office of Graduate Studies after March 1st of the year in which you wish to apply (Office of Graduate Studies and Research, 6<sup>th</sup> Floor, Unitus Building, (503) 725-8410.)

### **Frank Roberts Community Service Scholarship**

Awarded to a PSU graduate student who exemplifies a spirit of public service and commitment to community, applicants must be admitted to a PSU graduate program, in good academic standing, and enrolled for at least 6 credit hours per term. They must also have excellent undergraduate portfolios and demonstrate financial need. For information contact the Office of Graduate Studies and Research, 6<sup>th</sup> Floor, Unitus Building, (503) 725-8410

### **3. What is the policy for minimum enrollment?**

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

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

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

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

Most of the core OMPH courses, and all of the MPH-HMP courses, are offered in time slots beginning at 4 p.m. or 6:40 p.m. on a once-per-week basis. However, it may not be possible to complete the degree by solely taking courses offered in the late afternoon or evening. Occasionally courses are offered on a weekend intensive basis. Check the quarterly schedule of classes for more information.

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

You should check with your advisor regarding any potential substitutions before enrolling in a substitute course

### **7. What should I know about plagiarism?**

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

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

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

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>.

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

**8. How can I improve my study skills?**

You can contact the IASC (Information and Academic Support Center) for materials on ways to study to enhance your chances for academic success at PSU.

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

According to Campus Compact, a national higher education advocacy organization, “service-learning is a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility.” Service-learning (called community-based learning at PSU) has been incorporated into courses throughout Portland State University and the Division of Public Administration. 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 course material.

**10. How do I arrange Reading and Conference credits?**

If you have a topic that you would like to explore in depth outside of a regular class, you may talk with a potential faculty supervisor who is interested in the topic about signing up for a Reading and Conference class. If the faculty member agrees, you can register for the class online a special CRN number. You will be expected to do reading in this area and to write a paper on the topic in order to earn a grade.

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

Students may request to view their official files by contacting the division administrator, Megan Loos at [meloos@pdx.edu](mailto:meloos@pdx.edu), or may access their transcripts on-line via the PSU Information System at <http://banweb.pdx.edu>.

**12. What are my rights regarding my file?**

Listed below is a summary of the rights and privileges relating to the privacy and release of student records and enrollment information provided by the Office of Academic Affairs. All questions relating to the release and maintenance of your student records should be directed to the administrator in the Division of Public Administration or the Office of Admissions, Registration and Records at <http://www.pdx.edu/admissions/>.

Faculty, staff, and those under departmental supervision may not release protected student information to any outside party, including parents of minors, except as provided by public records’ law. Care should be exercised to protect the privacy of students. The student information listed below is considered strictly confidential at all times.

- Student identification number or social security number
- Age, race, gender, national origin, religious affiliation
- Exam or course grades



- Class schedule
- Financial, medical or public safety records
- Email addresses

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

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

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

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

The Office of Graduate Studies and Research provides the necessary forms for applying for graduation. They are available online at [http://www.gsr.pdx.edu/ogs\\_forms.php](http://www.gsr.pdx.edu/ogs_forms.php).

Graduating students must complete the form GO-12, *Approved Graduate Degree Program*. This form requires the listing of all courses taken to complete your degree, and must be submitted according to the deadlines listed at [http://www.gsr.pdx.edu/ogs\\_general\\_deadlines.php](http://www.gsr.pdx.edu/ogs_general_deadlines.php).

There is also an *Application for Advanced Degree* (a green half-sheet) that is available from the Office of Graduate Studies (6<sup>th</sup> Floor, Unitus Building) that must be filed at the same time as the GO-12.

It is strongly recommended that students submit these two completed forms to the PA Division administrator (Megan Loos) during the quarter **PRIOR** to when they wish to graduate. This will help to ensure sufficient time for the advisor to sign the forms and have them submitted in a timely fashion. It is not necessary to set up an appointment with your advisor to submit these forms, unless you have concerns or questions. Students should check with the divisional administrator to make sure that forms have been signed by all relevant administrators and submitted prior to the deadline.

### **14. How can I become more involved with the Division of Public Administration?**

The Public Administration Students Association (PASA) at <http://www.pdx.edu/hatfieldschool/public-administration-student-association> and the



PSU/OHSU Open School chapter of the Institute for Healthcare Improvement at <http://www.portlandopenschool.org/> are groups that can help get you involved in the PA Division and OMPH activities. Speak with your faculty advisor or HMP Student representative(s) regarding other opportunities that may be available.

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

### **a. Office of Graduate Studies**

The Office of Graduate Studies and Research, located on the 6<sup>th</sup> floor of the Unitus Building, provides guidelines for graduation and thesis preparation, scholarship information, and access to many other resources. The website is <http://www.gsr.pdx.edu/ogs.php>.

### **b. Millar Library**

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

### **c. Computer Labs**

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

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

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

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

### **d. Counseling and Psychological Services**

The Testing Service for Counseling and Psychological Services provides assistance to PSU students in the following areas: academic major and career counseling, educational counseling, biofeedback, relaxation training, and stress management, national test program preparation. CAPS is open Monday through Thursday, 8:00 a.m. to 6:00 p.m., Friday, 8:00 a.m. to 5:00 p.m. For inquiries, phone 725-2800, or visit the center at 1880 SW 6th Ave. (University Center Building, Suite 200.) The website is <http://www.shac.pdx.edu/caps/>.

**e. The Center for Student Health and Counseling**

The Center for Student Health and Counseling is a primary clinic that provides outpatient medical treatment, women's health care, lab and x-ray facilities, immunizations, dispensary services, wellness resource center, health education, dental services and psychological counseling. A basic insurance plan is automatically provided fall, winter, and spring quarters, but it must be purchased separately for the summer term, unless a student is enrolled for at least one credit. An extended plan can be purchased each quarter that provides additional coverage for the student, spouse or family. For further information regarding services available, measles vaccination requirements, or insurance information, please contact SHAC at (503) 725-2800 or their website: <http://www.shac.pdx.edu/>. The Center for Student Health and Counseling is located in the University Center Building, Suite 200 (SW 6<sup>th</sup> and Hall St.).

**f. Student Lounge and CUPA Library**

A student lounge is located within the College of Urban and Public Affairs on the second floor of the Urban Center. The lounge is equipped with a microwave oven, refrigerator, sink, tables, chairs and couches. Vending machines are nearby on the second floor. Students are also encouraged to use the CUPA Resource Library located on the seventh floor as a quiet area to study and conduct research.

**g. Student Recreation and Intramurals**

ASRC (Student Recreation Center) is a program that allows students registered for at least one credit hour, to utilize various facilities for recreational purposes. This includes an extensive weight room, circuit training room, open basketball, table tennis, and a swimming pool. Locker-room services are also available for a limited fee.

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

**h. Campus Public Safety**

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

**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)

## **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**

Student Advising Sheet  
Student Advisors

The MPH:HMP degree completion worksheet can be used by students to track their progress in the program. Please go to:

[http://www.pdx.edu/hatfieldschool/sites/www.pdx.edu.hatfieldschool/files/MPH%20HMP%20DegreeWkst%20Post-201104\\_0.pdf](http://www.pdx.edu/hatfieldschool/sites/www.pdx.edu.hatfieldschool/files/MPH%20HMP%20DegreeWkst%20Post-201104_0.pdf)

## **Appendix C.**

### **Academic & OMPH Events calendar**

#### **PSU Academic Calendar:**

The PSU academic calendar can be accessed at:

<http://www.pdx.edu/registration/calendar>. Other events or activities specific to the Health Management and Policy track are posted on the listserv.

#### **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/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).

- 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**

Detailed information about the PAH 509 Organizational Experience is available on the PAH website at [http://www.pdx.edu/hatfieldschool/pa509\\_org\\_exp.html](http://www.pdx.edu/hatfieldschool/pa509_org_exp.html).

MPH-HMP students must attend an orientation no later than the quarter prior to the quarter in which they wish to begin the PAH 509. The orientation is offered three times each quarter (Fall, Winter, Spring); no orientations are offered in the summer.

The materials on the website include detailed narrative and answers to frequently asked questions; the learning contract; the orientation slides; guidelines for the final presentation; and guidelines for the final product.

## **Appendix G. Forms**

All HMP track and PA Division specific forms can be found at:  
<http://www.pdx.edu/hatfieldschool/forms>

## **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>

**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>

**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:**

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.