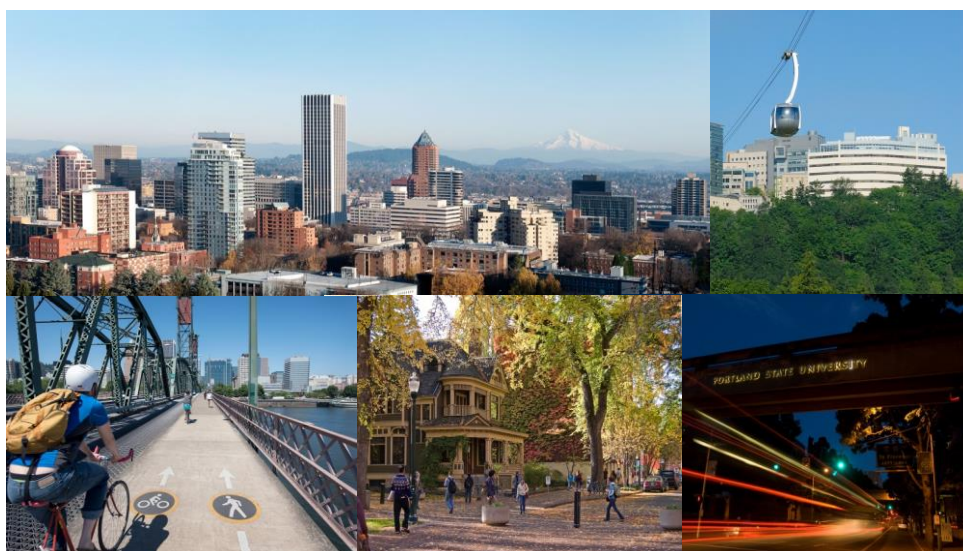




OHSU-PSU School of Public Health



Health Promotion Track

Student Handbook 2015-2016

2015-2016 OMPH Handbook for Health Promotion 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.

2015-2016 OMPH Program Student Handbook

Health Promotion

Portland State University

Welcome and Introduction

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

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

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

Best wishes to you in your studies and warm regards,

Leslie McBride, PhD
Interim Associate Dean for Academic Affairs
bqlm@pdx.edu; 503-725-8137 (PSU)
mcbridle@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 Promotion Track

A. Track Competencies

Track Competency	PSU courses	Links to Program Learning Competencies
1. Apply theory in the development, implementation, and evaluation of health promotion interventions, programs, and policies	PHE 511, Foundations of Public Health PHE 550, Program Planning PAH 588, Program Evaluation and Management in Health Services PHE 540, Mass Communication and Health / PHE 541 Media Advocacy PHE 521, Quantitative Research Design PHE 504, Internship/Field Experience Comprehensive Exam <i>PAH 574, Health Systems Organization</i> <i>PHE 512, Principles of Health Behavior</i>	PLC #1 PLC #2 PLC #3
2. Develop interventions and programs to effect change at multiple levels, including individual, community, organizations, and policy	PHE 540, Mass Communication and Health / PHE 541 Media Advocacy PHE 550, Program Planning PHE 517, Community Organizing PHE 504, Internship / Field Experience Comprehensive Exam <i>PHE 512, Principles of Health Behavior</i> <i>PAH 574, Health Systems Organization</i>	PLC #1 PLC #2 PLC #3 PLC #4 PLC #7
3. Design and implement strategies to promote health	PHE 540, Mass Communication and Health / PHE 541 Media Advocacy PHE 550, Program Planning PHE 517, Community Organizing PHE 504, Internship / Field Experience <i>PHE 580, Environmental Health</i> <i>PHE 512, Principles of Health Behavior</i> Comprehensive Exam	PLC #1 PLC #2 PLC #7
4. Solicit and integrate input from community and organization stakeholders	PHE 550, Program Planning PHE 517, Community Organizing PAH 588, Program Evaluation and Management in Health Services PHE 540, Mass Communication and Health / PHE 541 Media Advocacy PHE 504, Internship / Field Experience	PLC #2 PLC #6
5. Design and deliver health communication messages	PHE 540, Mass Communication and Health / PHE 541 Media Advocacy PHE 517, Community Organizing PHE 550, Program Planning Comprehensive Exam	PLC #1 PLC #4
6. Evaluate and interpret results from program evaluations and other research	PHE 521, Quantitative Research Methods PAH 588, Program Evaluation and Management in Health Services <i>PHE 530, Epidemiology I</i>	PLC #2

	<i>PHE 580, Environmental Health</i> <i>PHE 516, Introduction to Biostatistics</i> Comprehensive Exam	
7. Define research problems, frame research questions, design research procedures, and outline methods of analysis	PA 588, Program Evaluation and Management in Health Services PHE 521, Quantitative Research Methods PHE 550, Program Planning <i>PHE 530, Epidemiology I</i> <i>PHE 516 Introduction to Biostatistics</i> <i>PAH 574, Health Systems Organization</i> <i>PHE 580, Environmental Health</i> Comprehensive Exam	PLC #2
8. Apply ethical principles that govern the practice of public health	PAH 588, Program Evaluation and Management in Health Services PHE 521, Quantitative Research Methods PHE 517, Community Organizing PHE 550, Program Planning PHE 511, Foundations of Public Health PHE 504, Internship / Field Experience <i>PAH 574, Health Systems Organization</i>	PLC #5
9. Enact cultural competency in diverse social and cultural communities.	PHE 517, Community Organizing PHE 504, Internship / Field Experience <i>PHE 512, Principles of Health Behavior</i>	PLC #6
10. Develop a substantive Area of Emphasis.	PHE 504, Internship / Field Experience / Area of Emphasis	PLC #1 PLC #7

For all required course competencies, visit:

<http://www.oregonmph.org/content/health-promotion-curriculum-and-competencies>

B. Program Setting

College of Urban and Public Affairs at PSU

The College of Urban and Public Affairs (CUPA) at Portland State University allows students to take advantage of the resources of an urban university situated in a major metropolitan area. Opportunities for urban education are available through nine graduate degrees, four undergraduate degree programs, and baccalaureate minors. Currently CUPA has an enrollment of approximately 1,600 students.

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

School of Community Health

The undergraduate and graduate programs of the School of Community Health (<http://www.pdx.edu/sch/>) are designed to prepare students for professional work in the fields of community health, health education, and health promotion, in a wide variety of settings. The School of Community Health is home to the Institute of Aging (IOA) and the Center for Public Health Studies (CPHS). The IOA is a multidisciplinary research and training unit that coordinates a graduate certification in gerontology program. To learn more about IOA, please visit <http://www.pdx.edu/iaa/>.

SCH Mission

The mission of the Portland State University School of Community Health is to facilitate an interdisciplinary course of study providing students with specialized training in public health promotion and education. Through coursework and community-based experiences, students learn to address factors in the broader social, economic, policy and built environments to improve the health of populations. In this track students build practice and research skills for population-level intervention, including program development, implementation, and evaluation. The curriculum further offers opportunities to focus on health across the lifespan. Graduates of the Community Health track will be able to effectively recognize and assess health disparities, communicate health information, promote health equity, and mobilize resources for social change.

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

<u>Core Courses</u>	<u>OHSU EPL, BIOS, ESHH</u>	<u>OHSU GCER in PH and PHCHD</u>	<u>PSU</u>
<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 Promotion at Portland State University requires:

1. A total of at least 60 approved credit hours. These credits include:
 - OMPH Core Courses: 17 credits
 - Required Track Courses: 28 credits
 - Area of Emphasis Courses: 9 credits
 - Field Experience (Internship): 6 credits
2. Students must maintain a minimum 3.0 (B) grade point average in graduate courses. Additionally, students may not receive lower than a B- in any required course (core or track required courses). If lower than a B- is received, the student will need to retake the course.
3. Successful completion of field experience.
4. Successful completion of either the CPH exam or the remediation project (following the second failure of the CPH exam).

The following courses are required:

OMPH Core Courses (17 Credits)

PHE 512	Principles of Health Behavior (3)
PHE 530	Epidemiology I (4)
PHE 580	Concepts of Environmental Health (3)
PHE 516	Introduction to Biostatistics (4)
PAH 574	Health Systems Organizations (3)

Health Promotion Required Courses (28 Credits)

PHE 511	Foundations of Public Health (3)
PHE 517	Community Organizing (3)
PHE 519	Etiology of Disease (3)
PHE 520	Qualitative Research Design (3)
PHE 521	Quantitative Research Design (3)
PHE 540	Mass Communication & Health (3) <i>OR</i> PHE 541 Media Advocacy (3)
PHE 550	Health Promotion Program Planning (4)
PAH 573	Values and Ethics in Health (3)
PAH 588	Program Evaluation and Management in Health Services (3)

E. Advising

Upon entering the MPH program each student is assigned an advisor. However, a student may switch advisors by informing the assigned advisor of his or her desire to do so and by finding another faculty member to assume the advisor position. Once all agreements have been reached, both the new advisor and the student should inform Andrew Wyman (wymaa@pdx.edu) of the change. For a complete list of faculty and staff in the School of Community Health, please visit our website at <http://www.pdx.edu/sch/faculty>.

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

F. Sample Course Sequence

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

PROPOSED PROGRAM SEQUENCE FOR CLASS ENTERING 2015-2016 Option 1

FALL	WINTER	SPRING	SUMMER
PHE 511 PHPM 524 (4) PHE 580 (3)	PHE 512 (3) PHE 530 (4) PAH 574 (3) or SU PHE 550 (4)	PHE 517 (3) <i>PHE 541*</i> (3) PHE 519 (3) Elective (3)	NOTE: CPH exam can be taken any time after Winter quarter of first year
<i>PHE 540*</i> (3 - early) PAH 588 (3) PHE 520 (3) PHE 573 (3)	PHE 521** (3) Elective (3) Field experience (3)	Elective (3) Field experience (3) Field presentation	NOTE: or electives can be taken in winter and field completed in spring

PROPOSED PROGRAM SEQUENCE FOR CLASS ENTERING 2015-2016 Option 2

FALL	WINTER	SPRING	SUMMER
PHE 511 PHE 530 (4) PHE 580 (3)	PHE 512 (3) PHE 516 (4) PAH 574 (3) or SU PHE 550 (4)	PHE 517 (3) <i>PHE 541*</i> (3) PHE 519 (3) Elective (3)	NOTE: CPH exam can be taken any time after Winter quarter of first year
<i>PHE 540*</i> (3 - early) PAH 588 (3) PHE 520 (3) PHE 573 (3)	PHE 521** (3) Elective (3) Field experience (3)	Elective (3) Field experience (3) Field presentation	NOTE: or electives can be taken in winter and field completed in spring

*- only PHE 540 OR PHE 541 is required, not both; ** PHE 516/PHHM 524 and PHE 530 recommended prerequisites

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. 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 and present their project 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 students in the Health Promotion track, students must meet the following requirements:

- Students may seek placements in public or private sector organizations that offer qualified health promotion preceptors.
- Students must complete an field experience application, which must be approved by their graduate advisors prior to the start of placement.
- As part of their field experience applications:

- Students must develop individual learning competencies for the field experience.
- Students must describe how their Area of Emphasis, field experience, and career objectives are connected.
- Students must describe the Health Promotion track competencies of which they intend to gain mastery during their field experiences. These must include, at minimum, track competencies #1, 3, 4, 8, 9, and 10.
- After completing their field experience, students must complete a field experience summary report, which must be approved by their graduate advisors and Field experience coordinator
 - In this final summary report students must describe and evaluate the degree to which they accomplished each specific Track learning competencies during their Field experience.
- Preceptors must evaluate, using a survey instrument provided in the Field experience Handbook, the degree to which students accomplished their individual learning competencies and attained the track competencies. This evaluation must be submitted to the student's Field experience coordinator.

The Health Promotion PHE 504: Field Experience Handbook provides necessary detail regarding field experience requirements, timelines, and procedures. This document and accompanying forms should be followed closely, and can be found at the end of this handbook and on the SCH website: <http://www.pdx.edu/sch/graduate-field-experience>.

Grading

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

H. CPH Exam 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 completion and presentation of 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 2015-2016 academic year must take the Certified in Public Health (CPH) Exam offered through the National Board of Public Health Examiners as part of their culminating experience. The CPH Exam tests knowledge in the five core public health areas: biostatistics, epidemiology, environmental health sciences, health policy and management, and social and behavioral sciences.

Seven crosscutting competencies are also covered: communication and informatics, diversity and culture, leadership, public health biology, professionalism, program planning, and systems thinking.

Students are eligible to sit for the exam after completing the five core public health courses:

- Introduction to Biostatistics
- Epidemiology I
- Concepts of Environmental Health
- Health Systems Organizations
- Principles of Health Behavior

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

CPH Pass/Fail Policy:

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

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

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 Department Director. If that discussion does not satisfy the student, an appeal may be made to the Dean of the College. If this review does not satisfy the student, an appeal may be made to the Office of Student Affairs. 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 Office of Student Affairs web page at <http://www.pdx.edu/dos/academic-appeals>

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:

For transfers or pre-admit credits, the student should sign and submit one Transfer of Credit form listing all transfer or pre-admit coursework, as well as corresponding transcripts and a syllabus or course description for each course to be transferred. The Transfer of Credit form is also called a "GO-21," and can be obtained from the graduate studies website at <http://www.pdx.edu/ogs/forms>. All forms should be submitted to Elizabeth Bull **at least one quarter before intended graduation**. Courses will not automatically be accepted for transfer. They will be reviewed by your advisor or the SCH director for equivalency to OMPH courses. Students do not need to register and pay for those credits that transfer into the program. If you need further clarification, contact the PSU Graduate Studies office (<http://www.pdx.edu/ogs/>).

Required Course Waiver Policy

Policy: All students accepted into the OMPH Program will take the five OMPH core courses in addition to a series of track-required courses. It is understood that some students may already have completed a graduate course that appears to be duplicative of a required OMPH core or track required course. In such cases, students may petition to

waive the requirement to take a specific required OMPH course. Please note, however, that students still will be responsible for the required number of credit hours for graduation.

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

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

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

Procedure: Students requesting course waivers need to demonstrate the comparability of their previous course to the course instructor. The student must provide a typed waiver request, 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 Health Promotion Track

Policy: Students may petition for a Leave of Absence. 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 time a student must request re-enrollment before reenrolling.

Procedure: Students who are considering a Leave of Absence should fill out a Leave of Absence form (Appendix G) and notify the track coordinator (lynne.messer@pdx.edu)

and Andrew Wyman (wymaa@pdx.edu). Upon return, students must contact their faculty advisor, track coordinator and Andrew Wyman.

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).

Additional University or Department Specific Policies

SCH Email Address Policy

PSU students in the Health Promotion track **must use** their PSU email address for official program business, including to receive updates and to contact faculty and staff. You must set up an ODIN account to receive a PSU email address. To set up an account, please visit the Office of Information Technologies, located in Room 18 of the basement of Smith Memorial Student Union. Upon receipt of a PSU email address, students must provide that address to Andrew Wyman in SCH (wymaa@pdx.edu), so that listservs and rosters may be updated.

OMPH Track Transfer Policy

Matriculated OMPH students may apply to transfer to another track.

Track transfer instructions:

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

IV. Frequently Asked Questions about the Oregon MPH Program:

1. How do I enroll for a course not offered at my home institution?

If you are interested in taking a class at a partner university other than your home campus you register via the Oregon MPH website online request found here:
<http://www.oregonmph.org/content/course-registration-request>

Please refer to Appendix E

2. How do I find information about parking?

For information on parking procedures, please use the contact information listed below.

- **OHSU Parking Services:** #503.494.8283
<http://www.ohsu.edu/parking/>
- **PSU Parking Services:** #503.725.3442
<https://www.pdx.edu/transportation/home>

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

3. How do I ride the Portland Streetcar, OHSU Aerial Tram, and TriMet bus/Max systems?

OMPH Students have free access to both the Portland Streetcar and OHSU Aerial Tram with their student ID cards. Be sure to have both your cards with you to avoid being charged the trip fare.

In addition, both PSU and OHSU have arrangements with Trimet for discounted student passes.

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

4. How do I access library services at PSU and OHSU?

OMPH students have full access to the online and physical holdings of both university libraries. If you have questions about library resources, contact campus library services or the OMPH Program Office.

OHSU Library Services:

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

Contact information:

<http://www.ohsu.edu/library/> | 503-494-3460

Laura Zeigen, MA, MLIS, MPH, AHIP

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

PSU Library Services:

Contact information:

<http://library.pdx.edu> | 503-725-5874

Emily Ford
Urban & Public Affairs Librarian
Branford P. Millar Library
Portland State University
forder@pdx.edu | 503-725-3689
library.pdx.edu

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

The Oregon MPH Program's student governance structure is the Student Leadership Council (SLC). Student Leadership Council representatives are responsible for communicating track concerns to administration, coordinating student events, and sharing program information with students from their track. Students serving on academic committees report information to the SLC.

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

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

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

6. How do I contact the OMPH Program office?

Program Coordinator: Alison Schneiger
840 SW Gaines Road
Portland, OR 97239
Mail Code: GH230
Phone: 503-494-9330
Email: alison@oregonmph.org or aschneig@pdx.edu
Program Office: **Email:** program_office@oregonmph.org

7. Where can I find out the most current information about the OMPH Program?

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

Additionally, as an OMPH Program student, you have been automatically subscribed to the OMPH Program Student Listserv. Through this listserv, students will receive a regular issue of the ***OMPH Digest***, a compendium of the most current information about OMPH Program events and news, job-related opportunities, internships, new class offerings, health-related seminars, upcoming events, fellowships and other items of interest. Past issues of the OMPH Digest can be found on the *News & Events* page at www.oregonmph.org.

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

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

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

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

The program office maintains both OMPH Student and Faculty listservs. As an OMPH Program student, you have been automatically subscribed to the OMPH Program Student Listserv. If you do NOT wish to be included on this listserv you must notify the program office to opt out. If you are not receiving emails, notify Program Coordinator Alison Schneider at alison@oregonmph.org or 503-494-9330.

In addition, you may be added to track or department-specific listservs. For PSU Health Promotion students, your listserv address is schgraduates@lists.pdx.edu. You will be automatically added to this listserv. If you do not begin to receive messages, or if you want to be removed from this list, please contact Andrew Wyman (wymaa@pdx.edu). PSU MPH students in both HP and HMP tracks are also added to a common listserv, mphpsu@lists.pdx.edu. If you do not begin to receive messages, or if you want to be removed from this list, please contact Megan Loos (meloos@pdx.edu)

Through these listservs, students will find the most current information about OMPH Program events and news, job-related opportunities, internships, new class offerings,

health-related seminars, upcoming events, fellowships and other items of interest. The OMPH Program listserv is also a great way to communicate with other students. This listserv is not to be used to send personal messages, for fund-raising or other solicitations, or to disseminate information not directly related to the OMPH program or to the public health field. Please observe proper “netiquette” in all communications.

Websites of Interest

Oregon Master of Public Health Program

www.oregonmph.org

Portland State University

www.pdx.edu

Health Promotion: <http://www.pdx.edu/sch/mph-health-promotion>

Health Management and Policy: <http://www.pdx.edu/hatfieldschool/master-of-public-health-health-management-and-policy>

Oregon Health and Science University

www.ohsu.edu

Epidemiology: <http://www.ohsu.edu/xd/education/schools/school-of-medicine/departments/clinical-departments/public-health/education-programs/mph/>

Biostatistics: <http://www.ohsu.edu/xd/education/schools/school-of-medicine/departments/clinical-departments/public-health/education-programs/mph/>

Environmental Systems & Human Health:

http://www.ohsu.edu/xd/research/centers-institutes/environmental-health/education/index.cfm?WT_rank=1

PHCHD: <http://www.ohsu.edu/xd/education/schools/school-of-nursing/programs/masters/public-health/index.cfm>

American Public Health Association

www.apha.org

News, career resources, links to state, national and international public health organizations

Association of Schools and Programs in Public Health

www.aspph.org

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

Centers for Disease Control and Prevention

www.cdc.gov

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

Council on Education for Public Health

www.ceph.org

Academic public health accrediting agency

County Public Health Departments:

Clackamas: <http://www.clackamas.us/publichealth/>

Clark: <http://www.clark.wa.gov/public-health/>

Multnomah: <https://multco.us/health>

Washington: <http://www.co.washington.or.us/HHS/PublicHealth/>

Environmental Protection Agency

www.epa.gov

Environmental health resources

National Institutes of Health

<http://www.nih.gov>

Links to health institutes, health education materials

Oregon Health Division

www.ohd.hr.state.or.us

Oregon Health Division homepage

Oregon Employment Department

www.emp.state.or.us

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

Oregon Public Health Association

<http://www.oregonpublichealth.org/>

News, career resources, links to public health organizations

Oregon Rural Health Association

www.orha.org

Rural health topics: advocacy, research, education

Public Health Employment Connection

<http://cfusion.sph.emory.edu/PHEC/phec.cfm>

Job listing site maintained by Emory School of Public Health

Public Health Jobs Network

www.publichealthjobs.net

Job listing site sponsored by ASPPH

V. Frequently Asked Questions about the Health Promotion Track

1. How do I register for classes at Portland State University?

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

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

2. What kind of financial aid is available?

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

Graduate Assistantships

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

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

Students interested in applying for graduate assistantships must have regular admission status and maintain good standing in the graduate program. Students must also be

registered for and satisfactorily complete a minimum of nine graduate credits each term, with the exception of summer term.

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

Financial Assistance Available Through the University

Graduate students may receive consideration for financial assistance through the Federal Perkins Loan, Federal Work Study, and Federal Direct Stafford Loan programs. The Office of Financial Aid is located in Neuberger Hall lobby, (<http://www.pdx.edu/finaid/> , 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. Unsubsidized loan eligibility is based on the difference between the student's cost of attendance and the financial aid awarded. Unlike subsidized loans, the federal government *does not* make interest payments while the student is enrolled. Repayment begins six months after the student drops *below half-time* status or leaves the University.

Scholarships and Alternative Funding:

For information about scholarships and alternative funding sources, please visit <http://www.sa.pdx.edu/scholarships/>.

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 (see above).

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 eight or fewer credit hours each term. Both full- and part-time students may be enrolled in the OMPH Program.

5. Are evening classes available in the OMPH Program?

Most of the core and required OMPH courses are offered in time slots beginning at 4 p.m. or after (6:40 p.m.), but some courses are only offered during the day. While the OMPH program seeks to accommodate working students, it may not be possible to complete the degree exclusively by taking courses offered in the late afternoon or evening.

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

See course waiver requirements (above).

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

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

8. How do I arrange Reading and Conference credits?

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

9. How do I access my transcripts?

Students may access their transcripts on-line via PSU Information Systems, at www.banweb.pdx.edu.

10. What are my rights regarding my academic file?

Listed below is a summary of the rights and privileges relating to the privacy and release of student records and enrollment information provided by the Office of Academic Affairs. All questions relating to the release and maintenance of your student records should be directed to Elizabeth Bull at School of Community Health or the Office of Admissions and Records, at (503) 725-3422.

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

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

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

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

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

11. What are the required procedures for graduation?

A summary of procedures for completing a Master's degree and appropriate forms to be filled out for graduation can be found at <http://www.pdx.edu/ogs/forms>. The forms must be submitted according to the deadlines listed, which can be found at <http://www.pdx.edu/ogs/graduate-candidate-deadlines> (Please note the minimum number of

forms is listed below but some students may need to fill out additional forms. This information can be found at the aforementioned websites)

- Students must file an [Application for Awarding of Master's or Doctoral Degree](#) form in the Office of Graduate Studies, no later than the **first week of the term of graduation**.

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

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

13. What other resources are available to students on the Portland State University campus?

The MPH Listserv

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

Office of Graduate Studies

The Office of Graduate Studies and Research is located on the 1st floor of the Extended Services Building at 1633 SW Park Avenue. This office provides guidelines for graduation and thesis preparation, scholarship information, and access to many other resources. The website is <http://www.pdx.edu/ogs/>.

Millar Library

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

Student Lounge, Resource Room, and CUPA Library

A student lounge located within the College of Urban and Public Affairs is located on the 2nd Floor of the Urban and Public Affairs building. The lounge is equipped with a microwave

oven, refrigerator, sink, tables, chairs and couches. Vending machines are nearby on the 2nd Floor. The School of Community Health has a resource room for MPH HP graduate students, which includes computers and printer, and space for student group meetings. It is located on the 4th floor of the URBN building, room 471. Students are also encouraged to use the CUPA Resource Library located on the 7th Floor as a quiet area to study and conduct research.

Computer Labs

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

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

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

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

The Skills Enhancement and Tutoring Center (SETC)

The SETC provides tutoring and other academic support, including supplemental instruction and workshops. Trained tutors are PSU under- graduate and graduate students who are knowledgeable in their fields and who are recommended by faculty. More information about SETC is available on the website: <http://www.setc.pdx.edu>

The Center for Student Health and Counseling

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

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

health plan. The extended plan can be purchased each quarter, and provides additional coverage for the student, spouse, or family.

Student Recreation and Intramurals

Located in the Associated Student Recreation Center, student recreation is a program that allows students registered for at least one credit hour to utilize various facilities for recreational purposes. This includes an extensive weight room, circuit training room, open basketball, racquetball and squash courts, table tennis, and a swimming pool. Locker-room services are also available for a limited fee.

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

Campus Public Safety

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

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

Please see the Field Experience Handbook in Appendix F, or the SCH website.

VI. OMPH Faculty, Student Representative, and Staff Contact Information

For a complete faculty list, see the OMPH Program website: 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

Oregon Health & Science University- South Waterfront Central District

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

Portland State University

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

Appendix B.
Student Advising Sheet
Health Promotion Track

Student_____ **ID#** _____

Date Entered School _____ **Expected Graduation** _____

Address _____ **Phone** _____

Email _____

Oregon MPH Core Courses (17 Credits)
Other Required Courses (28 Credits)
Area of Emphasis (9 Credits)
Field Experience (6 Credits)
Total 60 Credits

MPH Core Requirements (17)	
	Term Grade
PHE 512 Principles of Health Behavior (3)	
PHE 530 Epidemiology I (4)	
PHE 580 Concepts of Environmental Health (3)	
PHE 516 Introduction to Biostatistics (4)	
PAH 574 Health Systems Organization (3)	
Total _____	

Other Required Courses (28) + Field Experience (6)	
	Term Grade
PHE 511 Foundations of Public Health * (3)	
PHE 517 Community Organizing (3)	
PHE 519 Etiology of Disease (3)	
PHE 520 Qual. Research Design (3)	
PHE 521 Quant. Research Design/Analysis (3)	
PHE 540 Mass Communication & Health (3) <i>OR</i> PHE 541 Media Advocacy (3)	
PHE 550 Health Promotion Program Planning (4)	
PAH 573 Values and Ethics in Health (3)	
PAH 588 Program Evaluation and Management in Health Services (3)	
PHE 504 Internship/"field experience" (6)	
*Should be taken 1 st term after admission. <div style="text-align: right;">Total_____</div>	

Area of Emphasis selected:

List of Area of Emphasis courses completed (must total 9 credits):

[Note: Courses taken that are not listed under your area of emphasis must be approved by your advisor. This may mean providing a course description and/or syllabus and an explanation as to why the course will help meet your career goals. Also, please note that Community Organizing is a required course and does not count towards the 15-credit requirement of the Advocacy and Social Change Area of Emphasis].

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

**Oregon MPH Program Health Promotion Track
Area of Emphasis Course of Study – Proposal**

AY 2015/2016 – AY 2016/2017

Student Name _____

PSU Email Address _____

Academic Advisor _____

Area of Emphasis
Title: _____

Description of Area of Emphasis, including significance as a concentration within Public Health,
Health Promotion:

Contribution of Area of Emphasis to Student Career Objectives:

Identify 9 credits of graduate coursework (i.e., 500-level or above) that will comprise your Area of Emphasis. Also identify three alternate courses, should any of your primary courses not be available.

Course No.	Course Title	Instructor	Term Offered	Credits

Total Credits: _____(9 cr. Required)

Alternate Courses:

Course No.	Course Title	Instructor	Term Offered	Credits

Student Signature

Date

Advisor Approval (signature)

Date

Appendix C.

Academic & OMPH Events calendar

The PSU Academic Calendar can be found at:
<http://www.pdx.edu/registration/academic-calendar>

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 (and Health Promotion Required) 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.*

CORE COURSE title, (credits)	Fall	Winter	Spring	Summer
Introduction to Biostatistics (4 credits) [SCH recommended Y1 Q1]	PHPM 524 (F2F) TR 8:30-10:20 SON online	PHE 516 MW 2-3:50	PHPM 524 (F2F) SON online	
Epidemiology I (4 credits) [SCH recommended Y1 Q2]	PHPM MW 1-3 SON online PHE 530 TR 12-1:50	PHE 530 MW 6:40-8:30	PHE 530 TR 4:40-6:30	
Principles of Health Behavior (3 credits) [SCH recommended Y1 Q1]	PHE 512 W 6:40-9:20	PHE 512 M 4-6:30 SON online	PHE 512 T 6:40-9:20	
Health Systems Organization (3 credits) [SCH recommended Y1 Q2]	PAH 574 6:40-9:20 SON online	PAH 574 6:40-9:20	PAH 574 6:40-9:20	
Environmental Health (3 credits) [SCH recommended Y1 Q1]	PHE 580 W 4-6:30	PHPM R 6- 9:20 SON online	PHE 580 W 4-6:30	
T, R = Tuesday, Thursday; F2F = face-to-face; SON online not available to HP students				

REQUIRED COURSE numbers, (credits), and title	Proposed offering	Suggested timing
PHE 511 (3 credits) Foundations of Public Health	F	Y1, Q1
PHE 517 (3 credits) Community Organizing	S	Y1, Q3
PHE 519 (3 credits) Etiology of Disease	S	Y1 Q3
PHE 520 (3 credits) Qualitative Research Design	F	Y2, Q1
PHE 521* (3 credits) Quantitative Research Design	W	Y2, Q2
PHE 540 (3 credits) Mass Communication / OR	F (early session)	Y2, Q1
PHE 541 (3 credits) Media Advocacy	S	Y1, Q3
PHE 550 (4 credits) Health Promotion Program Planning	W	Y1, Q2
PAH 573 (3 credits)** Values of Ethics in Health	F, W, S	Y2, Q1
PAH 588 (3 credits) Program Evaluation and Management	F, W	Y2, Q1
* = PHE 516, 530 recommended prereq; ** = 30 hours completed coursework prereq		

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>

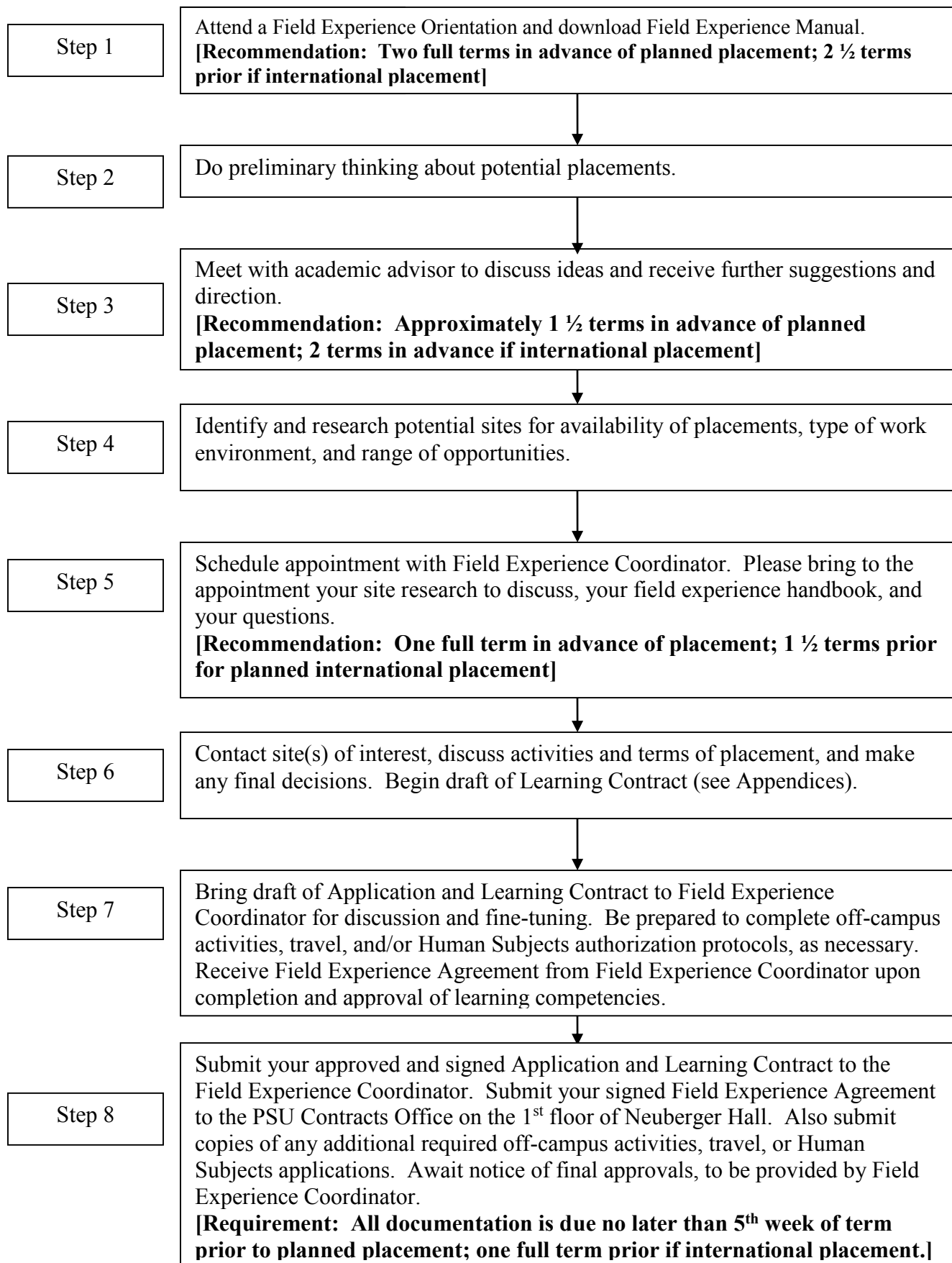
- You must submit the online form [<http://oregonmph.org/content/course-registration-request>] for all intercampus (joint) registration course requests, without exception.
 - Be prepared with your *home campus* student ID#, course title, course number, course CRN, professor and credits
 - The OMPH Program 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.

Appendix F.
Field Experience/Internship guidelines

To see the complete Field Experience Manual, please visit:
<http://www.pdx.edu/sch/graduate-field-experience>

Field Placement Identification Flow Chart: Please see next page.



Appendix G. Forms

Portland State University
School of Community Health

REQUEST FOR LEAVE OF ABSENCE

Student: _____ PSU ID# _____

Leave Requested: ___Fall Quarter 20___
 ___Winter Quarter 20___
 ___Spring Quarter 20___
 ___Academic Year 20___

Reason for Request: _____

By the end of the approved leave, you will be expected to return to active status. If you fail to do so, your enrollment in the program may be cancelled.

Student Signature _____ Date _____

Adviser Signature _____ Date _____

Director Signature _____ Date _____

NOTE: Original to remain in student's file.

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).

ePassportPhoto (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).**

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 immediately. Please check your spam folders regularly to make sure this email is not lost.

§ If you think you will be unable to complete the background check within the 72 hour time frame, they should connect with the Program Office ASAP, who will let the Public Safety office know. Students must check spam folders regularly to make sure this email is not lost.

4. Immunization Requirements

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

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

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

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

Appendix J.

How to become a Certified Health Education Specialist (CHES)

The CHES examination is a competency-based tool used to measure possession; application and interpretation of knowledge in the Seven Areas of Responsibility for Health Educators delineated by *A Competency-Based Framework for Health Education Specialists 2010* (available through the National Commission of Health Education Credentialing, www.nchec.org). The exam reflects the entry-level Sub-competencies of these Areas of Responsibility. The exam consists of 165 multiple-choice questions (150 scored and 15 pilot tested), and is offered in paper-and-pencil format at college campuses throughout the United States. For eligibility and additional information about the credential and exam, see: <http://www.nchec.org/Exam/ELIGIBLE/CHES/>.