



Oregon State University
MPH
Student General Handbook

2010-2011



2010-2011 OMPH

**General Student Handbook
Oregon State University**

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2010-2011 OMPH Program Student *General Handbook*
for Oregon State University Master of Public Health Tracks:
Biostatistics; Environment, Safety & Health; Epidemiology;
Health Management & Policy; Health Promotion; and International Health

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 OMPH Program is to provide innovative leadership, education, research, and service in public health throughout Oregon, regionally, nationally, and internationally. The OMPH Program is committed to fostering an environment conducive to the recruitment, training, and success of diverse faculty and students and providing pluralistic education to sustain a multicultural community of public health practitioners. This mission is accomplished through the multi-institutional program of study leading to the Master of Public Health (MPH) degree.

B. OMPH Program Goals

The OMPH program has defined goals with respect to leadership, education, research, and service:

- 1. Leadership:** To provide leadership and serve as a resource in addressing current and emerging public health problems and issues.
- 2. Education:**
 - To provide comprehensive education and professional development in the areas of public health, including epidemiology, biostatistics, social and behavioral sciences, health services administration, and environmental health sciences.
 - To provide training and education in specialized areas of public health including health promotion; environment, safety and health; epidemiology and biostatistics, health management and policy, international health, and primary health care and health disparities.
 - To provide community-based or experiential learning opportunities to develop the competencies required to be effective public health practitioners.
- 3. Research:** To conduct, teach and communicate collaborative research and scholarship among faculty, students, practitioners, and members of the community affiliated with the OMPH program.
- 4. Service:** To provide, enhance, or support service activities to meet the public health needs of urban and rural populations in cooperation with appropriate community professionals and organizations.



The OMPH program combines broad training in public health with specific training in one of the specialty tracks offered by the partner universities.

C. Program Values & Ethics

1. Enhancement of the general health, welfare, and safety of populations and communities.
2. Respect for human dignity.
3. Protection of the environment, recognition of environmental health risks, and prudent utilization of resources in our personal and professional lives.
4. Participation in the development of health policies that incorporate a population perspective.
5. Assurance of access to affordable quality health services for all people.
6. Use of an analytic, evidence-based approach to address health problems.
7. Enhancement of cultural diversity in our professional endeavors.
8. Development of partnerships for learning and service with community organizations to meet the health needs of the community.
9. Responsibility for lifelong learning and inquiry both within and across disciplines.
10. Recognition and resolution of conflict of interest situations.

D. Program Learning Competencies

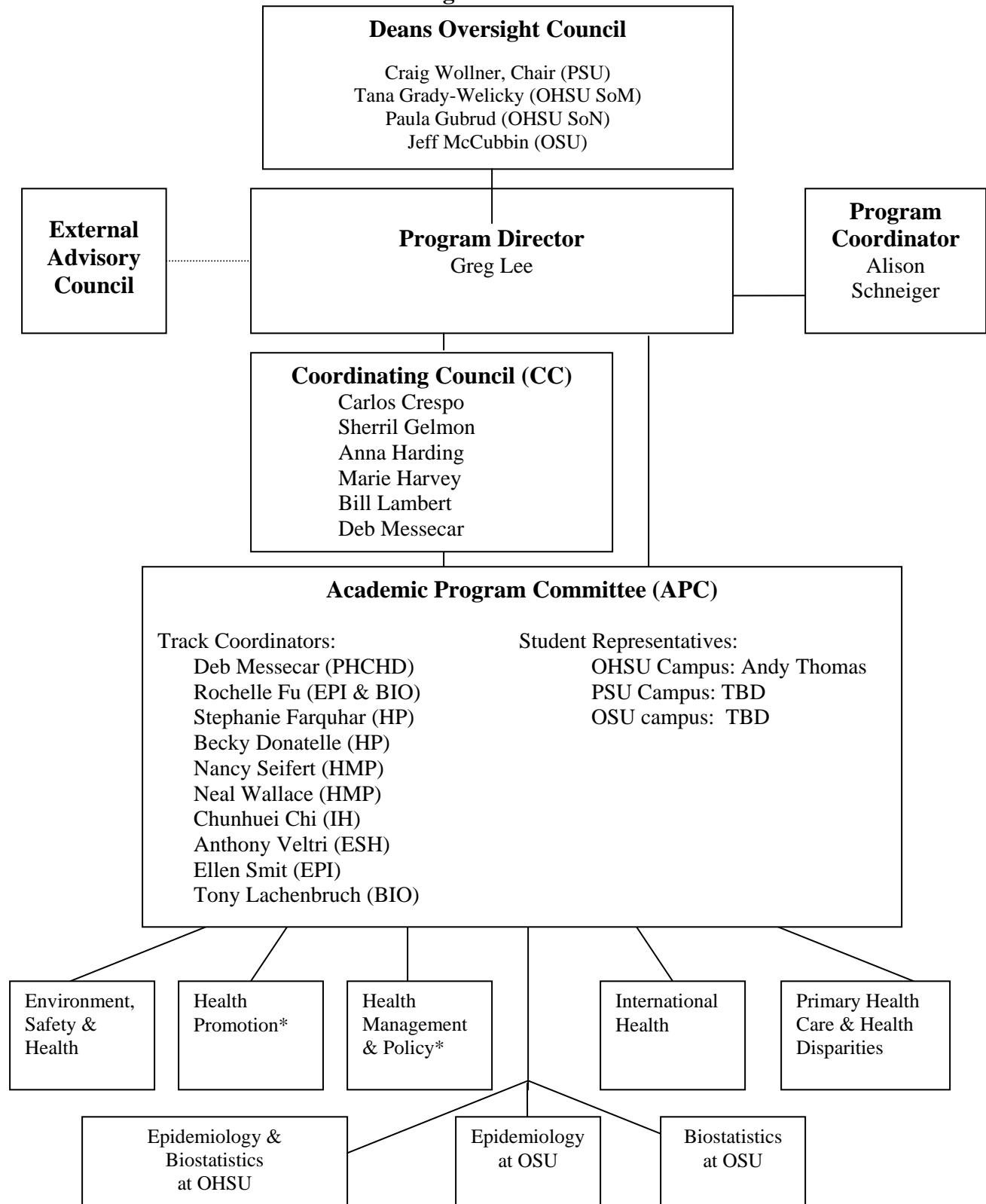
Upon completion of the OMPH program, students will be able to:

1. Apply evidence-based knowledge of health determinants to public health issues.
2. Select and employ appropriate methods of design, analysis, and synthesis to address population-based health problems.
3. Integrate understanding of the interrelationships among the organization, delivery, and financing of health-related services.
4. Communicate public health principles and concepts through various strategies across multiple sectors of the community.
5. Employ ethical principles and behaviors.
6. Enact cultural competence and promote diversity in public health research and practice.
7. Apply public health knowledge and skills in practical settings.

E. Accreditation

The OMPH Program, which began operations in 1994, is accredited by the Council on Education for Public Health (www.ceph.org).

F. Structural Overview of the OMPH Program



*This track is offered at two sites: OSU in Corvallis and PSU in Portland. Students must apply to one of the sites.

III. OMPH Program Details

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

All students must take a common OMPH core of five courses (16 credits). Courses are shared between OHSU and PSU in Portland and OSU in Corvallis and may be taken at any of the three institutions with approval of your advisor.

The OMPH core course schedule is posted on the OMPH website at:

<http://www.oregonmph.org/content/core-schedule>

You will need to follow the campus specific procedures for registration, for instructions see <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=374>. You register through the institution in which you are enrolled.

OMPH Program Core Course Menu for Intercampus Registration

<u>Core Courses</u>	<u>OHSU SOM</u>	<u>OHSU SON</u>	<u>PSU</u>	<u>OSU</u>
<i>Health Systems Organization</i>	Not taught in SOM	CPH 540 Health Systems Organization	PA 574 Health Systems Organization (E&B enroll in PHPM519)	H 533 Health Systems Organization
<i>Principles of Health Behavior</i>	Not taught in SOM	CPH 537 Principles of Health Behavior	PHE 512 Principles of Health Behavior (E&B enroll in PHPM517)	H571 Principles of Health Behavior
<i>Epidemiology</i>	Not taught in SOM*	CPH 533 Epidemiology Survey	PHE 535 Epidemiology Survey	H 525 Principles & Practice of Epidemiology
<i>Environmental Health</i>	PHPM 518 Environmental Health	CPH 539 Concepts of Environmental & Occupational Health	PHE 580 Concepts of Environmental Health (E&B enroll in PHPM518)	H 512 Environmental & Occupational Health
<i>Introduction to Biostatistics</i>	PHPM 524 * Introduction to Biostatistics	CPH 530 Introduction to Biostatistics	Not taught at PSU	H 524 Introduction to Biostatistics

* Epi & Bio students please note that you will register for Epidemiology I and Biostatistics I, rather than the two survey courses. Please see your Curriculum section in the Epidemiology & Biostatistics student handbook, for details.

Please note that public health courses offered by OMPH partner tracks use the following prefixes:

- OSU tracks: H
- OHSU SOM (School of Medicine) Epidemiology & Biostatistics: PHPM
- OHSU SON (School of Nursing) Primary Health Care & Health Disparities: CPH
- PSU Health Management & Policy: PA
- PSU Health Promotion: PHE

B. Track Curriculum ~IMPORTANT~ See the individual OSU track handbooks for track specific curriculum, competencies, degree requirements, sample course sequence, field experience, minimum standards guidelines, and culminating experience information.

C. Advising

Upon entering the MPH program each student is assigned an advisor. Advisor assignments are made based on faculty interest, availability, and compatibility with the student's background and interest. Changes in advising are made through a request to the Department Chair. 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, provide assistance with specific questions or with solving programmatic problems/issues.

D. Field Experience and Minimum Standards Guidelines

Field Experience Information and Orientation

The OMPH Program Office has a database that contains data on field experience sites utilized by students. The database contains information about field experience sites including: agency background information, contact information, specialty track(s) served, and the number of students placed each year. Students at all of the collaborative universities can request access to this database from the Program Office by contacting the Program Coordinator, Alison Schreiber at alison@oregonmph.org.

Links to the Field Experience guidelines and orientation presentations for both students and preceptors can be found on the OMPH website at:

<http://www.oregonmph.org/content/field-experienceinternship>

Program Minimum Standards for Field Experiences

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

- Precepted experiences: Preceptor may not be program faculty member or advisor; Preceptors must have public health credentials or appropriate health related credentials and experience to provide appropriate mentorship/supervision in your learning experience. All site preceptors and sites will be assessed on a case by case basis.
- Competency-based, meeting track and student-specified competencies
- Competencies and field experience site/work scope are pre-approved by advisor
- Evaluated by both student and preceptor, demonstrating competency mastery
- Community or population focus (e.g., public health agency, health care delivery, reimbursement, community organizing, health voluntary, population-based research, worksite setting)
- Minimum of 200 practice hours, 6 units for Health Promotion, Health Management and Policy, International Health, Environment, Safety & Health,

Community & Public Health Nursing; Minimum 100 hours plus a practice-based report for Epidemiology/Biostatistics.

(Policy approved by OMPH Coordinating Council and Track Coordinators Committee 2-1-05; revision approved 6/11/08)

IMPORTANT: For track specific minimum standards for field experience, see the individual OSU MPH track specific handbook.

E. Culminating Experience

IMPORTANT: See the individual OSU MPH track handbook for specific details about the culminating experience.

F. Thesis (EPI/BI, only)

G. Policies

Grading and GPA Requirements

Students are assigned letter grades for classes except for the internship course and practicum, which are graded “pass/fail.” 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:

An instructor may assign a student an “I” grade when *all* of the following four criteria apply:

- a) Quality of work in the course up to that point is “C” level or above.
- b) Essential work remains to be done. “Essential” means that a grade for the course could not be assigned without dropping one or more grade points below the level achievable upon completion of the work.
- c) Reasons for assigning an “I” must be acceptable to the instructor. The student does not have the right to demand an “I.”
- d) The circumstances must be unforeseen or be beyond the control of the student.

An instructor is entitled to insist on appropriate medical or other documentation.

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

Please refer to the OSU Registrar’s home page at <http://oregonstate.edu/registrar/> for additional information on course withdrawals.

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 track coordinator. If that discussion does not satisfy the student, an appeal may be made to the Department Chair. If this review does not satisfy the student, an appeal may be made to the Associate Dean of Health and Human Sciences. 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 Graduate School web page at

http://oregonstate.edu/dept/grad_school/current/grievance.html .

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 be admitted to 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** they can transfer up to 1/3 of their credits to the OMPH Program (20-21 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 still 1/3 of the total credits.*

All pre-admission and transfer credits must be graduate level and meet the following requirements: 1) must be letter graded B- or higher; 2) must not be graded Pass (or similar grading method); 3) must not be used for any other degree at any institution; 4) must be no older than seven years at the time the MPH degree is awarded; 5) must be applicable to a master degree at originating institution without qualification; 6) must not be correspondence credit.

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

Procedure: Acceptable transfer credits are determined by the major professor and the Department Chair at the time the Program of Study is developed. Credits taken at OHSU

and PSU under the joint registration agreement are not considered transfer credits. The Program of Study must be approved by the Graduate School.

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 have already 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. However, students will still need to take the required number of credit hours for graduation. The course instructor is the person responsible for determining the comparability of the previous course with the required OMPH course.

For this waiver to be granted, the following guidelines are to be followed:

- Courses must address the learning competencies of the course.
- Courses must be at the graduate or professional program level.
- Courses must be comparable to, or exceed, the credit hours of the OMPH course.
- Courses must have been taken within the last seven academic years and the grade earned must be the equivalent of a B or better.
- Requests must be accompanied by a copy of the course syllabus, or equivalent official detailed description.
- 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 appropriate documentation (course syllabi or written statement of professional experience) to the course instructor. Both the course instructor and the student's advisor must approve the waiver, 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. *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 important to assist faculty, staff and administration to assess the quality of the courses and identify opportunities for improvement.

Leave of Absence & Continuous Enrollment Policies

Policy: Students who desire a leave of absence will work with their major professor, program administrator, and the Graduate School to arrange authorized leave. Graduate programs that are designed such that the offering of courses and/or the conduct of research/scholarly work are not on a continuous term-to-term basis will work with the Graduate School to arrange planned leave. Students understand that while on leave they

will not use university resources. Graduate Faculty members are students' most important resource at the university and will work closely with graduate students to ensure timely completion of academic goals, understanding of the Continuous Graduate Enrollment Policy, and that graduate students enroll each term other than when they are on authorized leave. The Graduate School will assist graduate students and Graduate Faculty members with administrative procedures related to the Continuous Graduate Enrollment Policy. The Graduate School recognizes the diverse circumstances and unpredictability of graduate students' lives and will work in partnership with the graduate community in arranging leaves and responding to unanticipated situations.

Procedure: A graduate student intending to resume active graduate student status following interruption of his or her study program for one or more terms, excluding summer session, must apply for Regular or Planned Leave of Absence to maintain graduate student standing in his or her degree program and to avoid registration for 3 graduate credits for each term of unauthorized break in registration (See "Unauthorized Break in Registration", below).

Leave of Absence/Intent to Resume Graduate Study Forms must be received by the Graduate School at least 15 working days prior to the first day of the term involved. The time the student spends in approved on-leave status will be included in any time limits relevant to the degree (See "Limits", below). Students in on-leave status may not a) use any university facilities, b) make demands upon faculty time, c) receive a fellowship or financial aid, or d) take course work of any kind at Oregon State University.

Eligibility: Only graduate students in good standing are eligible for Leave of Absence.

Leave of Absence Categories

1. **Regular.** Regular Leave of Absence is granted in cases where the student demonstrates good cause (e.g. illness, temporary departure from the university for employment, family issues, financial need, personal circumstances). The student must indicate reason for on-leave status.
2. **Planned.** Planned Leave of Absence is granted to students for whom the design of their academic program is such that the offering of courses and/or the conduct of research/scholarly work are not on a continuous term-to-term basis. Planned Leave of Absence is set by the program with the approval of the Graduate School. (For a current list of Planned Leaves, consult the Graduate School at 737-4881.) Planned Leave of Absence includes students enrolled in summer-only programs and graduate students in other programs that have been pre-approved by the Graduate School for Planned Leave of Absence. Summer-only students and other students who qualify for Planned Leave of Absence must:
 - a. be in good standing,
 - b. submit the Leave of Absence/Intent to Resume Graduate Status Form indicating each term for which leave is requested **at least 15 working days** prior to the first day of the first term involved, and
 - c. complete all degree requirements within the time limits established in the *Graduate Catalog*. Requests for multiple terms of Leave may be submitted at one time.

Limits

1. **Regular Leave of Absence** is granted for a specified time period that may not exceed three terms, excluding summer session. In no case may regular on-leave status exceed the maximum listed below throughout the student's entire degree program.

a. **Master's degree.** Master's degree students, except for summer-only students, may request a maximum of three academic terms of regular on-leave status during the course of study for the degree. The time spent in approved on-leave status will be included in the seven-year time limit for completing all requirements to the master's degree.

2. **Planned Leave of Absence** is available for a maximum of nine terms, excluding summer session, to students enrolled in programs for which Planned Leave has been approved by the Graduate School. However, time spent in planned on-leave status will be included in all time limits pertaining to the student's degree program.

Approval

Approval of the major professor, department/program chair, and graduate dean are required.

Unauthorized Break in Registration

A graduate student who takes an unauthorized break in registration by failing to maintain continuous enrollment or by failing to obtain Regular or Planned Leave of Absence will relinquish his or her graduate standing in the university. Students who wish to have their graduate standing reinstated will be required to file an Application for Graduate Readmission, pay the readmission fee, and register for 3 graduate credits for each term of unauthorized break in registration. The readmission application must be approved by the student's major professor, department/program chair, and graduate dean. Acceptance back into a graduate program is not guaranteed even if the student departed in good standing. The petitioner for readmission will be required to meet university and departmental admission requirements and degree completion requirements that are in effect on the date of readmission. Review of the Application for Graduate Readmission may also result in a change of residency status from resident to nonresident.

When readmission is approved, the student must register for a minimum of 3 graduate credits for each term of unauthorized break in registration in addition to the minimum 3 credit registration required during the first term of reinstatement and each subsequent term until all degree requirements have been met except for any subsequent term of approved leave as provided in sections given above that address leave of absence. If the accumulated credits total more than 16, the student may be required to enroll in more than one term of increased registration.

Students who are considering a leave of absence should consult the Graduate School policy at <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804> .



Time to Degree Completion

A student is entitled to take up to seven years to complete the OMPH Program degree.

Additional University or Department Specific Policies

Continuous Enrollment/Minimum Registration

Unless on approved Leave of Absence (see above), all graduate students in graduate degree and certificate programs must register continuously for a minimum of 3 graduate credits until their degree or certificate is granted or until their status as a credential-seeking graduate student is terminated. This includes students who are taking only preliminary comprehensive or final examinations or presenting terminal projects. Students must register for a minimum of 3 credits and pay fees if they will be using university resources (e.g. facilities, equipment, computing and library services, or faculty or staff time) during any given term, regardless of the student's location. If degree requirements are completed between terms, the student must have been registered during the preceding term.

Graduate students who have successfully completed all course and noncourse requirements in accordance with diploma deadlines (see the Graduate School website at http://oregonstate.edu/dept/grad_school/) are not required to register during the subsequent term.

Non-thesis master's degree students who complete all degree requirements during a term for which they are registered will not be required to register for the subsequent term.

Thesis master's students who fail to meet all deadlines and complete all course and non-course requirements during the term will be required to register for a minimum of three graduate credits during the subsequent term. However, only if library copies of the thesis have been submitted to the Graduate School within the first two weeks of the subsequent term and the thesis is the only outstanding requirement remaining for certification of the student's graduate degree may an exception to this rule be considered.

Graduate students who do not plan to make use of university facilities or faculty time during summer session are not required to register during the summer session and do not need to submit a Leave of Absence/Intent to Resume Graduate Study form. In such instances, summer session will not be counted within allowed Leave of Absence limits. However, if students do plan to utilize facilities or faculty time during summer session, they must register for a minimum of three graduate credits.

It should be noted that graduate assistantship eligibility requires enrollment levels that supersede those contained in this Continuous Enrollment Policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this Continuous Enrollment Policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs.) Therefore, it is the student's responsibility to register for the appropriate

number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

Graduate Committee Requirements

Your graduate committee must include:

- Your graduate faculty advisor from your program of study.
- A second committee member from your program area of study.
- A third committee member from your program area or other departmental OMPH faculty.
- A graduate representative is NOT required on MPH committees unless you are completing a thesis.

This committee serves the following roles:

- May be called upon for professional advice about coursework, internship/organizational experiences, academic and career options, etc.
- Participates in final oral examination.
- Writes letters, helps you in your job search

Graduate Program of Study (Required process/form)

As mentioned on the OSU Graduate School web page at <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=39> :

“A regular master's degree student must file a study program with the Graduate School before completing 18 graduate credits. This includes credits reserved as an undergraduate or post baccalaureate student and credits earned as a post baccalaureate, graduate nondegree-seeking student, or graduate student. A student who does not file a program within the specified deadline will not be allowed to register for the next term. A registration hold also may be placed on students whose programs of study are not approved after initial evaluation by the Graduate School and until appropriate action is taken to bring the program of study into compliance with Graduate Council policy...

The program is developed under the guidance of the major (advisor)... and signed by (the major advisor) and the chair of the academic unit before filing in the Graduate School. Each candidate's program should include substantial work with at least three faculty members offering graduate instruction. Changes in the program may be made by submitting a Petition for Change Form, available in the Graduate School.”

By the end of Fall Term 2010, meet with your advisor to discuss your chosen area of focus and plan your elective courses to be taken beginning Winter Term 2011. Before the end of Winter Term 2011, plan your entire Graduate Program of Study – complete the form, which is available at the Graduate School and online, and have it approved/signed by your advisor before submitting to the Graduate School.



The **Program of Study Form** and **Petition to Change Program Form** are available on the Graduate School website at a link listed under “Current Students/Guide to Success/ Forms”. The Graduate School provides a flowchart of successful masters degree completion at http://oregonstate.edu/dept/grad_school/current/flowchart-Masters.pdf , which is located on the Graduate School website under Current Students/ Guide to Success.

Project Requirements

In general, project format is similar to a thesis and should follow the same formatting and writing guidelines, even though content may differ.

Within a month of project completion, student is to provide one bound copy of project (**on rag bond paper**), at his/her own expense, to the Department of Public Health. Please obtain the signature of your major professor before giving document to the Department Chair for signature. Upon request, a bound copy should be provided to the major professor. If your committee member has made a substantial contribution to your work, a soft bound copy may be appropriate as a professional courtesy.

Signature page **must** contain signature lines for the following:

1. Graduate faculty advisor
2. Department Chair

Thesis Requirements

See the Graduate School thesis requirement site at http://oregonstate.edu/dept/grad_school/current/thesis.html .

Signature page **must** contain signature lines for the following three signatures:

1. Graduate Faculty advisor
2. Department Chair
3. Dean of the Graduate School

The student is to deliver one unbound copy of the thesis on rag bond paper, at his/her own expense, to the Graduate School for display in the OSU Library. Student also submits an electronic copy of the thesis to the Graduate School.

Within three months of defense, the student must also deliver one hardbound copy to the Department of Public Health Chair’s office and one hardbound copy to their graduate faculty advisor, at his/her own expense. Bound copies are also to be provided to other committee members, upon request. If your committee member has made a substantial contribution to your work, a hardbound copy is an appropriate professional courtesy. If the committee member has had only minor involvement, or indicates that he/she does not require a hardbound copy, a softbound copy may be appropriate.

IV. Frequently Asked Questions about the Oregon MPH Program:

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

If you are interested in taking a class at a partner university other than your home campus, you should begin the registration process early each term. Please follow the specific policies detailed, below.

Please be aware that because the Primary Health Care & Health Disparities track at the OHSU School of Nursing is an online track, space for students from other tracks in their online classes is extremely limited, and available on a first-come basis.

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

Inter-campus registration policy for all OMPH Students at OSU

If you are interested in taking a class at a partner university other than the one to which you are admitted, you will want to start the registration process early each term. Please be aware that some classes use university web programs (e.g. WebCT or Blackboard) to support or supplement on-site courses. Your instructor will need to make special arrangements at the attending university for you to receive "guest access" to the online systems. Entirely web-based and distance courses may carry additional fees. Please note that public health courses offered by OMPH partner tracks use the following prefixes:

- OSU tracks: H
- OHSU Epidemiology & Biostatistics: PHPM
- OHSU Primary Health Care & Health Disparities: CPH
- PSU Health Management & Policy: PA
- PSU Community Health: PHE

See Appendix E of this handbook for complete information and process.

For OMPH classes at PSU or at OHSU School of Medicine

Contact the course instructor to seek confirmation that space is available and that the proposed registration is acceptable. Policy can be found on the OMPH web site at <http://www.oregonmph.org/> under "Students (Registration Information)" and in Appendix E of this handbook.

For online classes offered by the School of Nursing at OHSU

The Primary Health Care & Health Disparities (PHCHD) track at OHSU welcomes students from other tracks within the Oregon Master of Public Health Program into their core courses. Because these are online courses and there is a maximum limit of 20 students per course, preference is given to students enrolled in the PHCHD track. Other students may enroll in the above courses on a space available, first come first served basis.

IMPORTANT: Registration must be completed **no later than two weeks prior** to the date classes begin in order to set up your access to eCollege and the course.

Registration Procedure for all OMPH Students at the School of Nursing:

Contact the School of Nursing course faculty of record during the registration period to get your name on the waiting list. See Appendix E of this handbook for details.

2. How do I park when taking courses at a campus other than my own?

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

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

- **OHSU Parking Services:** #503.494.8283
<http://www.ohsu.edu/parking/>
- **OSU Parking Services:** #541.737.2583
http://oregonstate.edu/facilities/transit_pkg/index_pkg.html
- **PSU Parking Services:** #503.725.3442
<http://www.aux.pdx.edu/transport/>

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

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

- **OHSU Library Services:** #503.494.3460
<http://www.ohsu.edu/library/>
- **OSU Library Services:** #541.737.3331
<http://osulibrary.oregonstate.edu>
- **PSU Library Services:** # 503.725.5874
<http://www.lib.pdx.edu/>



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

You can apply 12* OMPH credits completed preadmission to your degree. These are courses taken within the OMPH Program prior to formal admission to the OMPH Program. Please note that though these are “pre-admit credits” and not “transfer credits,” these credits still count toward the 1/3 total credits allowed to be brought to the program from work completed prior to admission. (*Note: OMPH Graduate Certificate students are allowed to transfer all 19 of their certificate required credits once admitted in to the OMPH Program.) (Approved by CC/TCC 4/22/08)

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

Each year there are a number of opportunities for first and second-year students to become involved in the OMPH program and its events. These include serving as track representative at either the campus or program levels; serving as a representative to the student assembly of APHA, or serving on the new OPHA student assembly. There may also be opportunities for second-year students to mentor other students and assist with track related events and planning. OMPH Peer Mentoring is designed to be informal and flexible, with current MPH graduate students volunteering resourceful information and advice throughout the summer and the following academic year. The goal is to help new incoming students transition into the graduate program smoothly. Most of the OMPH tracks have their own unique mentor program, so mentors should contact their Track Representative for further information. *(Note: The role of the Peer Mentor is **not** to supplant the official role of track advisors; thus courses and practicum experiences cannot be approved by Peer Mentors.)* If you are interested in these opportunities, please contact your student representatives, Track Coordinator, or the Program Director for current information. If you are interested in serving as a student representative or in helping to plan program events, please contact your Track Coordinator. Contact information for your track can be found on your track webpage on the OMPH website:

<http://www.oregonmph.org/content/oregon-mph-contact-information-0>

6. How do I contact the OMPH Program office?

Program Director: Greg Lee, PhD
OMPH Program Office
Tel. 503-725-5106
Fax 503-725-7100
Email: greglee@oregonmph.org

Program Coordinator: Alison Schneiger
506 SW Mill St., Suite 450
Portland, OR 97201
Mail Code: OMPH-SCH
Tel. 503-725-5186
Fax 503-725-5100
Email: alison@oregonmph.org or aschneig@pdx.edu

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

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

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

The Oregon Master of Public Health Program holds the Student Symposium in Spring Term. This year the Symposium will be held on Friday, May 6, 2010.

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

In January all students of the OMPH Program will be invited to submit abstracts to be considered for an oral or poster presentation at the symposium. You should start thinking about the process early in the year so that you have time to complete a project and prepare a presentation. You will need a faculty sponsor who will review your submission and answer your questions. To find a faculty sponsor, please consider a faculty member with whom you worked with on the project, in whose class you completed it, your advisor, or simply one of your favorite faculty members.

9. What is the NBPHE (National Board of Public Health Examiners) Certification in Public Health Exam?

The OMPH Position Statement on the National Board of Public Health Examiners (NBPHE)

In August 2008, the first national certification exam for graduates of CEPH-accredited schools and programs of public health was offered. The NBPHE believe the exam will keep public health practitioners at the forefront of their field by ensuring competency in the five basic core competencies in public health.

The primary objective of the faculty members in the Oregon MPH Program is to ensure that our graduates receive the highest quality education in public health. The faculty members have reviewed the objectives of the exam and do not support the need to further test individuals who have already demonstrated their competencies in the five basic core competencies in public health evidenced by their successful completion of their MPH degree. Although we respect the right and desire of any individual to take the examination, the Oregon MPH Program does not support the need for the examination nor does it encourage



students and graduates of our program to take the exam. (CC/TCC/DOC approved April 2008; reviewed September 2009)

To find out more about the exam go to: <http://www.nbphe.org>

10. 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 will be 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 503-725-5186.

In addition, you may be added to track or department-specific listservs. Instructions for removing oneself from the list(s) are provided in each transmission. OSU Department of Public Health listserv contacts are: Nancy Creel (nancy.creel@oregonstate.edu) and Eileen Kaspar (eileen.kaspar@oregonstate.edu).

Through the listserv, students will find the most current information about job-related opportunities, internships, new class offerings, health-related seminars, upcoming events, fellowships and other items of interest. *Please note that the listserv is not to be used to send personal messages, for fund-raising, or other solicitations, or to disseminate information not directly related to the OMPH program or the Public Health field.* Please observe proper “netiquette.”

10. Websites of Interest

Oregon Master of Public Health Program
www.oregonmph.org

Portland State University
www.pdx.edu

Oregon State University
www.oregonstate.edu

Oregon Health and Science University
www.ohsu.edu/public-health
<http://www.ohsu.edu/xd/education/schools/school-of-nursing/>

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

Association of Schools of Public Health
www.asph.org
Internship and job links, information about academic programs



Association of Prevention Teaching and Research (formerly Association of Teachers of Preventive Medicine)

www.atpm.org

Association of health promotion and disease prevention educators and researchers, including MPH 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

Council of Accredited MPH Programs (CAMP)

www.mphprograms.org

Association of accredited programs in Public Health

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 ASPH

V. Frequently asked questions about OSU's MPH tracks: Biostatistics; Epidemiology; Environment Safety & Health; Health Management & Policy; Health Promotion; and International Health

1. How do I register for classes at the Oregon State University campus?

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=374>

2. What kind of financial aid is available?

<http://oregonstate.edu/admin/finaid/>

3. What is the policy for minimum enrollment?

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=75#Section2875>

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

Students enrolled in 9-16 credits are considered full-time. Students enrolled in less than 9 credits are considered part-time.

5. When should I file my Graduate Program of Study?

By the end of Fall Term 2010, meet with your advisor to discuss your chosen area of focus and plan your elective courses to be taken beginning Winter Term 2011. Before the end of Winter Term 2011, plan your entire Graduate Program of Study – complete the form, which is available at the Graduate School and online, and have it approved/signed by your advisor and the Department Chair before submitting to the Graduate School. Provide a copy to the Department's Graduate Program Manager, Eileen Kaspar, in Waldo 404.

6. If I work, are there evening classes available in the OMPH Program?

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=41>

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

See policy section of this handbook for transfer and required course waiver policy **and** visit with your advisor.

8. What should I know about plagiarism?

http://oregonstate.edu/studentconduct/documents/conduct_code_2010.pdf

9. How can I improve my study skills?

There are services on campus that can assist you with your study skills; see (<http://success.oregonstate.edu/>) Forming study groups with peers for the duration of your program of study is a good idea.

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

According to Campus Compact, a national service-learning organization, “service-learning is a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility.” Through these courses students gain valuable experience and connections with community organizations. The experience with the organizations is then integrated into the classroom to provide students with a deeper understanding of the material.

11. How do I arrange Reading and Conference credits?

To arrange a reading and conference you will need to talk with a faculty member and first get their approval to serve as the instructor of record. You will need to obtain a “yellow sheet” from Nancy Creel, the General Office Coordinator, in Waldo 402. A work plan will then be drawn up with the instructor and proper paper work filed with Nancy Creel before you will be able to register for the credits.

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

<http://oregonstate.edu/registrar/transcripts.html>

13. What are my rights regarding my file?

http://arcweb.sos.state.or.us/rules/OARS_500/OAR_576/576_020.html

14. What are the required procedures for graduation?

The Graduate school has an excellent web site that will explain all you need to know about important dates, policies, and deadlines that you will need as you look to graduation day.

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38>

15. How can I become more involved with the Department of Public Health?

There are many research projects and volunteer opportunities from which to choose. You may want to volunteer time with a faculty member on a project or get involved in the student Public Health group. Talk to a faculty member for more information.

16. What other resources are available to students on the Oregon State campus?

If you surf on the OSU websites you will find ample useful resources.

17. How do I find and register for an internship/organizational experience?

Students arrange internship/organizational experiences based upon their own interests. Opportunities are frequently advertised in emails that are sent out to all students. Talk with your faculty advisor at least 2 quarters before you plan to do your internship/organizational experience.

18. Is it possible for a committee member to participate at a remote location for my final oral exam?

It is generally expected that all members of graduate committees should be physically present at all required graduate committee meetings (i.e, final examinations). However, it is permissible for the student, and/or committee members to participate from a remote location provided all conditions listed on the Remote Participation Form are met and the student submits that form to the Graduate School (with appropriate signatures) one week



prior to the meeting. Students should first get approval for remote participation with the major advisor. Appeals for exceptions to this policy may be addressed to the Dean of the Graduate School. Contact the Graduate School for complete details. The Remote Participation form is located at :

http://oregonstate.edu/dept/grad_school/Survival_Guide/Graduate_Forms/Remote.pdf

19. Is it possible to request a change of advisor?

To request a change in advisor a student must complete the “Request to Change Academic Advisor” form, which is available in the department’s main office. Allow at least **ONE** term for processing the request. The dated form must include the student’s name, degree track/area of concentration, and signatures of the student and current advisor, and proposed new advisor. A copy of the completed form should be placed in the Department Chair’s Waldo Hall mailbox for approval. The student will be notified by email of the decision.

VI. OMPH Faculty, Student Representative and Staff Contact Information

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

Program Director: Greg Lee, PhD
OMPH Program Office
Tel. 503-725-5106
Fax 503-725-5100
Email: greglee@oregonmph.org

Program Coordinator: Alison Schneiger
506 SW Mill St., Suite 450
Portland, OR 97201
Mail Code: OMPH-SCH
Tel. 503-725-5186
Fax 503-725-5100
Email: alison@oregonmph.org or aschneig@pdx.edu

OMPH Student Campus Representatives for 2010-11

This person acts as a representative for his/her particular campus (PSU, OSU or OHSU) and is a voting member of the Academic Program Committee/Track Coordinators Committee. The three student campus representatives meet with the APC on a bi-monthly basis, and all participate in the OMPH Leadership Retreat. Acting together they help make decisions relative to long and short-term planning of curricula, program activities and events, and serving the best interests of the students.

PSU Campus Representative
TBD

OSU Campus Representative
TBD



OHSU Campus Representative
TBD

Biostatistics Track (OSU)

Admissions Information

Eileen Kaspar
Oregon State University, Department of Public Health
541-737-3825
Eileen.Kaspar@oregonstate.edu

Curricular Information

Tony Lachenbruch
Oregon State University, Department of Public Health
541-737-3832
peter.lachenbruch@oregonstate.edu

Environment, Safety and Health Track (OSU)

Admissions Information

Eileen Kaspar
Oregon State University, Department of Public Health
541-737-3825
Eileen.Kaspar@oregonstate.edu

Curricular Information

Anthony Veltri, EdD
Oregon State University, Department of Public Health
541-737-3831
Anthony.Veltri@oregonstate.edu

OMPH Student Representative
TBD

Epidemiology Track (OSU)

Admissions Information

Eileen Kaspar
Oregon State University, Department of Public Health
541-737-3825
Eileen.Kaspar@oregonstate.edu

Curricular Information

Ellen Smit
Oregon State University, Department of Public Health
541-737-3833
ellen.smit@oregonstate.edu

Epidemiology & Biostatistics Track (OHSU)

Admissions Information

Tree Triano
Oregon Health & Science University
503-494-2012
triannot@ohsu.edu

Curricular Information

Bill Lambert, PhD
Oregon Health & Science University
Department of Public Health and Preventive Medicine
503-494-9488
lambertw@ohsu.edu

OMPH Student Representative

Nathan Ansbaugh

Health Management & Policy Track (OSU)

Admissions Information

Eileen Kaspar
Oregon State University, Department of Public Health
541-737-3825
Eileen.Kaspar@oregonstate.edu

Curriculum Information

Nancy Seifert, PhD
Oregon State University, Department of Public Health
541-737-2323
nancy.seifert@oregonstate.edu

OMPH Student Representative

TBD

Health Management and Policy Track (PSU)

Admissions Information

Becky Fidler
503-725-3920
rfidler@pdx.edu or PublicAdmin@pdx.edu

Curricular Information

Neal Wallace, PhD



Portland State University, Mark O. Hatfield School of Government
503-725- 8248
nwallace@pdx.edu

OMPH Student Representative

Torrie Bordokoff
tkbordokoff@gmail.com

Health Promotion Track (OSU)

Admissions Information

Eileen Kaspar
Oregon State University, Department of Public Health
541-737-3825
Eileen.Kaspar@oregonstate.edu

Curricular Information

Rebecca Donatelle, PhD, MS
Oregon State University, Department of Public Health
541-737-3839
Becky.Donatelle@oregonstate.edu

OMPH Student Representative

TBD

Health Promotion Track (PSU)

Admissions Information

503-725-4401
SCHinfo@pdx.edu

Curricular Information

Liana Winett, DrPH
Portland State University
School of Community Health
School of Community Health
503-725-8262
Winett@pdx.edu

OMPH Student Representative

Jamie Jones
jljones@pdx.edu
Katharine Ryan



kryan@pdx.edu

International Health Track (OSU)

Admissions Information

Eileen Kaspar
Oregon State University, Department of Public Health
541-737-3825

Eileen.Kaspar@oregonstate.edu

Curricular Information

Chunhuei Chi, SciD, MPH
Oregon State University, Department of Public Health
541-737-3836

Chunhuei.Chi@oregonstate.edu

OMPH Student Representative

Elizabeth Cassidy
ejcassidy@gmail.com

Primary Health Care & Health Disparities Track (OHSU)

Admissions Information

Oregon Health & Science University, School of Nursing
503-494-7725

proginfo@ohsu.edu

Curricular Information

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

messecar@ohsu.edu

OMPH Student Representative

Christina Baldisseri
cbaldisseri@gmail.com



Appendix A
Maps of the Three Campuses:
Oregon State University
Oregon Health & Science University
Portland State University



NOTES

Portland State University





Appendix B
Student Advising
Student Advising Sheet
Student Advisors

See the OSU individual MPH track handbooks for the advising sheet specific to the track.

Advisors are assigned by the Department Chair. New students are informed of their assigned advisor late in the summer preceding Fall term admission.



Appendix C

OMPH Event & OSU Academic Calendars

OMPH Program Calendar AY 2010-2011

Fall 2010

<u>Date</u>	<u>Description</u>	<u>Location</u>
Fri Sep 24	OMPH Program New Student Orientation	PSU
Mon Sep 27	Fall Term Begins	
Thurs Oct 12	First CC Meeting	Salem
Mon -Tue Oct 18 –Oct 19	66 th Annual OPHA Conference (incl. OMPH student poster session)	OSU
Wed Oct 13	First APC Meeting (12-1:00)	Conf. Call
TBD	OMPH Program Leadership Retreat	TBD
Sat -Wed Nov 6 – Nov 10	APHA 137 th Annual Meeting	Denver, CO
Thur Nov 25 – Fri Nov 26	Holiday: Thanksgiving Day	
Wed Dec 1	APC Meeting (12-1:00)	Conf. Call
Sun Dec 5	Classes End	
Mon – Fri Dec 6-11	Final Exams	

Winter 2011

<u>Date</u>	<u>Description</u>	<u>Location</u>
Mon Jan 3	Winter Term Begins	
Wed Jan 12	APC Meeting (12-1:00)	Conf. Call
Mon Jan 17	Holiday: Martin Luther King, Jr. Day	
Tue Jan 25	CC Meeting (12-1:00)	Salem
Fri Feb 11	Deans Oversight Council	
Wed Mar 9	APC Meeting (12-1:00)	Conf. Call
Mon – Fri Mar 14-19	Final Exams	
Mon – Fri Mar 20- 25	Spring Break	

Spring 2011

<u>Date</u>	<u>Description</u>	<u>Location</u>
Mon Mar 28	Spring Term Begins	
Mon April 4 – Fri April 8	National Public Health Week!	
Fri Apr 22	Deans Oversight Council	Salem
Tue Apr 26	CC Meeting (12-1:00)	Salem
Fri May 6	OMPH Program Student Symposium	TBD
Wed May 11	APC Meeting (12-1:00)	Conf. Call
Mon May 30	Holiday: Memorial Day	
Mon-Fri Jun 6-11	Final Exams	

Fall 2010 OSU Academic Calendar

Priority registration: Phase 1	Sunday, May 16, 2010
Priority registration: Phase 2 with wait listing	Thursday, June 3
<u>START:</u> Summer advising and registration program for new undergraduates. Requires paid \$200.00 advance tuition deposit	<u>First-year students:</u> <i>Off-Site Sessions</i> Friday, June 4–Alaska START Sunday, June 13–California START Saturday, June 19–Hawaii START <i>Main Campus Sessions</i> June 24–25, June 27–28, July 8–9, July 12–13, July 18–19, July 22–23, July 26–27, August 23–24, August 30–31
	<u>Transfer students:</u> <i>Off-Site Sessions</i> Friday, June 4–Alaska START Sunday, June 13–California START Saturday, June 19–Hawaii START <i>Main Campus Sessions</i> June 30, July 16, July 28, August 27, Sept. 20
Continuing registration and course add/drop with wait listing	June 3–October 3
Verification of enrollment	September 14
OSU Connect: New student fall orientation	First-year students and International students: Tuesday, Sept. 21 Transfer students: Monday, Sept. 20 Connect Events: Sept. 21–25, 2010
Classes begin	Monday, September 27

Late registration begins (\$50 late fee assessed)	Monday, September 27
Last day to add a class by Web without departmental approval	Sunday, October 3
Tuition bills e-mailed to ONID accounts	October 4, due November 1
Second week adds by Web with departmental approval	Monday–Friday, October 4–8
Audit registration period (Requires instructor approval; tuition and fees assessed)	Monday–Friday, October 4–8
Deadline to Apply for Graduation (Specify term, e.g. fall)	Friday, October 8
Last day to drop a class by Web	11:55 p.m., Friday, October 8
Last day to register or add a class by Web (Requires instructor and departmental approval)	5 p.m., Friday, October 8
Late registration fee increases to \$100.	Tuesday, October 12 through December 6
Last day to change to or from S/U grading (Requires approval of academic advisor/dean, see AR 18)	5 p.m., Friday, November 12
*Last day to withdraw from a course by Web. (W grade entered on transcript) (Students who want to withdraw from a course but who have a hold on their record should contact or go to the Registrar’s Office for assistance.)	11:55 p.m., Friday, November 12

Thanksgiving Holiday (University holiday)	November 25–26
*Last day for total withdrawal from the university (W grade for each registered course)	5 p.m., Friday, December 3
Dead week: Refer to AR 16 for policy	Monday–Friday, November 29–December 3
Finals week	Monday–Friday, December 6–10
End of term	Friday, December 10
Final grades due in Registrar’s Office	Noon, Monday, December 13
Grades available on Web	Wednesday, December 15

*See the Tuition and Fee Reduction and Refund Schedule in the Fees and Fee Payment section.

Note: OSU is on a Term (Quarter Credit) system. When transferring in course work from semester system multiply the number of credits by 1.5 to see how many quarter credits will be transferred (3 semester hours x 1.5 = 4.5 quarter credit hours). If you are planning to transfer OSU credits out to a semester system multiply the number of quarter credits by .67 to find out how many credits will transfer (4 quarter credit hours x .67 = 2.68 semester hours).

Winter 2011 OSU Academic Calendar

Priority registration: Phase 1	Starts Sunday, Nov. 14, 2010. Ends Wednesday, Dec. 1, 2010.
Priority registration: Phase 2 with wait listing	Starts Thursday, Dec. 2, 2010 Ends January 9, 2011
Verification of enrollment begins	December 14, 2010
Classes begin	Monday, January 3, 2011
Late registration begins (\$50 late fee assessed)	Monday, January 3–Monday, January 17

Tuition bills e-mailed to ONID accounts	January 5, due February 1
Last day to add a class by Web without departmental approval	Sunday, January 9
Second week adds by Web with departmental approval	Monday–Friday, January 10–14
Audit registration period (Requires instructor approval; tuition & fees assessed)	Monday–Friday, January 10–14
Deadline to Apply for Graduation (Specify term, e.g. winter)	January 14
Last day to drop a class by Web	11:55 p.m., Friday, January 14
Last day to register or add a class by Web (Requires both instructor and departmental approval)	5 p.m., Friday, January 14
Martin Luther King, Jr. Day observed: No Classes	Monday, January 17
Late registration fee increases to \$100.	Tuesday, January 18
Last day to change to or from S/U Grading (Requires approval of academic advisor/dean, see Academic Regulation 18)	5 p.m., Friday, February 18
*Last day to withdraw from a course by Web (W grade entered on transcript) (Students who want to withdraw from a course but who have a hold on their record should contact or go to the Registrar’s Office for assistance.)	11:55 p.m., Friday, February 18
*Last day for total withdrawal from	5 p.m., Friday, March 11

the university for the term (W grade for each registered course)	
Dead week, refer to AR 16 for policy	Monday–Friday, March 7–11
Finals week	Monday–Friday, March 14–18
End of winter term	Friday, March 18
Final grades due in Registrar’s Office	Noon, Monday, March 21
Grades available on Web	Wednesday, March 23
Spring Break	March 21–March 25

See the Tuition and Fee Reduction and Refund Schedule in the Fees and Fee Payment section.

Note: OSU is on a Term (Quarter Credit) system. When transferring in course work from semester system multiply the number of credits by 1.5 to see how many quarter credits will be transferred (3 semester hours x 1.5 = 4.5 quarter credit hours). If you are planning to transfer OSU credits out to a semester system multiply the number of quarter credits by .67 to find out how many credits will transfer (4 quarter credit hours x .67 = 2.68 semester hours).

Spring 2011 OSU Academic Calendar

Priority registration: Phase 1	Starts Sunday, Feb. 20, 2011. Ends Wednesday, March 9.
Priority registration: Phase 2 with wait listing	Starts Thursday, March 10. Ends April 3
Verification of enrollment begins	March 22
Classes begin	Monday, March 28
Late registration begins (\$50 late fee assessed)	Monday, March 28–Monday, April 11
Tuition bills e-mailed to ONID accounts	April 4, due April 30
Last day to add a class by Web without departmental approval	Sunday, April 3

Second week adds by Web with departmental approval	Monday–Friday, April 4–8
Audit registration period (Requires instructor approval; tuition and fees assessed)	Monday–Friday, April 4–8
Deadline to Apply for Graduation (Specify term, e.g. spring)	Friday, April 8
Last day to drop a class by Web	11:55 p.m., Friday, April 8
Last day to register or add a class by Web (Requires both instructor and departmental approval)	5 p.m., Friday, April 8
Late registration fee increases to \$100.	Tuesday, April 11
Last day to change to or from S/U grading (Requires approval of academic advisor/dean, see Academic Regulation 18)	5 p.m., Friday, May 13
*Last day to withdraw from a course by Web (W grade entered on transcript) (Students who want to withdraw from a course but who have a hold on their record should contact or go to the Registrar’s Office for assistance.)	11:55 p.m., Friday, May 13
Memorial Day Holiday	Monday, May 30
*Last day for total withdrawal from the university for the term (W grade for each registered course)	5 p.m., Friday, June 3
Dead week, Refer to AR 16 for policy	Monday–Friday, May 30–June 3

Finals week	Monday–Friday, June 6–10
End of term	Friday, June 10
Commencement	Saturday, June 11
Final grades due in Registrar’s Office	Noon, Monday, June 13
Grades available on Web	Wednesday, June 15

See the Tuition and Fee Reduction and Refund Schedule in the Fees and Fee Payment section.

Note: OSU is on a Term (Quarter Credit) system. When transferring in course work from semester system multiply the number of credits by 1.5 to see how many quarter credits will be transferred (3 semester hours x 1.5 = 4.5 quarter credit hours). If you are planning to transfer OSU credits out to a semester system multiply the number of quarter credits by .67 to find out how many credits will transfer (4 quarter credit hours x .67 = 2.68 semester hours).

Summer 2011 OSU Academic Calendar

Deadline to submit transfer transcripts to Admissions Office to be considered for Summer Term 2011 prerequisite checking.	March 11, 2011
<i>Summer Session Planning Guide</i> available	Approximately Wednesday, March 2
Web registration begins	Sunday, April 10
Verification of enrollment begins	June 20
Inter-session (Session 6)	Monday–Friday, June 13–17
11-week session (Session 1)	Monday–Friday, June 20–September 2
First 4-week session (Session 2)	Monday–Friday, June 20–July 15
8-week session (Session 3)	Monday–Friday, June 20–August 12
Deadline to Apply for Graduation (Specify term, e.g. summer)	Friday, July 1



Independence Day Holiday	Monday, July 4 (No classes)
Second 4-week session (Session 4)	Monday–Friday, July 18–August 12
3-week session (Session 5)	Monday–Friday, August 15–September 2
Labor Day Holiday	Monday, September 5

This calendar is subject to change. Please check the Summer Session Web site at <http://summer.oregonstate.edu>.

Note: OSU is on a Term (Quarter Credit) system. When transferring in course work from semester system multiply the number of credits by 1.5 to see how many quarter credits will be transferred (3 semester hours x 1.5 = 4.5 quarter credit hours). If you are planning to transfer OSU credits out to a semester system multiply the number of quarter credits by .67 to find out how many credits will transfer (4 quarter credit hours x .67 = 2.68 semester hours).



Appendix D

Core course schedules for 2010-2011 and 2011-2012

Please note that the course schedule may change, please go to the website for the most current course registration information.

Course Title	Credits	Fall 2010	Winter 2011	Spring 2011	Fall 2011	Winter 2012	Spring 2012
Principles of Health Behavior							
PHE 512 (PSU-SCH)	3	Wheeler 1840-2120 W	Wheeler 1600-1830 M	Wheeler 1840-2120 T	Wheeler 1840-2120 W	Wheeler 1600-1830 M	Wheeler 1840-2120 T
CPHN 537 (OHSU-Nurs)	3			Parker Walsh (On-Line)			Parker Walsh (On-Line)
H 571 (OSU)	3	Donatelle 1400-1650 R			Donatelle TBD		
Epidemiology							
PHE 535 Epidemiology Survey (PSU-SCH)	3	Maty 1840-2120 R	Maty 1840-2120 W	Maty 1600-1830 T	Maty 1600-1830 T	Maty 1840-2120 W	Maty 1600-1830 T
CPHN 533 Epidemiology Survey (OHSU-Nurs)	3	Sistrom (On-Line)			Sistrom (On-Line)		
H 525 Principles and Practice of Epidemiology (OSU)	3	Smit 0830-0950 WF			Smit TBD		
PHPM 512 Epidemiology I (Epi & Bio Track only)	4	Stull 1300-1450 MW			Stull 1300 -1450 MW		
Introduction to Biostatistics							
PHPM 524 (OHSU-PHPM) ONLINE	4	TBD (On-Line)			TBD (On-Line)		
PHPM 524 (OHSU-PHPM) Class	4	Park 8:30 - 10:20 TR BICC 124		Lasarev 1600 -1800 MR Mac1162	Park 8:30 - 10:20 TR BICC 124		Lasarev 1600 -1800 MR Mac1162 (To Be Confirmed 2011)
PHE 510	4		TBD			TBD	
CPHN 530 (OHSU-Nurs)	4	Messecar (On-Line)			Messecar (On-Line)		
H 524 (OSU) LECTURE	4	Lachenbruch 10:00-11:20 TR (Choose Lab section)			Lachenbruch TBD (Choose Lab section)		
H 524 (OSU) LAB	0	Staff 0800-0950 R			TBD		
H 524 (OSU) LAB	0	Staff 1200-1350 R			TBD		
H 524(OSU) LAB	0	Staff 1600 -1750 R			TBD		
PHPM 525 Biostatistics I (OHSU Epi & Bio Track only)	4	Lasarev 1500 - 1650 MW			Lasarev 1500 - 1650 MW		
Environmental Health							
PHE 580 Concepts of Environmental Health (PSU-SCH)	3	Dinno 1600-1830 W	Dinno 1840-2120 T	TBD	Dinno 1600-1830 W	Dinno 1840-2120 T	
PHPM 518 Concepts of Environmental Health (OHSU-PHPM)	3			Morton 1600-1830 T			TBD 1600-1830 T
CPHN 539 Concepts of Environmental & Occupational Health (OHSU-Nurs)	3		Staff TBD (On-Line)			Staff TBD (On-Line)	
H 512 Environmental and Occupational Health (OSU)	3	Harding 1400-1650 M			Harding 1400-1650 M		
Health Systems Organization							
PA 574 (PSU-PA)	3	Gelmon 1840-2120 T	Rissi 18:40-21:20 R	Wallace 16:00-18:30 W	Gelmon 1840-2120 T	Rissi 18:40-21:20 R	Wallace 16:00-18:30 W
CPHN 540 (OHSU-Nurs)	3	Parker Walsh (On-Line)			Parker Walsh (On-Line)		
H 533 (OSU)	3	Chi 1400-1650 T			Chi TBD		



Appendix E

Intercampus registration procedure

Inter-campus registration policy for all OMPH Students at OSU

If you are interested in taking a class at a partner university other than the one to which you are admitted, you will want to start the registration process early each term. Please be aware that some classes use university web programs (e.g. WebCT or Blackboard) to support or supplement on-site courses. Your instructor will need to make special arrangements at the attending university for you to receive "guest access" to the online systems. Entirely web-based and distance courses may carry additional fees. Please note that public health courses offered by OMPH partner tracks use the following prefixes:

- OSU tracks: H
- OHSU Epidemiology & Biostatistics: PHPM
- OHSU Primary Health Care & Health Disparities: CPH
- PSU Health Management & Policy: PA
- PSU Community Health: PHE

For OMPH classes at PSU or at OHSU School of Medicine

Contact the course instructor to seek confirmation that space is available and that the proposed registration is acceptable.

- Go to <http://www.lhs.oregonstate.edu/ph/information-graduate-students-new-and-returning> and print the OSU MPH student's Joint Campus Registration Form or go to the OSU Registrar's Office and request the form.
- Complete the form with the correct course number, course title, and instructor.
- Submit the Joint Registration Form to the course instructor for signature.
- Submit the Joint Registration Form to the department offering the course for approval.
- Submit the signed form to the OSU Registrar's Office.
- The OSU Registrar will send grade sheets to the OHSU or PSU department at the conclusion of the term. The instructor will return the form to the OSU Registrar's Office for recording.

For online classes offered by the School of Nursing at OHSU

The Primary Health Care & Health Disparities (PHCHD) track at OHSU welcomes students from other tracks within the Oregon Master of Public Health Program into their core courses. Because these are online courses and there is a maximum limit of 20 students per course, preference is given to students enrolled in the PHCHD track. Other students may enroll in the above courses on a space available, first come first served basis.



IMPORTANT: Registration must be completed **no later than two weeks prior** to the date classes begin in order to set up your access to eCollege and the course.

Registration Procedure for all OMPH Students at School of Nursing:

- Contact the School of Nursing course faculty of record during the registration period to get your name on the waiting list.
- The faculty of record will notify you by e-mail regarding permission status no later than one week after the last registration date at the OHSU School of Nursing noted above.
- If you are accepted into the course, register at your home institution **no later than three weeks prior to the date classes begin** using the instructions below.
 - Obtain a *Joint-Campus Registration* form from the OSU Registrar.
 - Complete the form including OHSU School of Nursing course information.
 - Contact and FAX form to Svetlana Guduras (gudurass@ohsu.edu, 503-418-2271, FAX 503-494-3878) for the OHSU Instructor and Department Approval. Please note that you must have previously obtained approval to enroll from the course instructor; Svetlana will only obtain the signature to enroll, and does not request approval. Be sure to include your fax and phone number so that the form may be returned to you.
 - Submit the signed form to the OSU Registrar's Office.
 - The OSU Registrar will confirm your registration to Svetlana. She will initiate set up for access to the eCollege online course and notify the instructor of your registration at that time.
 - *At the end of the term, the OSU Registrar will send a letter on OSU letterhead to the instructor of the course for the final grade.*
 - If you have questions, please contact the Department of Public Health at OSU: 541-737-3825, publichealth@oregonstate.edu.

Appendix F

Internship/Organizational Experience Guide

H510: INTERNSHIP/ORGANIZATIONAL EXPERIENCE¹

Responsibilities of Students, Faculty Advisors, and Preceptors

There is a shared responsibility in selecting, monitoring and evaluating an internship/organizational experience:

Students

- Articulate the kinds of skills or experiences they are looking to develop or enhance as a result of the internship/organizational experience
- Identify possible internship/organizational experience sites to discuss with faculty advisor
- Complete the Application and Learning Contract and discuss with faculty advisor
- Complete the “Request for ‘To-Be-Arranged’ Course Form” (available online and in the Department main office) and obtain signatures before submitting it to the department office
- Register for H510 for the duration of the internship/organizational experience
- Provide a copy of the Application and Learning Contract to your preceptor
- Maintain an ongoing internship/organizational experience journal
- Meet or communicate with faculty advisor periodically during internship/organizational experience
- Fulfill the Learning Contract as specified
- Submit Internship/Organizational Experience Summary Report and Internship/Organizational Experience Evaluation Report to faculty advisor
- Request that Preceptor complete the Student Evaluation Form and return to their faculty advisor

If problems or issues arise that are barriers to achieving your learning objectives for the internship/organizational experience, discuss them with preceptor first. Then, if problems or issues cannot be resolved, discuss them with faculty advisor. Address problems early

Faculty Advisors

- Develop internship/organizational experience opportunities through contacts in research, practice and service activities
- Assist student advisee in identifying appropriate internship/organizational experience sites
- Meet with advisee to review the Application and Learning Contract
- Approve and sign off on advisee’s Application and Learning Contract and on the “Request for ‘To-Be-Arranged’ Course Form”, which allows the student to register for H510
- Meet or communicate with advisee periodically during their internship/organizational experience (site visits are optional)

¹ The Environment, Safety and Health, Health Promotion, and International Health tracks require internships. The Health Management and Policy Track requires an organizational experience. Students should discuss track-specific standards and requirements for their internships or organizational experiences with their faculty advisors.

- Review the Student Evaluation Form and discuss internship/organizational experience with advisee's preceptor
- Debrief advisee on their internship/organizational experience to review their evaluation results, discuss future career options, and sign and file the Student's Checklist.
- Send a thank you note to preceptor for time/effort in mentoring

When asked by student or preceptor, work with student and/or preceptor to resolve any problems or issues that are barriers to achieving students' learning objectives for the internship/organizational experience and/or meeting preceptor needs.

Preceptors

- Sign the student's Application and Learning Contract and ensure that the learning contract is fulfilled
- Provide an orientation to the field site for the student upon beginning the internship/organizational experience
- Supervise the student through the internship/organizational experience; confer with the student's faculty advisor as necessary
- Complete the Student Evaluation Form and return to the Department of Public Health; debrief with faculty advisor on student's performance

If problems or issues arise that are barriers to meeting your needs for the internship/organizational experience, discuss them with the student first. Then, if problems or issues cannot be resolved, discuss them with faculty advisor. Address problems early.



**Oregon State University
Department of Public Health**

Guidelines for H510: Internship/Organizational Experience

Students in all OMPH tracks must complete an internship or organizational experience. The Environment, Safety and Health, Health Promotion, and International Health tracks require internships. The Health Management and Policy track requires an organizational experience. Students should discuss track-specific standards and requirements for their internships or organizational experiences with their faculty advisors.

Overview of H510: Internship/Organizational Experience

What is the purpose of the internship/organizational experience?

The purpose of the graduate internship is to provide students with a work-related experience designed to integrate theory and practice in an applied setting under supervision. The internship/organizational experience permits the student to demonstrate her/his ability to apply knowledge of theory and practice to specific activities in a real-world setting.

The internship/organizational experience provides students with a professional experience where they can apply existing and new skills and become more socialized into the field of public health. Existing skills are those the student brings from his/her life experience and previous education. New skills include those the student has gained through her/his educational experience in the OMPH program. Socialization occurs through mentoring of the student in the work site and professional arena by the preceptor for the internship/organizational experience.

What does the internship/organizational experience involve?

The internship/organizational experience typically involves the student working on a health-related issue confronting a public, not-for-profit or health services organization, or in the private sector. It is an opportunity for the student to relate her/his academic experience in the master's program to the issue that is the focus of the experience. Students can obtain more information about the typical activities conducted by students in internship/organizational settings from their faculty advisors.

The student should spend a minimum of 200 hours of work in the internship/organizational experience. This can be conducted in one ten-week term or across more than one term. During the internship/organizational experience, students are expected to keep a daily journal of work-related experiences and reflections about the internship/organizational experience. Students should report to their faculty advisor on a periodic basis about their experience. At the end of the internship/organizational experience the student prepares and submits an internship/organizational experience summary report and an internship/organizational experience evaluation report. More details on the internship/organizational experience process and the internship/organizational experience reports are provided below.

Description of the Internship/Organizational Experience Process

There is a shared responsibility involved in the selection, monitoring and evaluation of an internship/organizational experience. Students are required to work with their faculty advisor to prepare for their internship/organizational experience and throughout the experience. The process for selecting and participating in an internship/organizational experience is described below.

1. When should the internship/organizational experience occur?

Students must complete all required courses before beginning an internship/organizational experience or have written consent from their faculty advisor. This requirement helps to ensure that students have sufficient academic experience to use their internship/organizational experience as an integrative and reflective activity.

2. How do I identify an internship/organizational experience location?

Sites for internship/organizational experiences are identified in a number of ways:

- Students' own ideas and contacts
- Announcements of internship/organizational experiences posted on the OMPH list serve
- Sites identified in consultation with the faculty advisor

Students are required to meet with their faculty advisor to help determine an appropriate internship/organizational experience site. The faculty advisor may suggest several organizations for the student to contact about internships/organizational experiences. The advisor may also recommend that the student meet with other faculty to assist in identifying an appropriate site for the experience in light of the student's career objectives. Students are encouraged to conduct a series of informational interviews to help select the site for their experience.

Students should discuss and have their proposal approved in writing by the faculty advisor prior to beginning any work associated with the internship/organizational experience requirement. In some circumstances, students may use their current employer as an internship/organizational experience site, although this type of arrangement is typically discouraged. Students using their current employer as their internship/organizational experience site will be expected to perform duties and work on a project outside the normal scope of their position.

3. How do I register for the internship/organizational experience?

Once an internship/organizational experience site has been selected, the student completes a learning contract that identifies information about the site, student's learning objectives, skill requirements, and anticipated outcomes. The contract is signed by the student, the preceptor, and the faculty advisor. The student provides a copy of the completed contract to their preceptor, advisor, and Eileen Kaspar in the department office. The student must then complete and obtain signatures on the "Request for 'To-Be-Arranged' Course Form", which is available on the department website and in the Department's main office. Before the student can complete registration, the signed form must be submitted to Nancy Creel in the Department's main office. **After Nancy provides an approval code to the student's record, the student must register for H510 internship/organizational experience hours with their faculty advisor for the duration of the internship/organizational experience.**

Required documentation

To begin your field work you must not only be registered for H510 but must also have both an approved Application and Learning Contract and Field Experience Agreement (see Appendices). The learning contract provides information about the site, student learning competencies, skill requirements, and anticipated outcomes. This contract is to be signed by the student, the preceptor, and the faculty advisor. The student provides a copy of the signed Application and Learning Contract to the faculty advisor, to the department's Graduate Program Manager (Eileen Kaspar) and to the preceptor. *Note that the internship/organizational experience may not begin without a complete and signed Application and Learning Contract on file and registration in H510 for the **duration** of the internship/organizational experience.*

4. What is, and how do I write, a learning objective?

Students are encouraged to work with their faculty advisor to develop appropriate learning objectives. The learning objectives should perform the following functions:

- Describe the performance of a major cognitive skill (knowledge, comprehension, application, analysis, synthesis, and evaluation). Graduate students should pay particular attention to the analysis, synthesis and evaluation skills in the development of their learning objectives.
- Begin with an action verb that matches the means of performance assessment.
- Describe what you will be able to do as a result of the objective.
- Describe the intended outcome or product, not the process.
- Use only one objective for each skill.
- The objectives should be measurable.
- The learning objectives should reference and build upon the Track Competencies.

Appropriate verbs for each of the skill areas might include the following:

- Knowledge: arrange, define, duplicate, label, list, memorize, name, order, recognize, relate, recall, repeat, reproduce, count, define, meet, review, study.
- Comprehension: classify, describe, discuss, explain, express, identify, indicate, locate, recognize, report, restate, review, select, translate.
- Application: apply, choose, demonstrate, dramatize, employ, illustrate, interpret, operate, practice, schedule, sketch, solve, use, write.
- Analysis: analyze, appraise, calculate, categorize, compare, contrast, criticize, differentiate, discriminate, distinguish, examine, experiment, question, test.
- Synthesis: arrange, assemble, collect, compose, construct, create, design, develop, formulate, manage, organize, plan, prepare, propose, set up, write.
- Evaluation: appraise, argue, assess, attach, choose, compare, defend, estimate, judge, predict, rate, core, select, support, value, evaluate.

5. What should I do once the internship/organizational experience begins?

At the start of the internship/organizational experience, students should begin a daily journal of activities and reflections on the experience. This will not be turned in for credit but will help students prepare their internship/organizational experience summary report. During the internship/organizational experience, students should send periodic status reports (via e-mail) to

their faculty advisor to update the advisor on how the experience is meeting the student's learning objectives. As necessary, students should meet in-person with their faculty advisor.

The internship/organizational experience is meant to provide students with a real life experience. As in real life, sometimes there are problems at the selected site for the internship/organizational experience. Students must immediately contact their faculty advisor if there is a problem that could not be resolved first with the preceptor. Working closely with the preceptor and the faculty advisor, most problems can be resolved if addressed early. In rare instances, it may be necessary to find another, more appropriate placement.

6. How do I complete the field experience?

After completing the field experience, it is the student's responsibility to ensure that proper paperwork is submitted in a timely fashion. Students should plan accordingly, allowing at least 10 days (beginning of Week 9) for faculty review.

Students should submit the following documents to the faculty advisor to begin the process of final approvals and grading:

A. Field experience Summary Report

Students prepare a minimum 12 page Field Experience Summary Report (see Appendices) that documents the details of the experience, indicates the utility of the experience for the student, and offers personal reflections on:

- Achievement of the student's learning objectives articulated on the learning contract;
- Opportunities for integration of curricular content in practice;
- Future career directions based on the experience and related learning; and
- Achievement of the Track Learning Competencies.

B. Field Experience Evaluation Report

Students are also required to complete the Field Experience Evaluation Report (see Appendices). Both the student's Field Experience Summary Report and Field Experience Evaluation Report are submitted to the advisor in partial satisfaction of H510 requirements.

C. Products Developed in Field

Students must also submit any key products developed while in field experience. These include the outcomes of projects or other contributions in the context of this field work. Please be attentive to, and take all measures to implement, any necessary privacy protection in your submitted product, including removal of any sensitive or private information.

D. Student Checklist

Students must meet with their faculty advisor to debrief their field experience and submit their completed Student Checklist for signature and filing in the student's academic file.

E. Student Evaluation Form (to be completed and returned by Preceptor)

At the end of the field experience, students must request that their preceptor complete

the Student Evaluation Form (to be provided by the student), and that s/he returns it to the Field Experience Coordinator at the address included at the bottom of the form.

7. How are credits and grades assigned for the field experience?

A student's performance is assessed based on quality of materials submitted (i.e., Application and Learning contract, final Field Experience Summary Report, evidence of products developed while in field work, and Field Experience Evaluation Report), demonstrated satisfaction of learning competencies, and assessments of both the site preceptor and faculty. Grades are assigned on a Pass/Fail basis.

8. What do I need to do if my field experience has a human subjects research component?

Most field experiences do not involve human subjects research. However, if human subjects research is involved, OSU requires all research conducted with humans and/or human data to be reviewed through the Human Subjects Review (IRB) Committee. If no Human Subjects approval has yet been obtained, students will need to submit proposals for review. It is important to note that only the IRB can determine whether or not research is exempt from review.

Students *must* apply with their faculty advisor for IRB approval. Students conducting research involving human subjects should plan timelines accordingly; please note that work on the project may not begin until IRB approval has been obtained. Full information is available through the OSU Research Office of Sponsored Programs at

<http://oregonstate.edu/research/ori/humansubjects.htm>

9. What do I need to do if I am planning an international internship/organizational experience?

Because of the unique characteristics of such opportunities, international placement preparations and authorizations will be addressed on a case-by-case basis. Please meet early with your advisor if you are planning an international internship/experience. Submit all materials at least one full term (preferably 1 ½ terms or more) in advance of your planned international work. Processes begun after that point may not have received all necessary approvals in time for planned departure. Please note that all international field work must involve a host, host agency, or organization; university-sanctioned field work will not be approved in the absence of a host.

4. Please state your specific career objectives. Include in this discussion the connection between your area of emphasis and your selected internship/organizational experience and describe how they are associated with your career objectives.

Once you have identified your internship/organizational experience site, plan to discuss the following with your faculty advisor. Items must be completed in writing prior to registration in H510.

5. Describe courses taken to date that relate to your proposed internship/organizational experience.
6. Describe your learning objectives for the internship/organizational experience (see Guidelines for H510: Internship/Organizational Experience for direction). Be explicit, as you will use these as the basis for reflection and measurement of your learning and accomplishments at the end of the experience.
7. Briefly describe experience and skill requirements for this internship/organizational experience. Attach a job description if one is available; otherwise list the field organization's expectations.
8. Describe the final product of the internship/organizational experience that you will submit to the organization. In addition to the agency product, you will also be expected to complete a summary report and an evaluation report on the internship/organizational experience that will be turned into your faculty advisor prior to issuance of a grade.
9. Date of completion for all requirements, including summary report and evaluation report: _____
10. Please describe the OMPH track competencies (see OSU OMPH Student Handbook for the list of competencies for your track) that you hope to gain mastery in during your internship/organizational experience.

NOTE: Once the internship begins, if problems or issues arise that are barriers to achieving your learning objectives for the internship/organizational experience, discuss them with preceptor first. Then, if problems or issues cannot be resolved, discuss them with faculty advisor. Address problems early.



**Internship/Organizational Experience Information
Faculty Advisor Signature Form**

Student's Name (Please **Print**)

OSU MPH Track

Term(s) and year of internship/organizational experience

Organization

Address

City

State

Zip Code

Preceptor name

Title

Work Phone & Ext.

Fax

Email address

REQUIRED SIGNATURES:

Faculty Advisor signature

Date

I understand that I must register for H510 for the duration of the actual internship/organizational experience.

Student signature

Date



Internship/Organizational Experience Information Preceptor Signature Form

Student's Name (Please **Print**)

OSU MPH Track

Term(s) and year of internship/organizational experience

Organization

Address

City

State

Zip Code

Preceptor name

Title

Work Phone & Ext.

Fax

Email address

REQUIRED SIGNATURES:

Preceptor signature

Date

I understand that I must register for H510 for the duration of the actual internship/organizational experience.

Student signature

Date



H510: INTERNSHIP/ORGANIZATIONAL EXPERIENCE

Guidelines for Internship/Organizational Experience Summary Report

The following guidelines are offered to help you prepare your internship/organizational experience summary report. The report should be a minimum of 10 pages, typed, double-spaced, and should contain the following information:

Title Page: Your name, address and telephone of internship/organizational experience site, name of Preceptor, term(s) enrolled in internship/organizational experience.

Section I. Introduction

1. Field work setting: General overview of agency
 - a. Type of organization (e.g., government agency, not-for-profit organization)
 - b. Major objectives of the organization
 - c. Description of public health activities
2. General overview of your duties and responsibilities while at the agency

Section II. Evaluation of Learning Objectives

Evaluate the degree to which your stated learning objectives were accomplished. Include a description of activities undertaken to meet each objective.

Section III. Evaluation of Track Competencies

Evaluate the degree to which you attained the track competencies and describe how they were developed or expanded during the field experience.

Section IV. Conclusion and Recommendations

Evaluate the degree to which your professional competencies were developed or expanded during the field experience. Discuss how the internship/organizational experience influenced your career goals, and include a brief description of how the field experience augmented your area of emphasis coursework.

Attach: Internship/Organizational Experience Evaluation Report



**H510: INTERNSHIP/ORGANIZATIONAL EXPERIENCE
Guidelines for Internship/Organizational Experience Evaluation Report**

(Attach to Internship/Organizational Experience Summary Report)

Last Name	First Name	M.I.	Date
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Internship/organizational experience Site Name

Preceptor Name

Term of Placement

Please answer the following questions. Your answers must be typed and double-spaced. Your answers should be approximately one page per question. Attach this form and your responses to your Internship/organizational experience Summary Report.

1. Did this internship/organizational experience provide you with a good overall learning experience? Why or why not?
 - What experiences were the most helpful? Why?
 - What experiences were the least helpful? Why?
2. Do you feel you received adequate supervision from your preceptor?
3. What feed back or recommendations do you have to improve the internship/organizational experience at this placement site?
4. Would you recommend this internship/organizational experience site to other students? Yes or No? Please explain?



**Student Evaluation Form
To Be Completed by the Preceptor**

Name of Student (first and last)

Term of Placement

Internship/organizational experience Site Name

DIRECTIONS: Please comment on the student’s performance at your organization by completing the following questions.

1. How would you rate the student’s **attitude** toward the following?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very Good	Excellent
a. Work					
b. Learning					
c. Responsibilities					

2. How would you rate the student’s **job performance** on the following dimensions?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very Good	Excellent
a. Organizational skills					
b. Preparation for assignments					
c. Flexibility					
d. Initiative					
e. Punctuality					
f. Completeness of assignments					

3. How would you rate the student's **quality of work**?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very Good	Excellent
a. Clarity					
b. Thoroughness					
c. Professional presentation					

4. How would you rate the student's **communication skills**?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very Good	Excellent
a. Written					
b. Oral					
c. Confidence					
d. Sensitivity					

5. How would you rate the student's **interpersonal relations**?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very Good	Excellent
a. Public					
b. Fellow employees					
c. Supervisor					

6. Overall, how would you rate this **student's performance** at your organization?

Poor	Fair	Good	Very Good	Excellent
[1]	[2]	[3]	[4]	[5]



Please provide narrative comments to the following questions.

1. Describe the student's strengths.

2. Describe suggested areas for improvement for the student.

3. Please provide any additional comments.

Preceptor signature _____ **Date** _____

Preceptor name (printed) _____

Please return completed form to:

Faculty Advisor Name: _____

Dept of Public Health Waldo 403 (mail room)

Oregon State University

Corvallis, OR 97331



H510 INTERNSHIP/ORGANIZATIONAL EXPERIENCE STUDENT CHECKLIST

- _____ I completed all core and track required courses.
- _____ I have a copy of the courses I have completed to date (unofficial transcript)
- _____ I have a current resume.
- _____ I stated my career objectives in writing
- _____ I completed the personal information section of the H510 Application and Learning Contract and can provide the required supporting documentation.
- _____ I identified a site for my internship/organizational experience (*If not, talk to your faculty advisor or check the MPH listserv for internship/organizational experiences available.*)
- _____ I met with my faculty advisor during the term prior to that in which I wish to take H510.
- _____ I developed learning objectives for my internship/organizational experience.
- _____ I have a description of the experience and skill requirements for my internship/organizational experience.
- _____ I have determined the final product I will submit to my internship/organizational experience site.
- _____ I completed the entire H510 Application and Learning Contract and submitted the entire application to my faculty advisor for approval.
- _____ I provided my advisor and the Department of Public Health Graduate Program's Manager (Eileen Kaspar) with copies of the signed contract.
- _____ I submitted the signed "Request for 'To-Be-Arranged' Course Form" to the Department Office Coordinator (Nancy Creel)
- _____ I registered in H510 for the duration of the internship/organizational experience.
- _____ I provided a signed copy of my H510 Application and Learning Contract to my preceptor.
- _____ I started my ongoing internship/organizational experience journal.
- _____ I sent periodic status reports to my faculty advisor about my internship/organizational experience.
- _____ I requested that my preceptor complete the Student Evaluation Form.
- _____ I met the obligations of my contract including completion of a 10-page internship/organizational experience summary report and internship/organizational experience evaluation report.



**H510 INTERNSHIP/ORGANIZATIONAL EXPERIENCE
STUDENT CHECKLIST SIGNATURE PAGE**

Student Name (Print)

MPH track

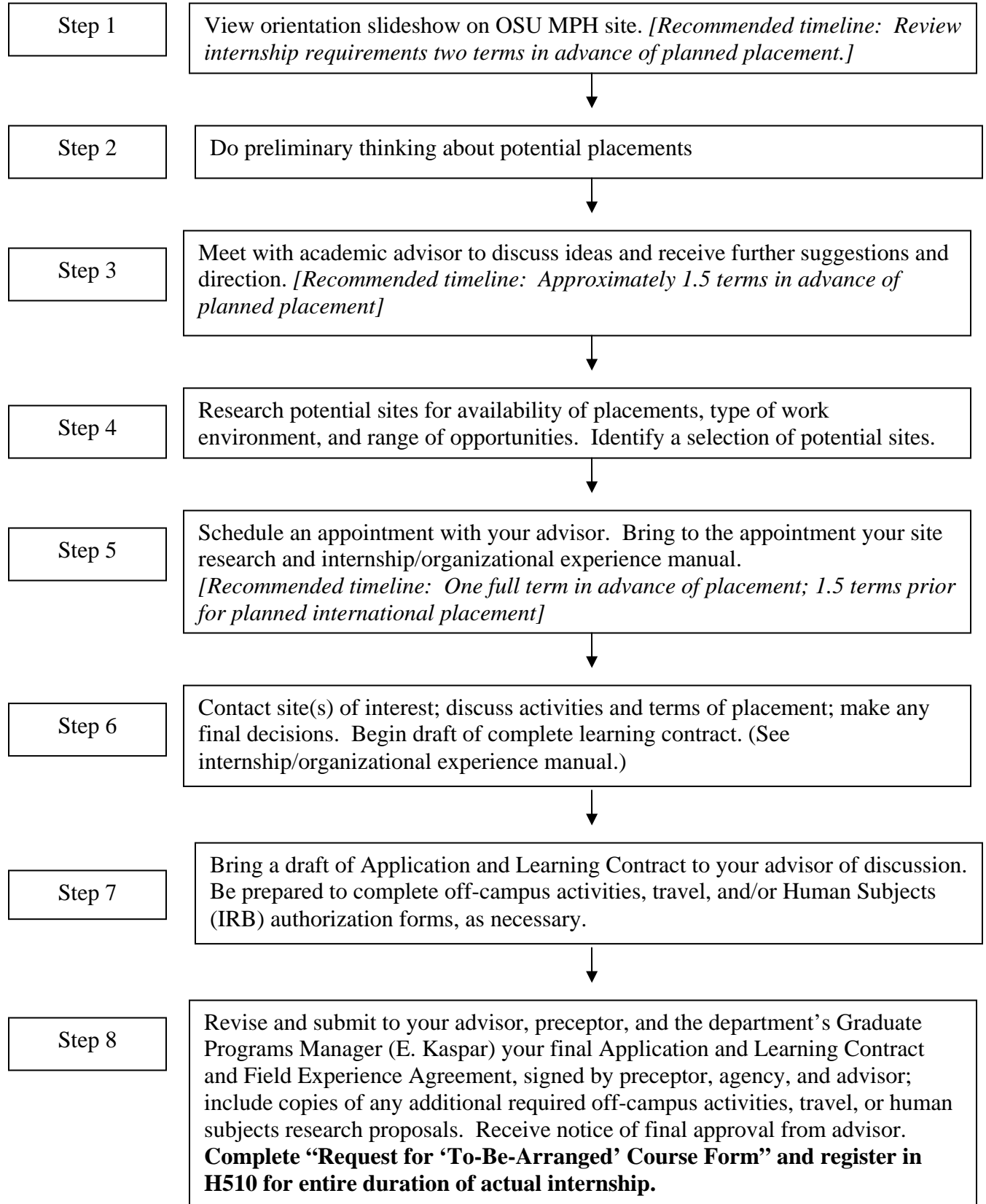
Student Signature

Date

Faculty Advisor Signature

Date

(Faculty: Please assure that the signed checklist is retained in student's academic file.)





Appendix G
Thesis (EPI and BIO, only)



Appendix H

Forms and Helpful Information

OSU Graduate School online forms are available at
http://oregonstate.edu/dept/grad_school/current/forms.html

In addition to the online forms, the “Guide to Success” is VERY helpful, see
http://oregonstate.edu/dept/grad_school/current/success.html

The “Flow Chart for Successful Master’s Degree Completion at Oregon State University” is available at
http://oregonstate.edu/dept/grad_school/current/flowchart-Masters.pdf

For catalog and class schedule, see
<http://catalog.oregonstate.edu/Default.aspx?section=Course>

Registration at OSU is done online. For registration information see
<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=377>

Joint-campus enrollment (intercampus registration procedure for MPH students) information and a link to the OSU MPH student’s required registration forms for courses offered at PSU and OHSU are in Appendix E of this handbook.

Internship/Organizational Experience forms are in Appendix F of this handbook. *See the individual OSU MPH track handbooks for track specific internship (field experience) minimum standards guidelines.*



Appendix I

(Health Promotion Track, only)

How to become a Certified Health Education Specialist (CHES)

The Certified Health Education Specialist, or CHES, examination is a competency-based tool used to measure application and knowledge of trained Health Educators. The exam assesses the basic competencies necessary for health educators, and consists of 150 multiple-choice questions. The exam is offered to students scheduled to graduate within 90 days of the exam date. To qualify for this option, a student must be enrolled in an accredited institution of higher education, and must submit an official transcript showing a minimum of 25 semester hours relating to the Area of Responsibility for Health Educator along with written verification from his/her faculty advisor assuring the student will complete all degree requirements within 90 days of the exam date.

See the CHES website for more information: <http://www.nchec.org/>.



NOTES