

COLLEGE OF PUBLIC HEALTH AND HUMAN SCIENCES

MPH Student

General Handbook

2016-2017



Oregon State
UNIVERSITY

MPH Student General Handbook 2016-2017

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Welcome to the College of Public Health and Human Sciences. Built on a strong foundation of public health – biostatistics, epidemiology, social and behavioral sciences, health policy and management, and environmental health sciences – the College takes a holistic approach to disease prevention and health promotion.

Our College Vision

To ensure lifelong health and well-being for every person, every family, every community.

Our College Mission

Inspired by our mission as a leading land-grant university, we create synergy in teaching, research and outreach to develop the next generation of globally minded public health and human sciences professionals. Through interdisciplinary research and innovative curricula, we advance knowledge, policies and practices that improve population health in communities across Oregon and beyond.

Our College Values

We share the values that guide Oregon State University: Accountability, Diversity, Respect, Responsibility and Truth. To these values, we add our dedication to:

- **Health:** We are committed to advancing lifelong health and well-being for all.
- **Care and Compassion:** With compassion and understanding, we commit to caring for ourselves and others.
- **Innovation:** We embrace innovative approaches to addressing challenges and opportunities.
- **Continuous Improvement:** We continually strive toward high standards by optimizing individual and collective strengths.
- **Cooperation and Collaboration:** We promote a collegial learning and work environment that encourages cooperation, collaboration and active participation.

IMPORTANT: In addition to this general handbook, students must reference to their option specific handbooks.

GRADUATE SCHOOL: All MPH students must also follow the guidelines and policies of OSU's Graduate School. You will obtain your program of study form from the Graduate School. Additionally, the Graduate School offers many activities and enrichment opportunities to further your professional development. (<http://gradschool.oregonstate.edu/>)

Program Details

A. MPH Core Competencies

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

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

B. Core Curriculum

All options of the MPH program must take five core courses (17 credits).

| Course # | Title | Credits |
|--|--|-----------|
| Public Health Required Core Courses | | 17 |
| H 512 | Introduction to Environmental & Occupational Health Sciences | 3 |
| H 524 | Introduction to Biostatistics | 4 |
| H 525 | Principles of Epidemiology | 4 |
| H 533 | Health Systems Organization | 3 |
| H 571 | Principles of Health Behavior | 3 |

C. Option Curriculum

See individual MPH Option Handbooks for option specific curriculum, competencies, degree requirements, suggested course sequence, field experience (internship), minimum standards guidelines, and culminating experience/oral exam information.

D. Advising

Upon entering the MPH program each student is assigned an advisor. The advisor is the student's key link to their program of study. Students are expected to initiate contact and meet with their advisors *at least once* a quarter. The advisor will assist the student with planning an individual program of study, will help with procedures regarding progress in the program, act as a mentor and guide, and provide assistance with specific questions or with solving programmatic problems and issues. To change advisors, the student must complete the "Request to Change Academic Advisor" form, which is available in each School's main office and on the College's web site.

E. Field Experience

The field experience is a 200-hour professional internship where knowledge from coursework is applied in a real-world setting. This is your opportunity to apply your existing skills and learn new ones by working within the field of public health.

The MPH Internship Coordinator has a database that contains data on field experience sites utilized by students. The database contains information about different opportunities including: agency background information, contact information, specialty option(s) served, and the number of students placed each year.

The internship planning process is described in details at:

<http://health.oregonstate.edu/degrees/graduate/public-health/h510-mp>

Andy Chuinard is the MPH Internship coordinator (Telephone: 541-737-4891 Email: andrew.chuinard@oregonstate.edu). You will work with him and your advisor as you prepare for your internship.

MPH Program Minimum Standards for Internship

In addition to meeting the option field experience criteria, all MPH internship experiences must meet the following:

- Preceptor experience: 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: Internship must meet option and student-specified competencies. Competencies and scope of the internship scope are pre- approved by advisor and MPH Internship Coordinator. Competency mastery is evaluated by both student and preceptor.
- Community or population focus: Internship experience is a professional experience within a public or private sector organization that can influence workplace, community or population health
- Duration: Minimum of 200 practice hours (6 units)

Students can work on OSU faculty community-based projects for their internship if the student is placed in the community and is mentored by a preceptor who is a community partner with required preceptor qualifications.

OSU Extension faculty who wish to have an intern working on a community-based project must place the student in an internship that is in the community (off campus), requires the student to network outside OSU, and builds the student's professional public health experience. Extension faculty may serve as preceptors for MPH students if the faculty member is based in

the community (off campus) and meets the required qualifications for preceptors.

See individual MPH option handbooks for minimum standards for internship. Also, see MPH Internship Handbook for more information on field experience requirements and procedures.

F. Annual Review of Satisfactory Academic Progress

MPH students are reviewed on an annual basis by the student's advisor. The annual review begins with a student's written self-assessment of progress completed by the student and submitted to the advisor along with a current (unofficial) transcript and résumé. The form to be used to document the evaluation is found on the following website:

<http://health.oregonstate.edu/degrees/graduate/public-health/student-information/#forms-&-docs>. The student meets with the major advisor to discuss the student's self-assessment and academic work, and the major advisor assesses whether the student is making "satisfactory,"

"satisfactory but marginal" or "unsatisfactory" academic progress. The final evaluation report will be signed by the student and the major advisor and submitted to the MPH Program Manager

(amanda.armington@oregonstate.edu or 123 Women's Building) to be retained in the student's permanent file. The student may submit a letter of rebuttal to the major advisor if he/she does not agree with any part of the major advisor's evaluation. The annual review should be completed by **October 15** of each year, after the student's first academic year of study and every year thereafter.

G. Graduate Program of Study (Required process/form)

The Graduate School Guide to Success provides valuable information, including forms, deadlines, procedures for examinations, and other policies:

http://oregonstate.edu/dept/grad_school/success.php. The Program of Study is developed under the guidance of the advisor and signed by the advisor and the Head of the School before filing in the Graduate School. The form is available online in the Graduate School:

http://oregonstate.edu/dept/grad_school/forms.php.

By the end of your first term, meet with your advisor to discuss your chosen area of focus and plan your elective courses to be taken in subsequent terms. At least 15 weeks before your Final Oral Examination, complete your entire program of study, and have it approved/signed by your advisor and School Head before submitting to the Graduate School. At least **2 weeks** before your Final Oral Examination, schedule your final oral examination,

using the online form.

H. Culminating Experience / Oral Exam

Upon completion of all required coursework and the internship experience, all MPH students must schedule a final oral presentation. The student's Program of Study must be filed with the Graduate School, all required coursework and the internship must be completed before taking the exam. Students must receive approval to take the exam from their academic advisors. All deviations from policy must be approved by the Program Coordinator. The oral exam differs by option; see individual option handbooks for specific details about the culminating experience/final oral exam.

Scheduling the Oral Exam

Each student is responsible for scheduling their oral exam with the Graduate School. The Graduate School requires that students submit the exam scheduling form at least 2 weeks prior to the exam date. The form is located on the Graduate School website:

<http://gradschool.oregonstate.edu/forms#event>.

Additionally, each student will reserve a room to hold their oral exam. Suitable rooms include Waldo 400, Women's Building 210, Hallie Ford Center 225, and room 6420 in the Valley Library. Students can work with School staff or the MPH Program Manager, Amanda Armington (Amanda.armington@oregonstate.edu), if they have difficulty reserving a room.

I. 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 option 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 terminated from the program.

Incomplete grades

Incomplete grades ("I") are strongly discouraged in the MPH program.

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

Grievances/Disagreements

Students may initiate a grievance procedure regarding an issue with a course, the program, or a faculty or staff member. 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

Students are allowed to take no more than 12 credits on a non-degree basis prior to admission to the MPH Program.

Students who have already completed 12 credits must be admitted to the MPH Program before taking additional courses.

Transfer & Pre-Admit Credits

MPH students may transfer in up to 1/3 of the number of credits required for their degree. This number *includes* any pre-admission credits taken at OSU as well as transfer credits from other institutions.

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

1. Be letter graded B or higher;
2. Not be graded Pass (or similar grading method);
3. Not be used for any other degree at any institution;
4. Be no older than seven years at the time the MPH degree is awarded;
5. Be applicable to a master degree at originating institution without qualification;
6. Not be correspondence credit.

Transfer credits must meet all university requirements as described at

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1802>

Acceptable transfer credits are determined by the advisor and the School Head at the time the Program of Study is developed. The Program of Study must be approved by the Graduate School.

Note: OSU Graduate Certificate of Public Health students are allowed to transfer all 20 of their certificate required credits once admitted in to the MPH Program.

Required Course Waiver Policy

All students accepted into the MPH Program will take the five core courses in addition to a series of option required courses. It is understood that some students may have already completed a graduate course that appears to be duplicative of a required core or option required course. In such cases, and when such a course is not transferred in, students may petition to waive the requirement to take a specific required 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 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 MPH 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 course instructor and the student's advisor in which the student is enrolled.

Students requesting course waivers need to demonstrate the comparability of their previous course to the course instructor. Both the course instructor and the student's advisor must approve the waiver. The student must provide a copy of the course syllabus of the equivalent course, a transcript for the course, and any other appropriate supporting documentation to 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 (Minimum Registration)

An approved leave of absence status assures that students will retain admission status during periods in which they cannot actively pursue the degree for personal, health, or other unforeseen reasons. For registration requirements and further leave of absence information, visit:

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804>

Minimum Registration

Unless on approved leave of absence, all graduate students in graduate degree and certificate programs must register continuously for a minimum of 3 graduate credits.

It should be noted that graduate assistantship eligibility requires enrollment levels that supersede those contained in this continuous enrollment policy. 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.

Unauthorized Break in Registration

An MPH student who takes an unauthorized break in registration by failing to maintain continuous enrollment or by failing to obtain Regular Leave of Absence or Family and Medical Leave 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, School Head, and Graduate School Dean. Acceptance back into a graduate program is not guaranteed even if the student departed in good standing.

Leave of Absence

Students in good academic standing may request a leave of absence from the program for a defined period of time (up to three terms), during which no academic progress is made. After consultation and approval from the advisor/major professor, students should complete a [Request for Leave of Absence form](#), which can be downloaded from the Graduate School website. Students who are considering a leave of absence should first consult the [Graduate School policy](#). 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.

Time to Degree Completion

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

Additional University Specific Policies

Policies Governing All Oregon State University Graduate Programs see <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38>

Policies Governing All Oregon State University Master's Degree Programs see <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=39>

The Graduate School provides a flowchart of successful master's degree completion at http://oregonstate.edu/dept/grad_school/current/flowchart-Masters.pdf.

Requirement for Training in Conduct of Scholarly Activities

All graduate students are required to be trained in the conduct of scholarly activities in an ethical manner, and the training must be documented on the program of study. Consult with your major advisor as to how this might be best met in your concentration area. For example, you may enroll in GRAD 520 (Responsible Conduct of Research), receive instruction in research groups, etc. See http://oregonstate.edu/dept/grad_school/assessment.php.

J. Diploma Application

In order to receive a printed diploma, students must submit a diploma application to the Graduate School through the MyOSU system. Students will click on "Student Records" and then "Apply for Graduation". The form should be submitted prior to taking the final exam, indicating the term the student intends to graduate. Participation in Commencement requires earlier submission of this form. More information can be found on the Graduate School website: <http://gradschool.oregonstate.edu/forms#diploma>.

K. Commencement

OSU holds only one formal Commencement ceremony each year in June. Students who have completed or will complete their degree during that academic year are eligible to participate. This includes the fall, winter, and spring terms prior to Commencement and the summer term following Commencement. Only if students have completed all degree requirements by the specified deadline may they participate in the Commencement ceremony. If students are eligible, the Registrar will mail them detailed information about Commencement during spring term. More information can be found on the Graduate School website:
<http://gradschool.oregonstate.edu/progress/deadlines>.

L. Resources

Many academic, professional development, and health and wellness resources are available to you as an OSU graduate student. The Graduate School has a comprehensive webpage dedicated to linking graduate students with the resources that they need:
<http://gradschool.oregonstate.edu/graduate-student-success/student-resources>.

International Students

We are pleased to welcome our MPH students who come from countries outside of the US. International Student Advising and Services (ISAS), within the Division of International Programs is an additional resource available to our international students. ISAS advises students on a wide host of issues, including visa status, employment, travel, cultural adjustment, and enrollment. They can be reached at 541-737-6310 or isas.advisor@oregonstate.edu.

Contact Information

MPH Program Manager
Amanda Armington, MPH
Amanda.armington@oregonstate.edu
541-737-3825

Each option has a dedicated faculty program coordinator, whose contact information is included in each option specific handbook.

M. Master's Degree Flow Chart

