

OREGON  
MPH

MASTER OF PUBLIC HEALTH

# **Health Promotion Student Handbook**



Portland State  
UNIVERSITY

**2011-2012**

# 2011-2012 OMPH Handbook for the Health Promotion Track at Portland State University

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**2011-2012 OMPH Program Student Handbook**  
**Health Promotion**  
**Portland State University**

**I. The Mission of Public Health**

The mission of public health is to "fulfill society's interest in assuring conditions in which people can be healthy" (Institute of Medicine, 1988). Incorporating the three core functions; assessment, policy development, and assurance, public health professionals strive to promote health and prevent disease through organized, interdisciplinary efforts (Association of Schools of Public Health, 2003).

**II. The Oregon MPH (OMPH) Program – An Overview**

**A. OMPH Program Mission**

The **mission** of the collaborative Oregon Master of Public Health 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 providing students with a competency-based graduate education that prepares them for professional careers in public health and health services.

**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. Creating a rich and relevant learning experience for students.
2. Enhancing the general health, welfare, and safety of populations and communities.
3. Demonstrating excellence and integrity in all we do.
4. Integrating public health principles into health care policies and delivery systems.
5. Promoting sustainability as a critical part of public health practice.
6. Using an analytic, evidence-based approach in addressing health issues.
7. Enhancing cultural diversity and fostering an environment conducive to the recruitment, training, and success of diverse students and faculty.
8. Developing partnerships for learning, service, and research to meet communities' health needs.
9. Resolving and preventing conflicts of interest.

### **D. Program Learning Competencies**

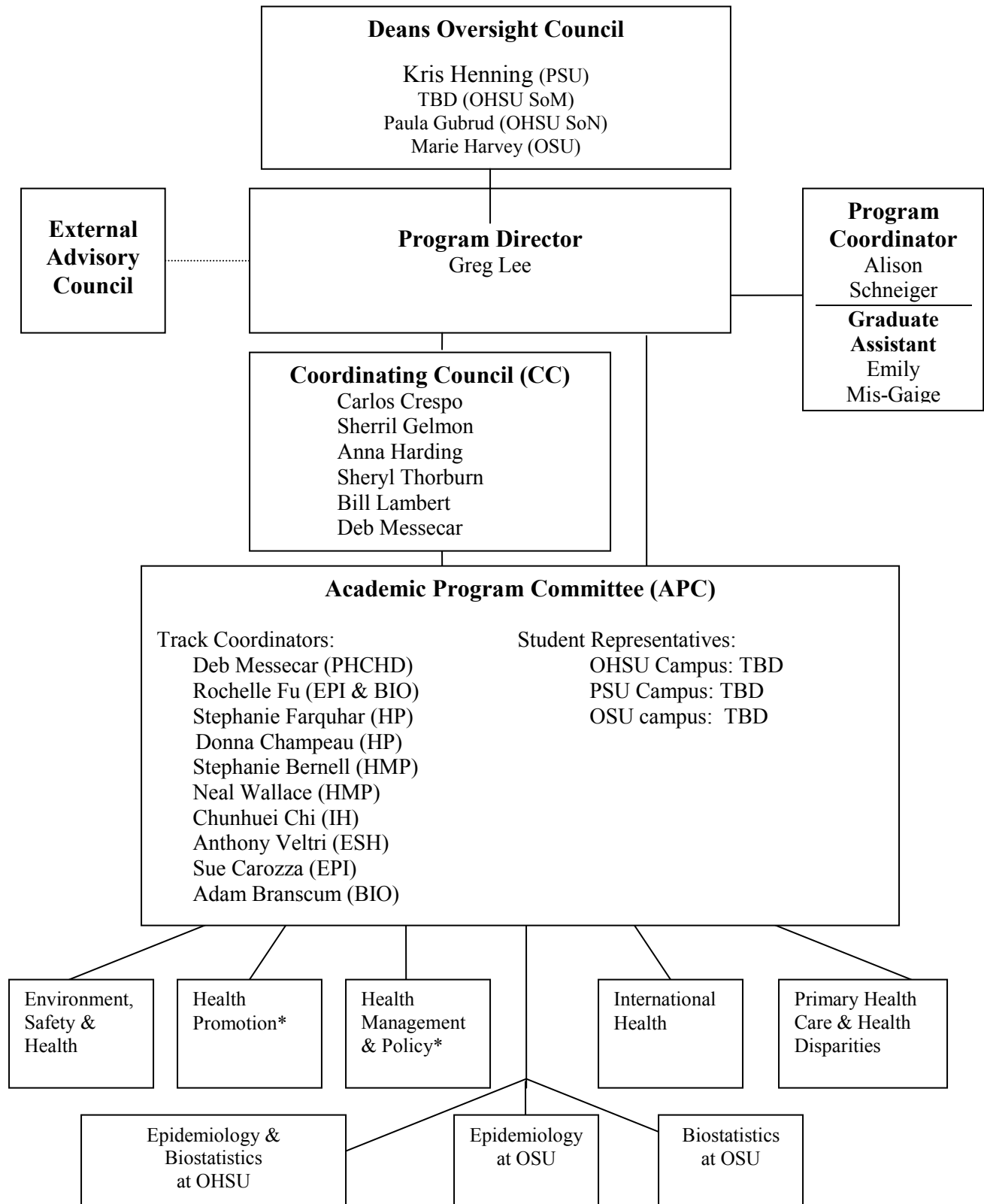
Upon completion of the OMPH program, students will be able to:

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

### **E. Accreditation**

The OMPH Program, which began operations in 1994, is accredited by the Council on Education for Public Health ([www.ceph.org](http://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 enroll in one of the sites.

### III. Health Promotion Track

#### A. Track Competencies

The goal of the Health Promotion track is to prepare students for advanced study or professional work in the fields of community health, health education, and health promotion in a wide variety of settings. The curriculum prepares students to utilize public health approaches to develop, administer, implement, and evaluate culturally sensitive health promotion and behavior change programs, and to mobilize community resources for planned social change.

**Health Promotion Track Competency Matrix**

Track Competency	PSU courses	OSU courses	Links to Program Learning Competencies
1. Apply theory in the development, implementation, and evaluation of health promotion interventions, programs, and policies	PHE 511, Foundations of Public Health PHE 550, Program Planning PA 588, Program Evaluation and Management in Health Services PHE 540, Mass Communication and Health PHE 521, Quantitative Research Design PHE 504, Internship/Field Experience Comprehensive Exam <i>PA 574, Health Systems Organization</i> <i>PHE 512, Principles of Health Behavior</i>	H591, Foundations in Public Health H576, Program Planning/Proposal Writing in Health/Human Services H549, Health Risk Communication H575, Evaluation of Health Promotion and Education Programs H515, Research Methodology in Health and Safety H 510, Internship Comprehensive Exam <i>H533, Organization, Financing and Delivery of Health Care</i> <i>H571, Principles of Health Behavior</i>	PLC #1 PLC #2 PLC #3
2. Develop interventions and programs to effect change at multiple levels, including individual, community, organizations, and policy	PHE 540, Mass Communication and Health PHE 550, Program Planning PHE 517, Community Organizing PHE 504, Internship / Field Experience Comprehensive Exam <i>PHE 512, Principles of Health Behavior</i> <i>PA 574, Health Systems Organization</i>	H549, Health Risk Communication H576, Program Planning/Proposal Writing in Health/Human Services H572, Community Organization for Health Promotion and Education H510, Internship Comprehensive Exam <i>H571, Principles of Health Behavior</i> <i>H533, Organization, Financing, and Delivery of Health Care</i>	PLC #1 PLC #2 PLC #3 PLC #4 PLC #7

3. Design and implement strategies to promote health	PHE 540, Mass Communication and Health PHE 550, Program Planning PHE 517, Community Organizing PHE 504, Internship / Field Experience <i>PHE 580, Environmental Health</i> <i>PHE 512, Principles of Health Behavior</i> Comprehensive Exam	H549, Health Risk Communication H576, Program Planning/Proposal Writing in Health/Human Services H572, Community Organization for Health Promotion and Education H510, Internship <i>H542, Environmental and Occupational Health</i> <i>H571 Principles of Health Behavior</i> Comprehensive Exam	PLC #1 PLC #2 PLC #7
4. Solicit and integrate input from community and organization stakeholders	PHE 550, Program Planning PHE 517, Community Organizing PA 588, Program Evaluation and Management in Health Services PHE 540, Mass Communication and Health PHE 504, Internship / Field Experience	H576, Program Planning/Proposal Writing in Health/Human Services H572, Community Organization for Health Promotion and Education H575, Evaluation of Health Promotion and Education Programs H549, Health Risk Communication H 510, Internship	PLC #2 PLC #6
5. Design and deliver health communication messages	PHE 540, Mass Communication and Health PHE 517, Community Organizing PHE 550, Program Planning Comprehensive Exam	H549, Health Risk Communication H572, Community Organization for Health Promotion and Education H576, Program Planning/Proposal Writing in Health/Human Services Comprehensive Exam	PLC #1 PLC #4
6. Evaluate and interpret results from program evaluations and other research	PHE 521, Quantitative Research Methods PA 588, Program Evaluation and Management in Health Services <i>PHE 535, Epidemiology</i> <i>PHE 580, Environmental Health</i> <i>PH 524, Introduction to Biostatistics</i> Comprehensive Exam	H515, Research Methodology in Health and Safety H575, Evaluation of Health Promotion and Education Programs <i>H525, Principles &amp; Practices of Epidemiology</i> <i>H542, Environmental and Occupational Health</i> <i>H524, Health Data Analysis</i> Comprehensive Exam	PLC #2

7. Define research problems, frame research questions, design research procedures, and outline methods of analysis	PA 588, Program Evaluation and Management in Health Services PHE 521, Quantitative Research Methods PHE 550, Program Planning <i>PHE 535, Epidemiology</i> <i>PH 524 Introduction to Biostatistics</i> <i>PA 574, Health Systems Organization</i> <i>PHE 580, Environmental Health Comprehensive Exam</i>	H575, Evaluation of Health Promotion and Education Programs H515, Research Methodology in Health and Safety H576, Program Planning/Proposal Writing in Health/Human Services <i>H525, Principles &amp; Practices of Epidemiology</i> <i>H524, Health Data Analysis</i> <i>H533, Organization, Financing and Delivery of Health Care</i> <i>H542, Environmental and Occupational Health Comprehensive Exam</i>	PLC #2
8. Apply ethical principles that govern the practice of public health	PA 588, Program Evaluation and Management in Health Services PHE 521, Quantitative Research Methods PHE 517, Community Organizing PHE 550, Program Planning PHE 511, Foundations of Public Health PHE 504, Internship / Field Experience <i>PA 574, Health Systems Organization</i>	H575, Evaluation of Health Promotion and Education Programs H515, Research Methodology in Health and Safety H572, Community Organization for Health Promotion and Education H576, Program Planning/Proposal Writing in Health/Human Services H591, Foundations in Public Health H510, Internship <i>H533, Organization, Financing and Delivery of Health Care</i>	PLC #5
9. Enact cultural competency in diverse social and cultural communities.	PHE 517, Community Organizing PHE 504, Internship / Field Experience <i>PHE 512, Principles of Health Behavior</i>	H572, Community Organization for Health Promotion and Education H510, Internship <i>H571, Principles of Health Behavior</i>	PLC #6
10. Develop a substantive Area of Emphasis.	PHE 504, Internship / Field Experience Courses in Area of Emphasis	H510, Internship Courses in Area of Emphasis	PLC #1 PLC #7

## B. Program Setting

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

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

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

### *School of Community Health*

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

### *SCH Mission*

The mission of the Portland State University School of Community Health is to promote the public's health and well-being through multidisciplinary education, research, and service. The School builds on the resources of the urban university by integrating individual, population, and systems perspectives respecting cultural diversity, social justice, and global connectedness. We work in collaboration with students, faculty, alumni, and community organizations.

### **C. 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/course/course.html>.

You will need to follow the campus-specific procedures for registration. You will register through the institution at which you are enrolled. For instructions on inter-campus registration please refer to Appendix E in this handbook.

## OMPH Program Core Course & Menu for Intercampus Registration:

<b>Core Courses</b>	<b>OHSU SOM</b>	<b>OHSU SON</b>	<b>PSU</b>	<b>OSU</b>
<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	PHE 510 Introduction to Biostatistics	H 524 Introduction to Biostatistics

Please note that public health courses offered by OMPH partner tracks appear as PHE 699 on your transcripts. For registration purposes, it may be helpful to recognize 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

### D. Degree Requirements

Completing the MPH degree in the Health Promotion track at PSU requires:

1. A total of at least 59 approved credit hours. These credits include:
  - OMPH Core Courses: 16
  - Required Track Courses: 19
  - Area of Emphasis / Elective Courses: 18
  - Field Experience: 6
2. Students must maintain a minimum 3.0 (B) grade point average in their graduate courses. Additionally, students may not receive lower than a B- in any required course (core or track required courses). If lower than a B- is received then the student will need to retake the course.
3. Successful completion of field experience.
4. Successful completion of comprehensive oral exam.

**The following courses are required:**

**OMPH Core Courses (16 Credits)**

PHE 512	Principles of Health Behavior (3)
PHE 535	Epidemiology Survey (3)
PHE 580	Concepts of Environmental Health (3)
PH 524	Introduction to Biostatistics—offered through OHSU (4)
PA 574	Health Systems Organizations (3)

**Health Promotion Required Courses (19 Credits)**

PHE 511	Foundations of Public Health * (3)
PHE 517	Community Organizing (3)
PHE 521	Quantitative Research Design (3)
PHE 540	Mass Communication & Health (3)
PHE 550	Health Promotion Program Planning (4)
PA 588	Program Evaluation and Management in Health Services (3)

**Example Area of Emphasis (15 Credits)**

*Courses listings for Areas of Emphasis are not exhaustive and vary in availability by year. The courses listed below are classes that are preapproved for that Area of Emphasis. You are encouraged to explore other course offerings at each of the institutions that may be applicable to your Area of Emphasis. Please note: Courses taken that are not listed under your Area of Emphasis must be approved by your advisor. This may mean providing a course description and/or syllabus and an explanation why the course will help meet your career goals. You must receive approval from your advisor to take a class not listed below.*

Advocacy & Social Change

PHE 517	Community Organizing <sup>+√</sup> (3)
PHE 522	Health and Social Inequalities (3)
PHE 541	Media Advocacy and Public Health (3)
SOC 536	Social Movements (4)
SOC 576	Theories of Social Change (4)
PA 543	Creating Collaborative Communities (3)
PS 517	Interest Groups (4)
PSY 540	Group Process (4)
USP 550	Citizen Participation (4)
USP 560	Policy Process (3)

Aging

PHE 558	Perspectives on Aging <sup>+</sup> (3)
PHE 556	Health Aspects of Aging (3)
PHE 557	National Long Term Care Policy (3)
PHE 559	Economics of Aging (3)
USP 510	Mental Health and Aging (3)
USP 564	Political & Administrative Issues (3)

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\* Must be taken first quarter of enrollment

<sup>+</sup> Represents primary course in Area of Emphasis; this course must be taken first.

<sup>√</sup> Note that Community Organizing is a required course and does *not* count towards the 15 credit requirement of the Advocacy and Social Change Area of Emphasis.

### Health Behavior

- PHE 513 Health, Behavior & the Social Environment<sup>+</sup> (3)
- PHE 510 Integrative Health & Systems Thinking (4)
- PSY 571 Health Psychology (4)
- SP 515 Problems of Intercultural Communication (4)
- SOC 585 Medical Sociology (4)

### Integrative Health:

- PHE 510 Integrative Health & Systems Thinking<sup>+</sup> (4)
- PHE 507 Research in Integrative Health (3)
- PHE 510 Contemplative Practice and Social Justice (4)
- PA 573 Values and Ethics in Health (3)
- USP 510 Sustainable Development Practices (3)
- USP 510 Sustainable Food Systems (3)
- SOC 565 Environmental Sociology (4)
- EPFA 510 Global Political Ecology (4)
- EPFA 510 Leadership for Sustainability (4)
- EPFA 520 Developmental Perspectives on Adult Learning (4)

### Physical Activity and Risk Reduction

- PHE 573 Exercise Physiology<sup>+</sup> (4)
- PHE 507 Seminar topics (3)
- PHE 556 Health Aspects of Aging (4)
- PHE 575 Exercise Testing Techniques (4)
- PHE 576 Physical Activity, Health and Disease (3)
- PHE 577 Exercise, Nutrition, and Performance (3)

### Women's Health

- PHE 552 Women's Health<sup>+</sup> (3)
- PHE 551 Women and Holistic Health (4)
- PHE 553 Women's Reproductive Health (4)
- SOC 525 Sociology of Women (4)
- SOC 526 Women/Mental Illness (4)
- SOC 585 Medicalization of Women's Bodies (3)

### **General Electives\* (3 Credits)**

*This list is not exhaustive; check with your advisor before enrolling in a course that is not listed below.*

- PHE 510 Integrative Health & Systems Thinking (3)
- PHE 510 Men's Health (4)
- PHE 510 Social Inequalities & Health (3)
- PHE 520 Qualitative Research Methods (3)
- PHE 541 Media Advocacy & Public Health (3)
- PHE 552 Women's Health (3)
- PHE 553 Women's Reproductive Health (4)
- PHE 556 Health Aspects of Aging (3)
- PHE 573 Exercise Physiology (3)

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<sup>+</sup> Represents primary course in Area of Emphasis; this course must be taken first.

\* Courses taken as part of the Area of Emphasis do not count toward meeting the 3 credits of general electives.

PA 525	Grantwriting (3)
PA 573	Values and Ethics in Health (3)
PA 576	Strategic Management of Health Care Organizations (3)

### **Internship / Field Experience (6 Credits)**

PHE 504 Internship / Field Experience (6)

### **E. Advising**

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

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

Students will maximize the benefit of advising and program resources by taking the following steps:

- 1) Check PSU email and/or SCH mailboxes at least once every week for notices and personal communication. Student mailboxes are located on the fourth floor of the Urban Center in the School of Community Health. **Please note that SCH requires you to use the PSU email to receive updates, for communication related to your academic program, and to contact faculty and staff.** You must set up an ODIN account to receive a PSU email address. To set up an account, please visit the Office of Information Technologies, located in Room 18 of the basement of Smith Memorial Student Union. Upon receipt of a PSU email address, students must provide that address to Elizabeth Bull in SCH ([bulle@pdx.edu](mailto:bulle@pdx.edu)), so that listservs and rosters may be updated;
- 2) Attend special events sponsored by the school and the college (e.g. lecturers, brown bag lunches);
- 3) Inform your advisor immediately of change-of-status or any other issues that have arisen;
- 4) Use the Student Advising Sheet with your advisor to track progress towards the degree; and
- 5) Notify both Elizabeth Bull and your advisor if address, phone, or other contact information changes.

### **F. Sample Course Sequence**

It is recommended that OMPH courses are taken in a particular sequence to maximize the educational experience. Always consult your advisor regarding your program of study to determine the schedule that fits best for you. The following schedule is recommended for students completing the 59 credit requirements within two academic years. Please note that some schedule considerations are suggestions and others are requirements.

<b>OMPH Core Courses (16 Credits)</b>	<b>SCHEDULE CONSIDERATIONS</b>
PHE 512 Principles of Health Behavior (3)	1 <sup>st</sup> (Fall), 2 <sup>nd</sup> , or 3 <sup>rd</sup> quarter
PHE 535 Epidemiology Survey (3)	2 <sup>nd</sup> , 3 <sup>rd</sup> , or 4 <sup>th</sup> quarter
PHE 580 Concepts of Environmental Health (3)	Any quarter
PH 524 Introduction to Biostatistics offered through OHSU (4)	1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> quarter
PA 574 Health Systems Organizations (3)	Any quarter
<b>Health Promotion Required Courses (19 Credits)</b>	
PHE 511 Foundations of Public Health (3)	<b>Required</b> 1 <sup>st</sup> quarter
PHE 517 Community Organizing (3)	Offered 3 <sup>rd</sup> quarter
PHE 521 Quantitative Research Design (3)	<b>Recommended pre-requisites</b> PH 524 & PHE 535
PHE 540 Mass Communication & Health (3)	<b>Required pre-requisite</b> PHE 512
PHE 550 Health Promotion Program Planning (4)	1 <sup>st</sup> year
PA 588 Program Evaluation and Management in Health Services (3)	2 <sup>nd</sup> year
<b>Field Experience</b>	
PHE 504 Internship / Field Experience (6)	<b>Must have completed</b> OMPH Core & HP required coursework (all 35 credits) to begin
Health Promotion Oral Exam	<b>Must have completed</b> OMPH Core & HP required coursework (all 35 credits); <b>Must have completed</b> at least 100 of the 200 required field experience hours

## G. Field Experience and Minimum Standards Guidelines

### Field Experience Information and Orientation

The OMPH Program Office has a database that contains information 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 Schneider at [alison@oregonmph.org](mailto: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/register/register.html#Field> .

Students in the Health Promotion Track at PSU are required to attend a track-specific field experience orientation one to two full terms prior to the term in which they plan to begin their field work. Orientation dates and times will be posted to the SCHGraduates listserv. Please see additional track-specific field experience information in the Field Experience Handbook (Appendix G).

## **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)

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

In addition to meeting the OMPH Program Minimum Standards for field experiences, internships for students in the Health Promotion track must meet the following requirements:

- Students must complete all track and core required courses before beginning an internship or have written consent from their faculty advisors.
- Students may seek placements in public or private sector organizations that offer qualified health promotion preceptors.
- Students must complete an internship application, which must be approved by their major professor/advisors prior to the start of placement.
- As part of their internship applications:
  - Students must develop individual learning competencies for the internship.
  - Students must describe how their Area of Emphasis, internship, and career objectives are connected.
  - Students must describe the Health Promotion track competencies of which they intend to gain mastery during their internships. These must include, at minimum, track competencies #1,3,4,8,9, and 10.
- After completing their internships, students must complete an internship summary report, which must be approved by their major professor/advisors.
  - In this final summary report students must describe and evaluate the degree to which they accomplished their individual and Track learning competencies during their field experience.
- Preceptors must evaluate, using a survey instrument provided in the Internship Handbook, the degree to which students accomplished their individual learning competencies and attained the track competencies. This evaluation must be submitted to the student's major professor/advisor.

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

## **H. Comprehensive Exam**

To complete the program all HP MPH students must schedule a final oral examination. **Note that all OMPH core and Health Promotion required coursework, and at least 100 hours of the field experience, must be completed before taking the exam. You must be registered for a minimum of one graduate credit during the term in which you are taking your exam.** All deviations from policy must be approved by the School of Community Health Director, Dr. Carlos Crespo. If you need to register for a one-credit “by-arrangement” to meet this requirement, please see Elizabeth Bull (URBN 450B). Students must receive their academic advisor’s approval to take the exam, and should plan to discuss exam format and preparation techniques with their advisor well in advance of exam date.

### *Purpose*

The purpose of the oral examination is to provide students with an opportunity to integrate their educational experiences and draw from coursework and the field experience to respond to substantive, methodological, and theory-based questions. In conjunction with the field experience, the exam is designed to test the Health Promotion track competencies and to provide the student an opportunity to assess his or her mastery of the competencies.

### *Scheduling*

Once assigned a committee by the School, students are responsible for scheduling the oral exam with their three committee members. Note that exams must be scheduled only during regular sessions (i.e., not during spring or winter breaks). Oral exams are typically conducted during Fall and Spring terms. **According to the University Bulletin, oral examinations may be scheduled no fewer than two weeks before the close of the term of graduation** (i.e., must be completed by the end of week nine in a ten-week term).

### *Format*

The examination will last approximately three hours. Students will receive a list of possible questions one hour prior to the beginning of the oral exam, and will be able to use that one hour to synthesize their thoughts and write down responses to the questions. Only these written notes may be used during the oral exam. After this hour, the examination committee will proceed with an oral examination covering many of the questions. The oral exam will last approximately 1-1½ hours. Committee members will then convene to discuss the responses and determine the examination grade.

Students may not bring any outside notes (with the exception of notes from the preparatory period), books, papers, or study materials into the preparation and exam room. All questions and written notes will be collected at the end of the exam.

### *Committee*

The exam committee will be comprised of three faculty members, typically including the student’s advisor and two additional members who are faculty of the School of Community Health. Students should discuss the procedure for creating committees with their Track Coordinator.

### *Assigning a Grade*

Students will be assigned a “pass” or “fail” grade. A grade of “pass” means that the student has responded to the exam questions satisfactorily. If the student receives a grade of “fail” on the examination, faculty must provide specific comments, feedback, and suggestions for improvement. Failure of the examination may result in additional coursework, remedial assignments or readings, prior to retaking the examination. Students will be allowed **one** retake of the examination, which will include new questions and follow the same procedures as above. The examination may be retaken no sooner than 10 weeks (one full academic term) after the date of the failed exam. If the student fails the second oral examination, the student will be terminated from the OMPH Program.

### **I. Thesis:**

Health Promotion students may choose to complete a thesis as an elective, however this is not required and it cannot be undertaken in lieu of the mandatory field experience.

### **J. Policies**

#### **Grading and GPA Requirements**

Students are assigned letter grades for all classes except for the field experience, which is 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 <http://www.pdx.edu/registration/grading-system> for additional information on incompletes and course withdrawals.

### **Grievances/disagreements**

**Policy:** Students may initiate a grievance procedure regarding an issue with a course or the program.

**Procedure:** The Office of Student Affairs has a board that will hear appeals from students who feel they have not been given fair grades by a professor; however the student must make a reasonable effort to contact the instructor, department head, and academic dean before filing an appeal. Students can find more information regarding the appeal process and other student affairs issues on the Office of Student Affairs web page at [www.pdx.edu/dos/appeals.html](http://www.pdx.edu/dos/appeals.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 continue in the OMPH Program.

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

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

- a. If a student transfers from **another MPH degree program/school** s/he can transfer up to 1/3 of completed credits to the OMPH Program (20-21 credits total, depending on the track).
- b. If a student is **not admitted or matriculated** in to an 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; and 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:** For transfers or pre-admit credits, the student should sign and submit one Transfer of Credit form listing all transfer or pre-admit coursework, as well as corresponding transcripts and a syllabus or course description for each course to be transferred. The Transfer of Credit form is also called a "GO-21," and can be obtained from the graduate studies website at <http://www.pdx.edu/ogs/forms>. All forms should be submitted to Elizabeth Bull **at least one quarter before intended graduation**. Courses will not automatically be accepted for transfer. They will be reviewed by your advisor or the SCH director for equivalency to OMPH courses. Students do not need to register and pay for those credits that transfer into the program. If you need further clarification, contact the PSU Graduate Studies office (<http://www.gsr.pdx.edu/ogs.php>).

## **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 the previously taken course to the course instructor by providing a typewritten waiver request along with a copy of the course syllabus of the equivalent course, a transcript for the course, and any other appropriate supporting documentation. Additionally, the student may need to pass an exam provided by the instructor to demonstrate course competencies. The waiver will be verified in writing by the instructor and the SCH Director. It should be noted that waiving a class does not mean that a student receives credit for the class, but rather must take a substitute course in its stead.

Any and all deviations from the required courses must be approved in writing by your advisor before taking the course. The approval should be submitted to Elizabeth Bull to be kept with your student records. *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 in assessing the quality of courses and to identify opportunities for improvement. Faculty will not have access to individual evaluation forms, but will receive a typed summary of responses and aggregate scores, after the term is completed.

## **Leave of Absence & Continuous Enrollment Policies**

**Policy:** The School of Community Health follows university enrollment policies, detailed in the *PSU Bulletin*. Any student admitted to the OMPH Program, and in good academic standing, may petition for a leave of absence. Leave of absence assures that students will retain their

admissions status during periods in which they cannot actively pursue the degree for personal, health, or other unforeseen reasons. A leave of absence is granted for up to one calendar year. Students who have not enrolled for three terms (excluding summer) must submit a re-enrollment request.

Procedure: The student's advisor and the SCH Director must endorse a leave of absence petition. Application for leave of absence must be filed in the Office of Graduate Studies no later than the last day to register for classes in the term for which the application is made. A leave of absence does *not* constitute a waiver of the time limit for completion of the OMPH Program. Only in cases of extreme need will additional leave time be considered. The SCH Director must approve such extensions

### **Time to Degree Completion**

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

### ***Additional Department-Specific Policies:***

#### **SCH Email Address Policy**

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

## **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 procedures detailed in Appendix E.**

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 OSU Ecampus are **not included** in the OMPH joint campus tuition agreement. These 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 and fees will apply.

## **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](http://oregonstate.edu/facilities/transit_pkg/index_pkg.html)
- **PSU Parking Services:** #503.725.3442  
<http://transportation.pdx.edu/>

## **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://library.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 up to 12 completed, pre-admission credits towards your degree. These are courses taken within the OMPH Program, but prior to having been admitted 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 units 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) See the procedures for applying these courses to your MPH degree on p. 20 of this handbook.

## **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 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 information regarding current opportunities. Contact information for your track can be found on your track webpage on the OMPH website: <http://www.oregonmph.org/tracks/index.html>.

#### **6. How do I contact the OMPH Program office?**

Program Director: Greg Lee, PhD  
OMPH Program Office  
506 SW Mill St., Suite 450  
Portland, OR 97201  
Mail Code: OMPH-SCH  
Tel. 503-725-5106  
Fax 503-725-5100  
**Email:** [greglee@oregonmph.org](mailto:greglee@oregonmph.org)

Program Coordinator: Alison Schneiger  
OMPH Program Office  
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](mailto:alison@oregonmph.org) or [aschneig@pdx.edu](mailto:aschneig@pdx.edu)

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

You can find the most current information about the OMPH Program on our website at [www.oregonmph.org](http://www.oregonmph.org). 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, April 6, 2012.

The symposium is designed to provide a forum for current students to share their ongoing work (from research, projects from class, field experiences, or 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 showcase 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 symposium.

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 another faculty member with whom you've worked or become acquainted.

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

### *The OMPH Position Statement on the CPH 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.

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 now 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 Schneiger at [alison@oregonmph.org](mailto:alison@oregonmph.org), or 503-725-5186.

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

not begin to receive messages, or if you want to be removed from this list, please contact Becky Fidler (rfidler@pdx.edu).

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

## 11. Websites of Interest

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

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

Oregon State University  
[www.oregonstate.edu](http://www.oregonstate.edu)

Oregon Health and Science University  
[www.ohsu.edu](http://www.ohsu.edu)

American Public Health Association  
[www.apha.org](http://www.apha.org)  
News, career resources, links to state, national and international public health organizations

Association of Schools of Public Health  
[www.asph.org](http://www.asph.org)  
Field experience and job links, information about academic programs

Association of Prevention Teaching and Research (formerly Association of Teachers of Preventive Medicine)  
[www.atpm.org](http://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](http://www.cdc.gov)  
Provides epidemiological data, job links, education resources, etc.

Council on Education for Public Health  
[www.ceph.org](http://www.ceph.org)  
Academic public health accrediting agency

Council of Accredited MPH Programs (CAMP)  
[www.mphprograms.org](http://www.mphprograms.org)  
Association of accredited programs in Public Health

Environmental Protection Agency

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

Environmental health resources

National Institutes of Health

<http://www.nih.gov>

Links to health institutes, health education materials

Oregon Health Division

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

Oregon Health Division homepage

Oregon Employment Department

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

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

Oregon Public Health Association

[www.oregonpublichealth.org](http://www.oregonpublichealth.org)

News, career resources, links to public health organizations

Oregon Rural Health Association

[www.orha.org](http://www.orha.org)

Rural health topics: advocacy, research, education

Public Health Employment Connection

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

Job listing site maintained by Emory School of Public Health

Public Health Jobs Network

[www.publichealthjobs.net](http://www.publichealthjobs.net)

Job listing site sponsored by ASPH

## **12. Frequently Asked Questions (FAQ) Oregon MPH Program and Oregon State University**

### **a. What is changing?**

Since 1994, the Oregon MPH Program has been a three-way collaborative among OHSU, OSU, and PSU. For the past few years Oregon State University had been preparing to establish an accredited college of public health independent of the OMPH Program. In June 2011, Oregon State University's application to become a standalone College of Public Health and Human Sciences (CPHHS) was accepted by CEPH (Council on Education for Public Health), our accrediting body. All partners in the OMPH have all been working closely together during this time to assure a seamless transition for students. Beginning in July 2014, should OSU receive accreditation, they will separate from the Oregon MPH Program and operate as an independently accredited college of public health. The Oregon MPH Program will continue as an accredited two-university collaborative program with OHSU and PSU.

### **b. If OSU is planning to be independent, why wait until 2014?**

To make these transitions as smooth as possible for students, so there are no disruptions to students' progress in our graduate programs, OSU will remain a full partner in the OMPH until 2014. By closely coordinating our planning, OSU maintains continuous accreditation under the OMPH until 2014, at which time they become accredited independently as a school.

**c. Is the OMPH Program accreditation affected or at risk with these changes?**

All changes come with risk, but the advance planning over the past two years, combined with the close consultation with CEPH, has laid the groundwork for a smooth and successful transition for both OSU and the OMPH Program. PSU and OHSU have the necessary faculty and expertise to continue the OMPH as a two-university collaborative program without OSU beginning in 2014.

**d. What do entering students need to know about the changes?**

The changes will have a negligible affect for most students who are already enrolled in the program or who are beginning Fall 2011. If OSU is successful in receiving accreditation, this would occur in Summer 2014. At that time, OSU will no longer operate under the Oregon MPH Program accreditation. This change means that only PSU and OHSU students would be able to take classes at both campuses under the collaborative partnership. OSU students who have not graduated by June 2014 will continue their course of study at OSU only.

**e. What is changing right away?**

The Oregon MPH Program and OSU faculty leaders have been working closely together over the past two years to anticipate the changes ahead. During the next two years the OMPH Program will continue to operate as a single accredited program and you may experience very little change. Beginning in Fall 2011, we will hold separate new student orientations in both Portland (OHSU and PSU students) and Corvallis (OSU students).

**f. What is not changing?**

The Oregon MPH Program will continue to operate as a single collaborative program until the separation occurs (anticipated, June 2014.) The MPH degree at OSU will continue to be accredited under the Oregon MPH Program. Therefore, the Program Learning Competencies for the Oregon MPH Program will remain the same until 2014, the five core classes will remain interchangeable at all three campuses until 2014, students will continue to be able to take classes through the intercampus registration process until 2014, and the annual Student Symposium will continue to be a collaborative activity with all three universities. The Coordinating Council, made of up of faculty leaders from the three universities and the OMPH staff, will continue to be the body for program policy and planning. This group will be responsible for assuring the ongoing communications and coordination of all program activities that impact or involve students and faculty. The OMPH Program Office staff will continue to be accountable to all three universities for maintaining the quality of education for students and the cooperative administration of the OMPH Program. The Deans Oversight Council, made up of a Dean or Dean's representative from each campus, continues to have the ultimate decision making authority and oversight for the OMPH Program.

**g. Can a student still take classes at all three campuses?**

Yes, this collaborative function will remain in place until 2014. We will continue use of the intercampus course enrollment process. However, Oregon MPH students are encouraged to take the majority of their coursework at their home

institution. Also, keep in mind that some courses do fill quickly, so be prepared to have several options in mind for class selection each quarter.

**h. Why is OSU doing this? Is there a need for more public health education in Oregon?**

Establishing a CPHHS at OSU is part of a larger effort by a diverse group of stakeholders to build a strong public health system for Oregon. An accredited CPHHS will increase capacity for public health research and service and is anticipated to bring national reputation, peer recognition and new resources to the participating universities and the State. In addition, the current Oregon MPH Program has over 300 active students, which is a much larger enrollment than anticipated when the program was established in 1994. The expertise gained with an MPH degree is increasingly in demand, as a result of healthcare reform at all government levels, the greater recognition of public health training for health education, promotion of healthy lifestyles, and the globalization of health and wellness initiatives.

**i. Does establishing a CPHHS in Corvallis preclude starting a second school in Portland?**

No. In fact several states have more than one accredited school or college. We expect that the Oregon MPH in Portland will continue to grow and may expand its specialty areas into urban health, sustainability, global health, and environmental health. We expect both the OMPH and the CPHHS to thrive in the future and continue to serve Oregon students as well as out of state and international scholars.

**j. What if I have more questions?**

For further information on Oregon MPH Program, contact Greg Lee, PhD, Director, [greglee@oregonmph.org](mailto:greglee@oregonmph.org), 503-725-5106.

## **V. Frequently Asked Questions about the Health Promotion Track**

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

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

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

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

Students should check with the university office of financial aid for a complete listing of available sources and grant and loan requirements. Financial aid is available primarily for full-time graduate students, although some loans and grants are open to part-time students. This aid is of three general types: (1) graduate assistantships available through the College of Urban and

Public Affairs and School of Community Health; (2) loans and work study available through the University's Office of Financial Aid, and (3) awards, grants, and scholarships available through PSU.

### **Graduate Assistantships**

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

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

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

Graduate assistants usually receive tuition remission and a small monthly stipend. Students interested in applying for GA positions must email a resume and cover letter to Elizabeth Bull in the School of Community Health: [bulle@pdx.edu](mailto:bulle@pdx.edu).

### **Financial Assistance Available Through the University**

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

### **Federal Perkins Loans**

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

### **Work Study**

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

### **Federal Direct Stafford Loans**

These loans are available to PSU graduate students through the cooperation of the University and the U.S. Department of Education. Both interest subsidized and unsubsidized loans are available. The federal government pays interest on the subsidized loans while the student is in school. Unsubsidized loan eligibility is based on the difference between the student's cost of attendance and the financial aid awarded. Unlike subsidized loans, the federal government *does not* make interest payments while the student is enrolled. Repayment begins six months after the

student drops *below half-time* status or leaves the University. The annual combined loan maximum for graduate students is \$18,500.

### **Scholarships and Alternative Funding:**

For information about scholarships and alternative funding sources, please visit

<http://www.sa.pdx.edu/scholarships/>.

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

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

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

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

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

Most of the core and required OMPH courses are offered in time slots beginning at 4 p.m. or 6:40 p.m., but some courses are offered during the day. It may not be possible to complete the degree by solely taking courses offered in the late afternoon or evening.

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

See Course Waiver Requirements, above.

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

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

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

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

[www.indiana.edu/~wts/wts/plagiarism.html](http://www.indiana.edu/~wts/wts/plagiarism.html).

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

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

In addition to consulting with your academic advisor, you may wish to explore the resources available through PSU's Skills Enhancement and Tutoring Center (SETC):

<http://www.setc.pdx.edu/>.

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

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

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

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

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

Students may request to view their official files by contacting Elizabeth Bull or may access their transcripts on-line via PSU Information Systems, at [www.banweb.pdx.edu](http://www.banweb.pdx.edu).

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

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

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

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

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

- Student name

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

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

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

A summary of procedures for completing a Master’s degree and appropriate forms to be filled out for graduation can be found at <http://www.pdx.edu/ogs/forms>. The forms must be submitted according to the deadlines listed, which can be found at <http://www.pdx.edu/ogs/graduate-candidate-deadlines> (Please note the minimum number of forms is listed below but some students may need to fill out additional forms. This information can be found at the aforementioned websites)

- Graduating students must complete and submit a final Graduate Degree Program form GO12.
- Students must file an [Application for Awarding of Master’s or Doctoral Degree](#) form in the Office of Graduate Studies, no later than the first week of the term of graduation.
- Advisor is responsible for the completion of the [Recommendation for the Degree, GO-17M](#) Form. (Students do not need to submit this form, it will be completed by your advisor and submitted to the Office of Graduate Studies by Elizabeth Bull)

It is strongly recommended that students submit applicable completed forms to Elizabeth Bull during the quarter **PRIOR** to the quarter in which they wish to graduate. This will help to ensure sufficient time for faculty advisors to sign the forms and have them submitted. Students should check with Elizabeth Bull ([bulle@pdx.edu](mailto:bulle@pdx.edu)) to make sure that forms have been signed by all relevant administrators and submitted prior to the deadline.

### **14. How can I become more involved with the School of Community Health?**

Each year there are a number of committees within the School of Community Health that need student representatives. If you are interested in serving as a student representative please contact the SCH director, Dr. Carlos J. Crespo at [ccrespo@pdx.edu](mailto:ccrespo@pdx.edu)

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

#### **The MPH Listserv**

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

message “change MPH/SCH listervs” in the subject area. [Please also refer to SCH Email Policy, above.]

### **Office of Graduate Studies**

The Office of Graduate Studies and Research is located on the 6<sup>th</sup> floor of the Unitus Community Credit Union Building at 2121 SW 4<sup>th</sup> Ave. This office provides guidelines for graduation and thesis preparation, scholarship information, and access to many other resources. The website is <http://www.pdx.edu/ogs/>.

### **Millar Library**

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

### **Student Lounge, Resource Room, and CUPA Library**

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

### **Computer Labs**

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

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

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

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

### **The Center for Student Health and Counseling**

The Center for Student Health and Counseling is a primary clinic that provides outpatient medical treatment, women's health care, lab and x-ray facilities, immunizations, dispensary services, wellness resource center, health education, dental services and psychological counseling. For further information regarding services available, measles vaccination

requirements, or insurance information, please contact SHAC at (503) 725-2800 or their website: <http://www.pdx.edu/shac/>. The Center for Student Health and Counseling is located in the University Center Building, Suite 200 (SW 6<sup>th</sup> and Hall St.).

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

### **Student Recreation and Intramurals**

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

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

### **Campus Public Safety**

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

### **16. How do I find out about field experience opportunities?**

Please see the Field Experience Handbook in Appendix G, or the SCH website. (<http://www.pdx.edu/sch/graduate-field-experience> ).

### **17. If I am an OMPH student in a different track, can I transfer to the PSU Health Promotion track?**

Yes, current OMPH students may *apply* to transfer to the PSU Health Promotion track. Students are allowed to use the same GRE scores, TOEFL scores, and letters of recommendation as in their original OMPH application, but are required to revise their personal statement to include a description of why they are interested in the Health Promotion track, as well as their vision for their future professional role in the field. Because of policies governing transcript use, students transferring from an OMPH sister campus will also need to request that new official transcripts be sent to PSU.

A transfer is not guaranteed. All students wishing to transfer must adhere to the same application deadlines and review process as other Health Promotion applicants. If you are interested in applying to transfer, please speak with the PSU Health Promotion Track Coordinator or School of Community Health Director before proceeding with the application to transfer process.

### **18. What is an ODIN account and how do I get one?**

An ODIN account allows you access to computers on campus, WebMail, PSU Wi-Fi and disk space for storage of files. To create an account please visit <https://oam.pdx.edu> or stop by the HELP desk in Smith Memorial Union, room 18.

## VI. OMPH Faculty and Staff Contact Information

For a complete faculty list, see the OMPH program website: [www.oregonmph.org](http://www.oregonmph.org)

**Director:** Greg Lee, PhD  
OMPH Program Office  
506 SW Mill St., Suite 450  
Portland, OR 97201  
Tel. 503-725-5106  
Fax 503-725-5100  
**Email:** [greglee@oregonmph.org](mailto: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](mailto:alison@oregonmph.org)

### **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

### **Environment, Safety and Health Track (OSU)**

#### **Admissions Contact**

Eileen Kaspar  
Department of Public Health  
Main Office  
541-737-3825  
[eileen.kaspar@oregonstate.edu](mailto:eileen.kaspar@oregonstate.edu)

#### **Curricular Information**

Anthony Veltri, EdD  
Oregon State University  
Department of Public Health  
541-737-3831  
[Antony.Veltri@oregonstate.edu](mailto:Antony.Veltri@oregonstate.edu)

**OMPH Student Representative**

TBD

**Epidemiology (OSU)**

**Admissions Information**

Department of Public Health

Eileen Kaspar

541-737-3825

[eileen.kaspar@oregonstate.edu](mailto:eileen.kaspar@oregonstate.edu)

**Curricular Information**

Sue Carozza, PhD

Oregon State University

Department of Public Health

[susan.carozza@oregonstate.edu](mailto:susan.carozza@oregonstate.edu)

541-737-5949

**Biostatistics (OSU)**

**Admissions Information**

Department of Public Health

Main Office

541-737-3825

[eileen.kaspar@oregonstate.edu](mailto:eileen.kaspar@oregonstate.edu)

**Curricular Information**

Adam Branscum, PhD

Oregon State University

Department of Public Health

[adam.branscum@oregonstate.edu](mailto:adam.branscum@oregonstate.edu)

541-737-2665

**Epidemiology & Biostatistics Track (OHSU)**

**Admissions Information**

Tree Triano

Oregon Health & Science University

503-494-2012

[trianot@ohsu.edu](mailto:trianot@ohsu.edu)

**Curricular Information**

Bill Lambert, PhD

Oregon Health & Science University

Department of Public Health and Preventive Medicine

503-494-9488

[lambertw@ohsu.edu](mailto:lambertw@ohsu.edu)

**OMPH Student Representative**

## **Health Management & Policy Track (OSU)**

### **Admissions Information**

Department of Public Health

Main Office

541-737-3825

[eileen.kaspar@oregonstate.edu](mailto:eileen.kaspar@oregonstate.edu)

### **Curriculum Information**

Stephanie Bernell, PhD

Oregon State University

Department of Public Health

541-737-9162

[Stephanie.Bernell@oregonstate.edu](mailto:Stephanie.Bernell@oregonstate.edu)

### **OMPH Student Representative**

TBD

## **Health Management and Policy Track (PSU)**

### **Admissions Information**

Becky Fidler

503-725-3920

[rfidler@pdx.edu](mailto:rfidler@pdx.edu)

[PublicAdmin@pdx.edu](mailto:PublicAdmin@pdx.edu)

### **Curricular Information**

Neal Wallace, PhD

Portland State University

Mark O. Hatfield School of Government

503-725- 8248

[nwallace@pdx.edu](mailto:nwallace@pdx.edu)

### **OMPH Student Representative**

## **Health Promotion Track (OSU)**

### **Admissions Contact**

Department of Public Health

Eileen Kaspar

541-737-3825

[eileen.kaspar@oregonstate.edu](mailto:eileen.kaspar@oregonstate.edu)

### **Curricular Information**

Donna Champeau, PhD

Oregon State University

Department of Public Health

541-737-3835

[Donna.Champeau@oregonstate.edu](mailto:Donna.Champeau@oregonstate.edu)

### **OMPH Student Representative**

TBD

## **Health Promotion Track (PSU)**

### **Admissions Information**

503-725-4401

[SCHinfo@pdx.edu](mailto:SCHinfo@pdx.edu)

### **Curricular Information**

Liana Winett, DrPH, CHES

Portland State University

School of Community Health

503-725-4401

[lwinett@pdx.edu](mailto:lwinett@pdx.edu)

**OMPH Student Representatives**

## **International Health Track (OSU)**

### **Admissions Information**

Department of Public Health

Main Office

541-737-3825

[eileen.kaspar@oregonstate.edu](mailto:eileen.kaspar@oregonstate.edu)

### **Curricular Information**

Chunhuei Chi, Sci.D.

Oregon State University

Department of Public Health

541-737-3826

[Chunhuei.Chi@oregonstate.edu](mailto:Chunhuei.Chi@oregonstate.edu)

**OMPH Student Representative**

## **Primary Health Care & Health Disparities Track (OHSU)**

### **Admissions Contact**

OHSU School of Nursing

503-494-7725

[proginfo@ohsu.edu](mailto: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](mailto:messecar@ohsu.edu)

**OMPH Student Representative**

# Appendix A: Maps of the three campuses

## OHSU Campus Map



3181 S.W. Sam Jackson Park Road  
Portland, Oregon 97239

### OHSU MARQUAM HILL CAMPUS

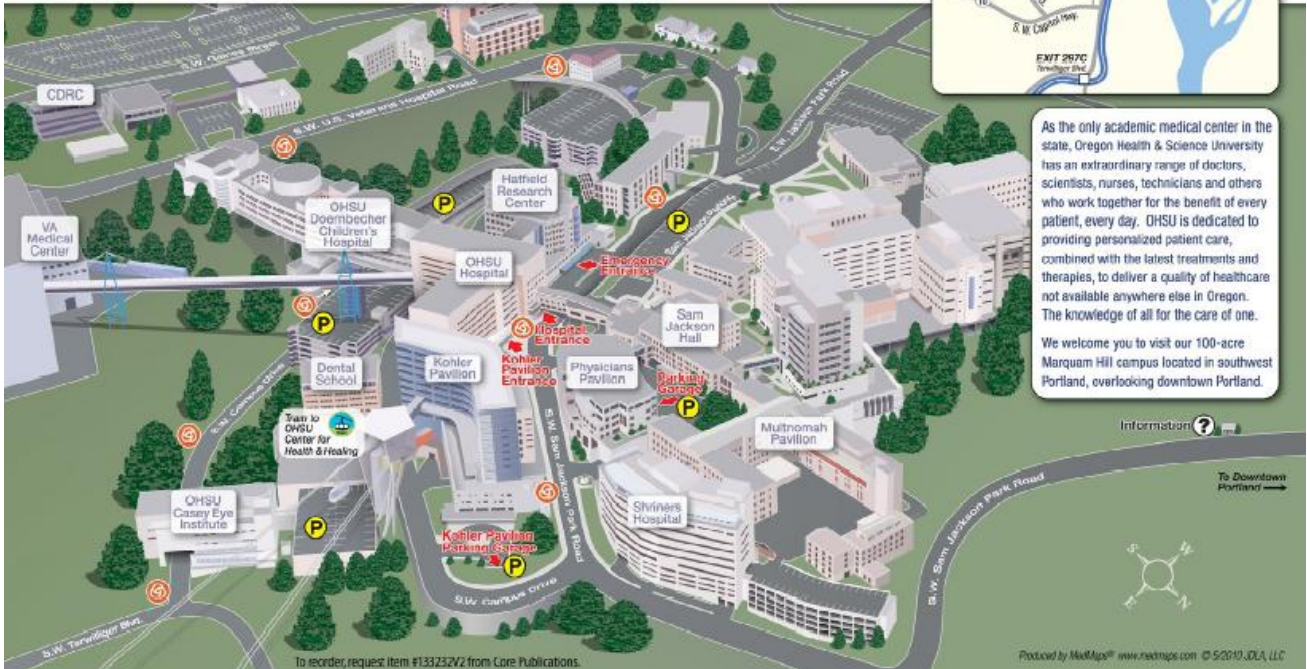
#### ABOUT THE OHSU MARQUAM HILL CAMPUS

The majority of OHSU's patient care facilities are centrally located in the Portland metropolitan area on our 100-acre Marquam Hill campus which overlooks downtown Portland and in the South Waterfront district along the west bank of the Willamette River. In addition to OHSU's two hospitals (OHSU Hospital and OHSU Doernbecher Children's Hospital) and numerous primary care and specialty practices, the university's administrative offices, the Schools of Medicine, Dentistry and Nursing; and multiple research centers, institutes and laboratories are also located on our Marquam Hill Campus.

#### PARKING

Patients, and friends and family of patients who are staying in one of the OHSU hospitals, may park for free in designated areas on Marquam Hill Campus. Patient/visitor parking areas are located in the Physicians Pavilion, Kohler Pavilion, OHSU Casey Eye Institute, near OHSU Doernbecher Children's Hospital, and in Sam Jackson Parking Garage across from the Emergency Department.

For more information and directions to the campus, please visit [www.ohsuhealth.com/maps](http://www.ohsuhealth.com/maps) or call 503.494.8311.



As the only academic medical center in the state, Oregon Health & Science University has an extraordinary range of doctors, scientists, nurses, technicians and others who work together for the benefit of every patient, every day. OHSU is dedicated to providing personalized patient care, combined with the latest treatments and therapies, to deliver a quality of healthcare not available anywhere else in Oregon. The knowledge of all for the care of one.

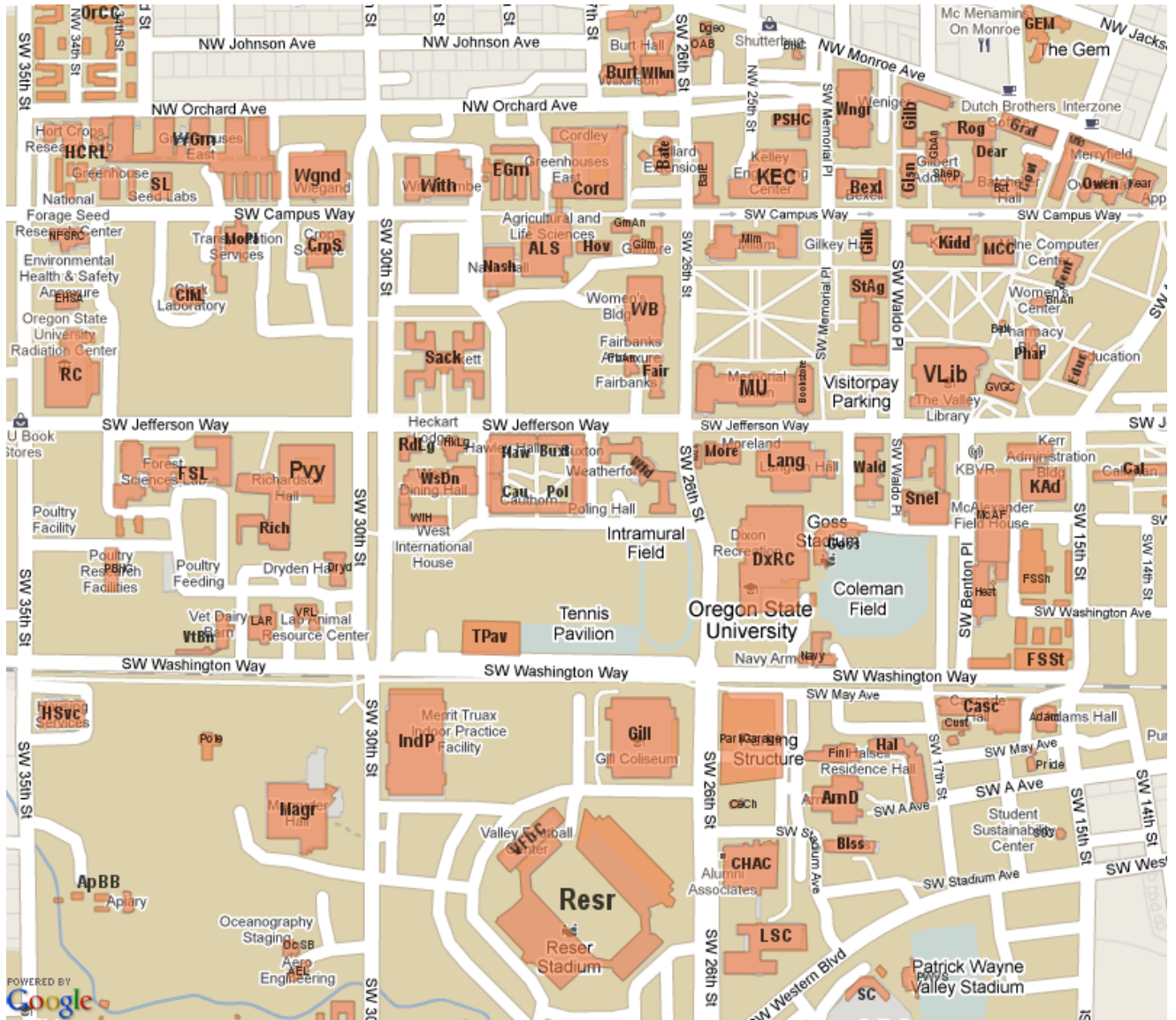
We welcome you to visit our 100-acre Marquam Hill campus located in southwest Portland, overlooking downtown Portland.

To reorder, request item #131232V2 from Core Publications.

Produced by MapMaps® [www.mapmaps.com](http://www.mapmaps.com) © 5/2010 JDLA, LLC



# OSU Campus Map





PHE 520 Qualitative Research Methods (3)
PHE 541 Media Advocacy and Public Health (3)
PHE 552 Women's Health (3)
PHE 553 Reproductive Health (4)
PHE 556 Health Aspects of Aging (4)
PA 525 Grant Writing (3)
PA 573 Values and Ethics Health (3)
PA 576 Strategic Management of Health Care Organizations(3)
*Course taken as part of the student's Area of Emphasis do not count as general electives.
<b>Total</b> _____

**Area of Emphasis selected:**

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**List of Area of Emphasis courses completed (must total 15 credits):**

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

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

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## OMPH Program Calendar, AY 2011-12

Fall 2011		
<u>Date</u>	<u>Description</u>	<u>Location</u>
Wed Sep 21	OMPH Program New Student Orientation	OSU
Fri Sep 23	OMPH Program New Student Orientation	PSU
Mon Sep 26	Fall Term Begins	
Mon -Tue Oct 10 –Oct 11	67 <sup>th</sup> Annual OPHA Conference (incl. OMPH student poster session)	OSU
Wed Oct 12	Student Rep Meeting	(12-2, #611)
Tues Oct 18	First CC Meeting	Salem
Wed Oct 19	First APC Meeting (12-1:00)	Conf. Call
TBD	OMPH Program Leadership Retreat	TBD
Sat -Wed Oct 29 – Nov 2	APHA 139 <sup>th</sup> Annual Meeting	Washington, DC
Wed Nov 9	Student Symposium Committee	
Fri Nov 11	Holiday for PSU: Veteran's Day (not at OHSU or OSU)	
Thur Nov 24 – Fri Nov 25	Holiday: Thanksgiving Day	
Fri Dec 2	Classes End	
Mon – Fri Dec 5-9	Final Exams	
Wed Dec 7	Student Symposium Committee	
Winter 2012		
<u>Date</u>	<u>Description</u>	<u>Location</u>
Mon Jan 9	Winter Term Begins	
Wed Jan 11	Student Rep Meeting	(12-2, #611)
Wed Jan 18	APC Meeting (12-1:00)	Conf. Call
Mon Jan 16	Holiday: Martin Luther King, Jr. Day	
Tue Jan 24	CC Meeting (12-1:00)	Salem
Fri Feb 3	Deans Oversight Council	
Mon Feb 20	Holiday (OHSU): President's Day	
Wed Mar 7	Student Rep Meeting	(12-2, #611)
Mon – Fri Mar 19-23	Final Exams	
Mon – Fri Mar 26- 30	Spring Break	
Spring 2012		
<u>Date</u>	<u>Description</u>	<u>Location</u>
Mon Apr 2	Spring Term Begins	
Sat Apr 7	Student Symposium Committee	
Sat April 7 – Fri April 13	National Public Health Week!	
Fri April 6	OMPH Program Student Symposium	TBD
Tue Apr 10	CC Meeting (12-1:00)	Salem
Fri Apr 27	Deans Oversight Council	Salem
Wed April 18	APC Meeting (12-1:00)	Conf. Call
Wed May 2	Student Rep Meeting	(12-2, #611)
Mon May 28	Holiday: Memorial Day	
Mon-Fri Jun 11-15	Final Exams	

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

## Appendix D Core course schedule for 2011-2012, 2012-2013

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

Rev: HMP PSU 6.24;  
HS12 6.24; SON

Course Title	Credits	Fall 2011	Winter 2012	Spring 2012	Fall 2012	Winter 2013	Spring 2013
<b>Principles of Health Behavior</b>							
PHE 512 (PSU-SCH)	3	Wheeler 1840-2120 W	Wheeler 1600-1830 M	Wheeler 1840-2120 T			
CPHN 537 (OHSU-Nurs)	3			Kathlynn Northrup-Snyder (On-Line)			
H 571 (OSU)	3	Fley 1600-1850 R					
<b>Epidemiology</b>							
Epidemiology Survey (PSU-SCH)	3	Dinno 1400-1515 MW	TBD 1840-2120 W	TBD 1600-1830 T			
Epidemiology Survey (OHSU-)	3	Deb Messecar (On-Line)					
and Practice of Epidemiology	3	Smit 0830-0950 TR					
Epidemiology I (Epi & Bio Track)	4	Stull & Nielson 1300-1450 MW					
<b>Introduction to Biostatistics</b>							
(OHSU-PHPM) ONLINE	4	Lori Lambert (On-Line)		Lambert (On-Line)			
PHPM 524 (OHSU-PHPM)	4	Park 8:30 - 10:20 TR MAC 2201		TBD			
PHE 510	4		Dinno MW 14:00-15:50				
CPHN 530 (OHSU-Nurs)	4	XXX'd		Messecar (On-Line)			
H 524 (OSU) LECTURE	4	Molitor 1000-1120 TR (Choose Lab section)					
H 524 (OSU) LAB	0	Staff 1200-1350 R					
H 524 (OSU) LAB	0	Staff 1300-14200 F					
H 524 (OSU) LAB	0	Staff 1600 -1750 R					
H 524 (OSU) LAB	0	Staff 1000-1150 M					
Biostatistics I (OHSU Epi & Bio)	4	Lasarev 1500 - 1650 MW					
<b>Environmental Health</b>							
Concepts of Environmental	3	Dinno 1600-1830 W	Dinno 1840-2120 T	Dinno 1200-1430 T			
Concepts of Environmental	3			Morton 1600-1830 T			
Concepts of Environmental & Occupational	3		Findholt (On-Line)				
Environmental and Occupational	3	TBD 1600-1850 T					
<b>Health Systems Organization</b>							
(formerly PA) (PSU-PAH)	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	TBD contact Deb Messecar (On-Line)					
H 533 (OSU)	3	Chi 1600-1850 M					

## Appendix E

### Intercampus registration procedure

#### **Inter-campus registration policy for Health Promotion Students at PSU**

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. 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. 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**
- 

#### **For classes at OSU or at OHSU**

- **For OSU:** Students need to contact the course instructor in order to obtain permission and determine if there is space available. Once permission is obtained, students need to forward the email indicating permission to Elizabeth Bull at [bulle@pdx.edu](mailto:bulle@pdx.edu). She will complete the registration.
  - **For OHSU:** Same as above except in the case of the Core Course: Intro to Biostatistics. All students must take this course, and registration is as follows:
    - Students will email Elizabeth Bull with their name, student ID#, and class information including instructor's name, and whether it is the in-class or on-line section.
    - At the conclusion of the term, the instructor will send the final grade to the Elizabeth Bull who will enter the grade into the PSU student record system.
- 

#### **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.

- Contact the School of Nursing instructor during the registration period to get your name on the waiting list.
- The instructor 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.
- 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:

- AFTER receiving permission from the SON course instructor, contact Elizabeth Bull ([bulle@pdx.edu](mailto:bulle@pdx.edu)) with your name, student ID#, and class information, including instructor's name, and course section. Elizabeth will verify your enrollment in the class.
- At the conclusion of the term, the instructor will send the final grade to Elizabeth Bull who will enter the grade into the PSU student record system.

## **Appendix F**

### **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 Areas 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/>

# Appendix G

## Field Experience Manual

### OREGON MASTER OF PUBLIC HEALTH PROGRAM

#### PHE 504

#### GRADUATE INTERNSHIP (“FIELD EXPERIENCE”) GUIDELINES for HEALTH PROMOTION STUDENTS

at

#### PORTLAND STATE UNIVERSITY

AY 2011/2012

Students in all OMPH Program tracks must complete a graduate internship,<sup>1</sup> or “field experience.” The Health Promotion track (HP) requires as a culminating activity a 6-credit, 200 hour field experience, with summary report and evidence of work conducted in the context of the field placement. The field experience is an opportunity to demonstrate mastery of skills acquired during the program.

This packet is designed to assist students in preparing and conducting the field experience.

#### Contents

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<sup>1</sup> Please note that while “graduate internship” is the university term shared by all such activities with this course number, the OMPH Program refers to a “Field Experience” or “Organizational Experience” in acknowledgment of the high level of skill brought to the activity by a graduate student at the conclusion of his/her training.

## PHE 504: GRADUATE FIELD EXPERIENCE STUDENT CHECKLIST

*This form must be signed by your Faculty Advisor in order to complete your PHE 504 Field Experience.*

DATE	FIELD EXPERIENCE PROCEDURES
<b>BEFORE MEETING WITH FACULTY ADVISOR TO DISCUSS YOUR FIELD EXPERIENCE, be certain you have :</b>	
	Attended a PHE 504 Orientation offered through the Health Promotion track at PSU. [Required]
	<b>Completed items #1-4 of the PHE 504 Application and Learning Contract</b> <input type="checkbox"/> 1. Updated resume ( <i>See Library, Career Center, or Writing Center for assistance</i> ) <input type="checkbox"/> 2. Completed the Health Promotion Track Advising Sheet and attached an unofficial transcript <i>(Note: you may print a copy of your transcript for free at www.banweb.pdx.edu)</i> <input type="checkbox"/> 3. Drafted career objectives <input type="checkbox"/> 4. Related all courses taken to date to proposed field experience
	Researched and identified a potential site for your field experience to discuss with faculty advisor
	Met with faculty advisor to discuss potential opportunities <u>1½ terms prior</u> to the quarter in which you plan to enroll in PHE 504. (2 terms prior if an international field placement)
	Researched any additional opportunities discussed with Faculty Advisor
	Met with the faculty Field Experience Coordinator to specify plans for field work and learn about required approvals, no later than <u>1 term prior</u> to planned field work term. (1 ½ terms prior if an international placement)
<b>UPON IDENTIFYING A POTENTIAL FIELD EXPERIENCE SITE, be certain you have:</b>	
	<b>Completed items #5-7 of PHE 504 Application and Learning Contract <i>and</i> have submitted both to my Preceptor and Faculty Advisor for signatures by the <u>fifth week of the term prior</u> to the field placement.</b> <input type="checkbox"/> 5. Drafted learning competencies in a table or matrix (see example provided during Orientation) <input type="checkbox"/> 6. Described the experience and skill requirements for the field experience <input type="checkbox"/> 7. Described the final product to be submitted to the organization <input type="checkbox"/> 8. Submitted position description provided by agency/organization hosting placement
	Submitted Field Experience Agreement to both to my Preceptor and PSU for signatures. ( <i>Note: You will obtain this form from the Field Experience Coordinator once the Application &amp; Learning Contract is completed and approved.</i> )
	Received approval for field experience from PSU
	Completed Human Subject Protection application procedures and received approval from PSU HSRRRC, if applicable.
	Completed international travel application procedures and received approval from PSU, if applicable.
<b>BEFORE BEGINNING YOUR FIELD EXPERIENCE, be certain you have:</b>	
	Received approval from both my Faculty Advisor and Field Experience Coordinator to begin my field experience
	Provided a signed copy of both the PHE 504 Application and Learning Contract <i>and</i> Field Experience Agreement to my Preceptor and Field Experience Coordinator.
	Registered for PHE 504 within the first three weeks of the term, using goldenrod Special Registration form
	Started weekly field experience journal
<b>DURING &amp; AFTER YOUR FIELD EXPERIENCE, be certain you have:</b>	
	Sent bi-weekly status reports about field experience to the Field Experience Coordinator
	Demonstrably met the terms of learning contract
	Provided the Student Evaluation form to Preceptor, and requested that s/he complete and return it to the Field Experience Coordinator by the beginning of Week 9 of the term. [Please provide date for submission.]
	<b>Completed and Submitted by the <u>beginning of week 9:</u></b> <input type="checkbox"/> Completed Field Experience Summary Report <input type="checkbox"/> Completed Field Experience Evaluation Report <input type="checkbox"/> Received a final signature on this Checklist from Faculty Advisor

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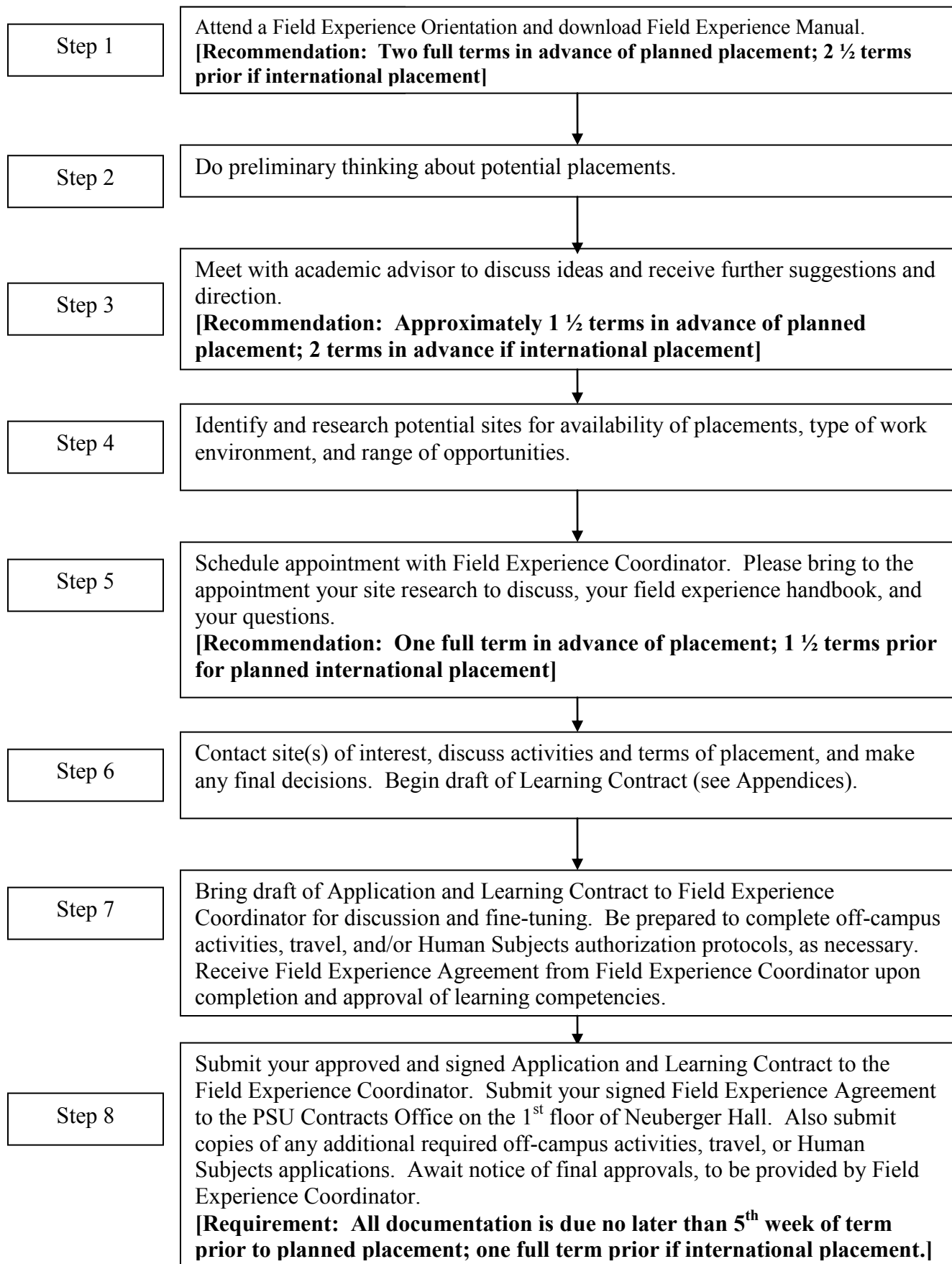
Student Signature

Date

Faculty Advisor Signature Date

*(Faculty: Please place the signed checklist in student's field experience file.)*

## Field Placement Identification Flow Chart:



## PHE 504: OVERVIEW & DESCRIPTION OF REQUIREMENTS

Students are required to work with their Faculty Advisor and Field Experience Coordinator throughout the field experience. The processes, responsibilities, and requirements of the field experience are described in the following pages.

### 1. What is the purpose of the field experience?

The purpose of the field experience is to provide students with a supervised opportunity to demonstrate mastery of knowledge and competencies developed during OMPH Health Promotion studies.

### 2. Who must take PHE 504?

All students in the Health Promotion Track must complete PHE 504.

### 3. What does the field experience involve?

The field experience involves the student working on a public health issue confronting an agency or organization, using the tools and techniques developed as a student in the OMPH Health Promotion track. It is an opportunity for the student to relate her/his academic experience in the OMPH Program to the issue that is at focus of the experience. Students can obtain more information about the typical activities conducted by students in field settings from their Faculty Advisor and Field Experience Coordinator.

The field experience is part of the culminating experience for the Health Promotion track, meaning that it is the final of multiple points of measurement demonstrating mastery of track competencies. To this end, students must establish, both through the proposal and in their work, that at minimum they are demonstrating mastery of HP track competencies 1,3,4,8,9, and 10. The student must spend a minimum of 200 hours of work in the field experience, for a total of 6 credits. Students may register for all six credits in one ten-week term, or for three credits each across two terms. Please note: if completed over two terms the student will receive an incomplete for the first term and will receive a grade for both terms when the field experience is complete.

During the field experience students are to communicate with the Field Experience Coordinator on a bi-weekly basis (i.e., every two weeks), via email, to report about their experiences during the past two-week interval and to predict upcoming activities for the two week interval that follows. Please note that any proposed changes to agreed-upon activities must be approved by the Field Experience Coordinator *in advance* of implementing such changes. Alterations to the learning competencies and matrix may be required to accompany changes in planned activities. In addition, students are expected to keep a daily journal of experiences in, and reflections about, the field experience. These journals are not submitted to the Faculty Advisor or Field Experience Coordinator, but are rather to support the student in crafting the bi-weekly updates, as well as the final reflective paper.

At the end of the field experience, the student must prepare and submit both a Field Experience Summary Report and a Field Experience Evaluation (see Appendices). Students must also submit examples of the products created during field work. Please be certain that any private or sensitive information is removed from field experience products before submitting materials to faculty for grading.

Students are encouraged to contact the faculty Field Experience Coordinator *as soon as possible*, should a problem arise during the placement. Most problems can be resolved if addressed early and working closely with both the Preceptor and Field Experience Coordinator. In rare instances, it may be necessary to find another, more appropriate, placement.

### 4. When should the field experience occur?

Students must complete all OMPH core and track required courses before beginning the field experience.

## **5. Is there a required orientation for PHE 504?**

Yes: students are required to attend a PHE 504 Orientation one to two full terms prior to their planned field work term. Orientations will be scheduled twice a term, each term, during fall, winter, and spring. The Field Experience Coordinator will organize and facilitate these orientation sessions, providing information about field experience selection, paperwork, and approval processes. Please schedule appointments with the Coordinator to discuss your field work *only* after having attended an orientation session; this will help ensure that time spent in the appointment can focus on the specific details of your placement, rather than on general procedure.

## **6. How do I identify a field experience?**

Sites for field experiences are identified in a number of ways, including:

- Students' own ideas and contacts
- Students' research into existing agency and organizational postings
- Announcements of field experience opportunities posted on the OMPH Program listservs
- Sites identified in consultation with the student's Faculty Advisor and/or Field Experience Coordinator

Students are advised to research field experience opportunities up to two full terms prior to the term in which they plan to do their field work, to ensure that there is sufficient time to make a final decision and to obtain all necessary approvals. Students are required to meet first with their Faculty Advisor to help determine an appropriate field experience site; advisors may recommend meeting with other faculty, depending upon student interests. Students are encouraged to conduct a series of informational interviews to help select the site for field work. In such an interview, do be prepared to concisely explain your field experience requirements and to ask specific and targeted questions that will help you determine whether the site will work for you.

In some circumstances, students may use their current employer as their PHE 504 site, although this type of arrangement is typically discouraged. Students using their current employer as their field experience site will be required to perform duties and work on a project *outside* the normal scope of their position.

Please note that no field experience shall include lobbying or clinical practice. This includes students who hold clinical licensure or who currently lobby in their professional lives. Please note that any clinical or lobbying activities to which you agree are to be performed outside the context of your field work, will not count toward your 200 hour requirement, and are not sanctioned by Portland State University.

The field experience Preceptor may not be a current OMPH Program faculty member or advisor, including at partner campuses. Field Preceptors must have public health credentials, by virtue of formal training, or position and experience. Potential Preceptors will be evaluated on a case by case basis.

## **7. What must I have completed, and what must be approved, before my field experience begins?**

It is the student's responsibility to ensure that the proper paperwork is submitted by Week 5 of the term prior to beginning the field experience. Students should plan accordingly, allowing sufficient time to complete all documents and approval processes. The student may not register for, nor may the field experience begin, until all paperwork has been submitted and approved.

Students should submit the following for field placement approval:

### **A. Application and Learning Contract**

The components of the Application and Learning Contract are listed on the Application and Learning Contract itself (see Appendices). This is a substantial document; be certain to allow sufficient time for development and any required revisions. As indicated in the timeline, you will work with your Preceptor, the Field Experience Coordinator, and your Faculty Advisor in the development of this Contract. Once signed by both your Preceptor and Faculty Advisor, the Application and Learning Contract is to be submitted to the Field Experience Coordinator.

## **B. Field Experience Agreement**

Your approved learning competencies will be imported from your Application and Learning Contract directly into the Agreement, thus the Agreement cannot be created until the entirety of the learning contract is complete and approved. Once signed by your Preceptor, you are to submit the Field Experience Agreement to the PSU Contracts Office for final institutional approval. Notice of approval will be sent to the Field Experience Coordinator, who will in turn send it to you and your preceptor.

You are required to provide final approved copies of both documents – the Application and Learning Contract and Field Experience Agreement – to your Preceptor and the Field Experience Coordinator.

### ***When must I submit my documentation?***

Documentation for field experiences *not* involving human research or international travel must be submitted by the fifth week of the term prior to the term in which the experience is to be completed, in order to ensure that all paperwork is complete and approvals obtained by the planned start date. It is highly recommended that applications for field experiences involving international travel and/or research be submitted no less than one full term in advance of the planned experience to allow for the additional procedures and paperwork required. [Please see additional information on both research-based and international field experiences, below.]

Please note that for your protection and that of the university all field work will require oversight and approvals, the precise nature of which will be determined by the content of each proposed experience. This is to say that procedures and timeframes may vary by student and project.

## **8. How do I address track competencies?**

This is a competency-based experience demonstrating mastery of knowledge and skills developed during the program. Students' individual learning competencies, as expressed in the Application and Learning Contract, must be mapped to the Health Promotion Track Learning Competencies (listed below), and students must provide specific field experience activities for each one. A useful metric in identifying sequential activities for each learning competency is to assume that there will be a minimum of three activities per competency; often, however, there are more. Activities may satisfy more than one competency, but measurement of each must be clear. An example of the suggested learning competency matrix format will be provided and discussed during the Field Experience Orientation.

### ***Health Promotion Track Learning Competencies:***

1. Apply theory in the development, implementation, and evaluation of health promotion interventions, programs, and policies.
2. Develop interventions and programs to effect change at multiple levels, including individual, community, organizations, and policy.
3. Design and implement strategies to promote health.
4. Solicit and integrate input from community and organization stakeholders.
5. Design and deliver health communication messages.
6. Evaluate and interpret results from program evaluations and other research.
7. Define research problems, frame research questions, design research procedures, and outline methods of analysis.
8. Apply ethical principles that govern the practice of public health.
9. Enact cultural competency in diverse social and cultural communities.
10. Develop a substantive area of emphasis.

Health Promotion field experiences and student learning competencies expressed in the learning contracts, must specifically address, *at minimum*, track competencies 1,3,4,8,9, and10. You are welcome to address more and to add competencies of your own to this list. Summary Reports must also respond to the degree to which each of the track and student learning competencies was met, in what ways, and addressing what challenges (see Summary Report outline in Appendices).

## 9. What is, and how do I write, a learning competency?

Students are encouraged to work with the Field Experience Coordinator to develop appropriate learning competencies. These learning competencies should:

- Describe the performance of a major cognitive skill (knowledge, comprehension, application, analysis, synthesis, and evaluation)
- Pay particular attention to analysis, synthesis, and evaluation
- Begin with an “action verb” that matches the means of performance assessment (see list of appropriate “action verbs,” below)
- Present only one competency for each skill
- Be explicitly measurable
- Be realistic given the scope and breadth of activities
- Identify the intended outcome or product, not the process
- Reference and build upon the HP Track Competencies (see item 8, above)

Please note that competencies are brief (i.e., one sentence), specific statements of what a student will *do*. The general format for such statements is “Who will do How Much of What by When.” For examples of learning competency writing style, please reference the track competencies (above), or OMPH Program Learning Competencies at [www.oregonmph.org](http://www.oregonmph.org). During the PHE 504 Orientation, the Field Experience Coordinator will provide examples of learning competencies and activities.

Appropriate and “measurable” 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, 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

Less “measurable” verbs to avoid in exchange for more measurable options:

- understand, embrace, embody, address, respect, etc.

## 10. How do I register for the field experience?

Registration for PHE 504 follows a slightly different procedure than registering for regular classes. Students will first submit all required documentation (see above) to the Field Experience Coordinator. Following submission of completed paperwork, and receipt of all approvals, students will register manually – rather than electronically – using the golden-rod colored Special Registration form available in the SCH office. Please bring the Special Registration form to the Field Experience Coordinator for signature and departmental stamp, and then take the signed/stamped form to the Registrar’s Office for processing. Please note: because enrollment is manual, it may require a few extra days for your placement in PHE 504 to appear in the Banner system.

## 11. How do I complete the field experience?

After completing the placement, it is the student’s responsibility to ensure that proper paperwork is submitted in a timely fashion. Paperwork should be submitted by Monday of Week 9 of the field experience for review by both your Advisor and Field Experience Coordinator. All materials must be submitted together in one hardcopy.

Students must submit the following to the Field Experience Coordinator (see Appendices):

- A. **Field experience Summary Report**
- B. **Field Experience Evaluation Report**
- C. **Products Developed in Field**
- D. **Student Checklist (page 2 of this Handbook)**
- E. **Preceptor’s Student Evaluation Form (to be completed and returned by Preceptor)**

## **12. 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, bi-weekly updates, 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.

## **13. What do I need to do if my field experience has a research component?**

PSU requires all research conducted with humans and/or human data to be reviewed through the Human Subjects Research Review Committee (HSRRC). It is important to note that only the HSRRC can determine whether or not research is exempt from full review, and that PSU’s terms for graduate student review may differ from those at the field experience site. For example, whereas many sites do not consider program evaluation “research,” PSU does. Thus, please be aware that some program evaluations may be eligible for human subjects (i.e., “IRB”) review.

Projects planned with Preceptors or agencies already having obtained human subjects approval, either at PSU or through another institution, may undergo an expedited process that still involves submitting information to PSU’s HSRRC. If no Human Subjects approval has yet been obtained, students may need to submit full proposals for review. The following terms apply for the PHE 504 field experiences:

- 1) If you are working on a research/evaluation project with human subjects in which YOU (the student) are the LEAD INVESTIGATOR, and there is no other IRB approval at the site, you will submit a full application to PSU’s HSRRC.
- 2) If you are working on a research/evaluation project and you are NOT the lead investigator, but there is IRB approval on file at the site, you will provide a copy of that approval to the Field Experience Coordinator to submit to HSRRC for a waiver; each will be retained in your file.
- 3) If you are working on a research/evaluation project and you are NOT the lead investigator, and the site’s own guidelines would suggest that an IRB approval is NOT required, please ask the site to provide the criteria the site is using to determine that the project is exempt the project from review (an email from the Preceptor is fine). Please include with this notice both a brief description of the project, and your role in it. The Field Experience Coordinator will send your information to HSRRC for review. These petitions will be evaluated on a case-by-case basis, and the Committee will instruct us as to how to proceed with respect to any information needed on your behalf.
- 4) If you are instructed by PSU’s HSRRC to complete an IRB proposal, please note that you will be applying from the perspective of your role as graduate intern, not as the PI (even though you would still sign the “investigator” line). In other words, the assurances you are providing are with respect to your role and actions as a participant researcher, not as the person with authority over the entirety of the project. Students required to submit full proposals may apply directly for Waived, Expedited, or Full Review. Student research involving identifiable human data should plan their timelines accordingly to allow for committee review.

Please note that in all cases involving human research, work on the project and registration for the course may not begin until HSRRC approval has been obtained. Full information is available through PSU’s HSRRC website: [http://www.rsp.pdx.edu/compliance\\_human.php](http://www.rsp.pdx.edu/compliance_human.php).

#### **14. What do I need to do if I am planning an international field 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 the Field Experience Coordinator if you are planning on an international practicum. Institutional approvals and paperwork will be required.

Please plan to submit all materials at least one full term (1 ½ terms or more are preferred) in advance of your planned field 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 formal host.

**Oregon MPH Program Health Promotion Track**

**Area of Emphasis Course of Study - Proposal**

AY 2011/2012 - AY 2012/2013

Student Name \_\_\_\_\_

PSU Email Address \_\_\_\_\_

Academic Advisor \_\_\_\_\_

Area of Emphasis Title: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contribution of Area of Emphasis to Student Career Objectives:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify 15 credits of graduate coursework (i.e., 500-level or above) that will comprise your Area of Emphasis. Also identify three alternate courses, should any of your primary courses not be available.

Course No.	Course Title	Instructor	Term Offered	Credits

Total Credits: \_\_\_\_\_ (15 cr. Required)

Alternate Courses:

Course No.	Course Title	Instructor	Term Offered	Credits

Student Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Advisor Approval (signature)

Date

\_\_\_\_\_

\_\_\_\_\_

**OREGON MASTER OF PUBLIC HEALTH PROGRAM  
PHE 504: APPLICATION AND LEARNING CONTRACT**

*Once you have identified your field experience site, plan to discuss the following with your Faculty Advisor and the Field Experience Coordinator. All materials must be complete and approved prior to registration for PHE 504. Please be thorough, responding completely to each item. Note that this is a contract against which your performance in the field experience will be measured.*

Last Name	First Name	M.I.	PSU ID#
Street Address (Mailing Address)		City	State Zip Code
Home/Cell Phone	Work Phone	PSU email address	

**Please complete the following items and submit in one complete document.**

1. Attach a current resume showing work experience.
2. Complete the Health Promotion Track Advising Sheet.
3. Attach your unofficial transcripts.
4. State your public health career objectives. Include in this discussion the interconnection between the Health Promotion track competencies, your selected field experience, and your career objectives. Describe the settings in which you plan to work and the types of skills/projects/populations that are of interest to you.
5. Relate each and all of the courses taken to date to your proposed field experience. Describe how the skills and concepts learned in each of these courses can be applied and practiced in your field experience.
6. Provide a position description obtained from the agency or organization. This description should describe the roles, skill requirements, and deliverables for the placement.
7. Learning Competency Matrix. Please provide the following in a table with three columns:
  - A. Track Competencies: Address, at minimum, HP track competencies 1,3,4,8,9, and 10. Add or develop others as fits your placement and goals.
  - B. Learning Competencies: Indicate the specific and measurable learning competencies you have developed for your field experience. Be certain you have at least one learning competency for each of the broader Health Promotion track competencies you will address.
  - C. Learning Activities: Identify the specific activities through which you will satisfy both track and learning competencies. Be certain your activities relate specifically to the associated learning competencies, and plan for a minimum of three sequential activities for each learning competency.

Do be explicit, as you will use these competencies and activities as the basis for reflection and measurement of your accomplishments during the placement. The learning competencies and matrix will be discussed in detail during the Field Experience Orientation.

8. Describe the final product(s) of the field experience that you will submit to the organization.
9. Projected date of completion for all requirements: \_\_\_\_\_
10. Submit this form, with all fields completed and required signatures included, along with the balance of your Application and Learning Contract materials.

**FIELD EXPERIENCE SITE INFORMATION:**

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**Field Experience/Project Title**

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Organization / Agency

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Address	City	State	Zip Code
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Preceptor name and credentials	Title
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Work Phone & Ext.	Fax	Email address
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**REQUIRED SIGNATURES:**

_____ Student signature	_____ Date
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_____ Preceptor signature	_____ Date
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_____ Faculty Advisor signature	_____ Date
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For questions or concerns, please contact Health Promotion Track (PSU) Field Experience Coordinator:

Liana Winett, DrPH, CHES  
 School of Community Health, Portland State University  
 PO Box 751  
 Portland, OR 97207  
 503-725-8262

Fax 503-725-5100  
lwinett@pdx.edu

**This learning contract is to accompany, but not supersede, the Field Experience Agreement. Students obtain the Field Experience Agreement from the Field Experience Coordinator, once this contract is complete and has been approved.**

**OREGON MASTER OF PUBLIC HEALTH PROGRAM**  
**Health Promotion Track Advising Sheet**

Credits Completed to Date \_\_\_\_\_ Field experience Enrollment Term \_\_\_\_\_

Date Entered School \_\_\_\_\_ Expected Graduation \_\_\_\_\_

**Oregon MPH Core Courses (16 Credits)**  
**Other Required Courses (25 Credits)**  
**Area of Emphasis (15 Credits)**  
**General Electives (3 Credits)**  
**Total 59 Credits**

MPH Core Requirements (16)		Term	Grade
PHE 512 Principles of Health Behavior (3)			
PHE 535 Epidemiology Survey (3)			
PHE 580 Concepts of Environmental Health (3)			
PH 524 Introduction to Biostatistics (4)			
PA 574 Health Systems Organization (3)			
<b>Total</b>			_____

Other Required Courses (25)		Term	Grade
PHE 511 Foundations of Public Health * (3)			
PHE 517 Community Organizing (3)			
PHE 521 Quant. Research Design/Analysis (3)			
PHE 540 Mass Communication & Health (3)			
PHE 550 Health Promotion Program Planning (4)			
PA 588 Program Evaluation and Management in Health Services (3)			
PHE 504 Field Experience (6)			
*Should be taken 1 <sup>st</sup> term after admission.			<b>Total</b> _____

General Electives * (3 Credits)		Term	Grade
PHE 510 Men's Health (4)			
PHE 522 Health & Social Inequalities (3)			
PHE 510 Integrative Health & Systems Thinking (4)			
PHE 513 Health, Behavior & the Social Environment (3)			
PHE 520 Qualitative Research Methods (3)			
PHE 541 Media Advocacy and Public Health (3)			
PHE 552 Women's Health (3)			
PHE 553 Reproductive Health (4)			
PHE 556 Health Aspects of Aging (4)			
PA 525 Grant Writing (3)			
PA 573 Values and Ethics Health (3)			
PA 576 Strategic Management of Health Care Organizations(3)			
*Course taken as part of the student's Area of Emphasis do not count as general electives.			
<b>Total</b> _____			

**Area of Emphasis selected:**

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**List of Area of Emphasis courses completed (must total 15 credits):**  
 [Note: Courses taken that are not listed under your Area of Emphasis must be approved by your advisor. This may mean providing a course description and/or syllabus and an explanation of how the course will help you meet your career goals. Also, Community Organizing is a required course and does not count towards the 15-credit requirement of the Advocacy and Social Change Area of Emphasis].

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

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**OREGON MASTER OF PUBLIC HEALTH PROGRAM**  
**PHE 504: GRADUATE FIELD EXPERIENCE**  
**Guidelines for Field Experience Summary Report**

The following guidelines are offered to help you prepare your Field Experience Summary Report. The report should be a minimum of 6 pages, typed, single-spaced, and should contain:

Title Page: Your name; Field Experience title; name, postal address, telephone, and email address of field experience Preceptor; agency/organization name; term(s)/year enrolled in field experience. [Not included in page count]

Section I. Introduction

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

Section II. Evaluation of Learning & Track Competencies

- Evaluate and describe in what ways each of your learning competencies -- already mapped to the track competencies -- allowed you to demonstrate mastery of the track competencies.
- Describe any challenges encountered within each competency, as well as how they were addressed.
- Discuss other activities you would like to experience to further develop the track competencies in future.

Note: The majority of the paper should be focused on Section II.

Section III. Conclusion and Recommendations

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

Attach: Field Experience Evaluation Report

**PHE 504: GRADUATE FIELD EXPERIENCE**

**Guidelines for Field experience Evaluation Report**

**(Attach to Field Experience Summary Report)**

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Last Name                      First Name                      M.I.                      Date

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Field experience Site Name

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Preceptor Name

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Term of Placement

Please answer the following questions. Your answers must be typed. Attach this form and your responses to your Field experience Summary Report.

- 1. Did this field 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? Please describe.**
  
- 3. What feedback or recommendations do you have to improve the field experience at this placement site?**
  
- 4. Would you recommend this field experience site to other students? Yes/No. Please explain.**

Oregon Master of Public Health Program  
 Health Promotion Track  
 Field Experience Student Evaluation Form

**Students:** Please provide to Preceptor, along with a copy of original learning competency matrix and submission deadline.

**Preceptors:** Please complete and return to Field Experience Coordinator, at the address at bottom of this form.

\_\_\_\_\_  
 Name of Student (first and last)

\_\_\_\_\_  
 Term(s) of Placement

**Field Experience Site**

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					
g. Mastery of learning competencies identified in learning contract					

**Please provide any additional comments with regard to student's mastery of stated learning competencies:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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. Please describe the student's strengths:

2. Please describe suggested areas for improvement for the student:

3. Please provide any additional comments:

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Preceptor signature

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Date

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Preceptor name (printed)

**Thank you for your time and important feedback.**

**Please return completed form to:**

Liana Winett, DrPH, CHES  
Health Promotion Field Experience Coordinator  
Oregon MPH Program  
School of Community Health  
Portland State University  
P.O. Box 751  
Portland, OR 97207  
**lwinett@pdx.edu**

⇒ Please do not fax completed evaluation, as student and preceptor privacy cannot be assured.

## **PORTLAND STATE UNIVERSITY CAMPUS RESOURCES**

The following campus resources may be of interest to you in planning for your field experience:

Career Center  
402 USB, 725-4613  
M-F 8am-5pm

The Career Center offers a variety of resources, workshops, and services to help students with making career decisions, learning how to conduct effective job searches, and obtaining employment while in school.

### **Counseling and Psychological Services (CAPS)**

M343 SMC, 725-4428  
M-F 8am-5pm

CAPS provides vocational and educational counseling and psychological services for persons interested in discovering interests, talents, and career or academic options.

Millar Library  
LIB, 725-4617  
Hours, 725-3065

The Branford P. Millar Library provides library services to the students, faculty, and staff of Portland State University. The Business & Government Documents section on the 2<sup>nd</sup> floor includes career development and resume writing information, government information, and telephone directories.

The Writing Lab  
188F CH, 725-3570

The Writing Center helps students, faculty, and community members develop powerful, effective writing that represents their ideas, research, creativity, scholarship, and expertise. Professional writers and other highly trained consultants offer one-on-one help, group sessions, writing groups, presentations, and other resources.

Computer facilities are available in the School of Community Health, College of Urban and Public Affairs (including a scanner), and Smith Student Union.