



Epidemiology & Biostatistics Track
MPH Student Handbook

2010-2011



2010-2011 OMPH Handbook for Epidemiology and Biostatistics Track at Oregon Health & Science University

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**2010-2011 OMPH Program Student Handbook
Epidemiology and Biostatistics Track
Oregon Health & Science University**

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).

The Oregon MPH (OMPH) Program – An Overview

A. OMPH Program Mission

The mission of the collaborative OMPH Program is to provide innovative leadership, education, research, and service in public health throughout Oregon, regionally, nationally, and internationally. This mission is accomplished through the multi-institutional program of study leading to the Master of Public Health (MPH) degree.

B. OMPH Program Goals

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

- 1. Leadership:** To provide leadership and serve as a resource in addressing current and emerging public health problems and issues.
- 2. Education:**
 - To provide comprehensive education and professional development in the areas of public health, including: epidemiology; biostatistics; social and behavioral sciences; health services administration; and environmental health sciences.
 - To provide training and education in specialized areas of public health, including: health promotion; environment, safety and health; epidemiology and biostatistics; health management and policy; international health; and primary health care and health disparities.
 - To provide community-based and 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, and support service activities to meet the public health needs of urban and rural populations in cooperation with appropriate community professionals and organizations.

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

C. Program Values & Ethics

1. Enhancement of the general health, welfare, and safety of populations and communities
2. Respect for human dignity
3. Protection of the environment, recognition of environmental health risks, and prudent utilization of resources in our personal and professional lives



4. Participation in the development of health policies that incorporate a population perspective
5. Assurance of access to affordable quality health services for all people
6. Use of an analytic, evidence-based approach to address health problems
7. Enhancement of cultural diversity in our professional endeavors
8. Development of partnerships for learning and service with community organizations to meet the health needs of the community
9. Responsibility for lifelong learning and inquiry both within and across disciplines
10. Recognition and resolution of conflict of interest situations

D. Program Learning Competencies

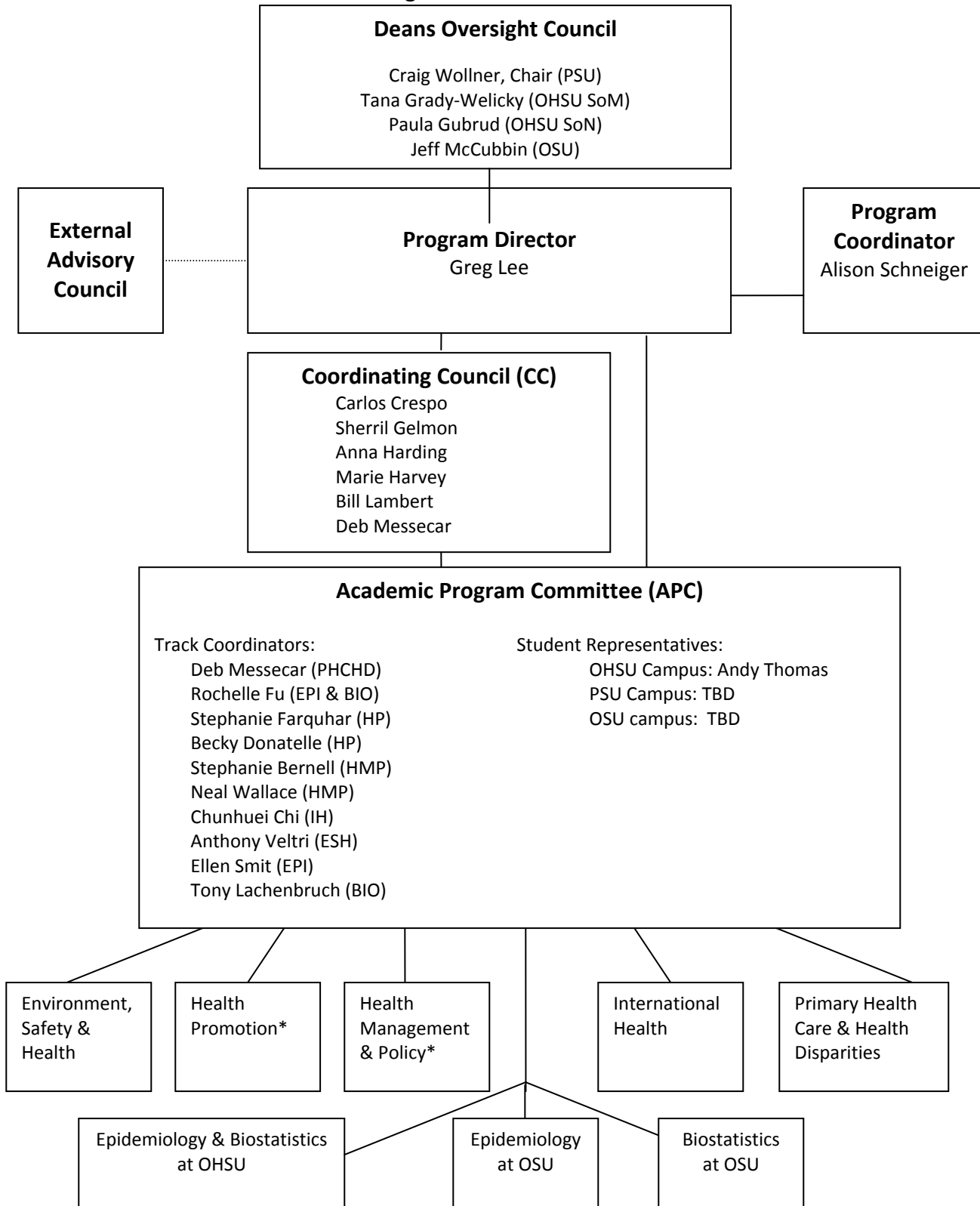
Upon completion of the OMPH program, students will be able to:

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

E. Accreditation

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

F. Structural Overview of the OMPH Program



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

Epidemiology and Biostatistics Track

A. Track Competencies

The goal of the Epidemiology and Biostatistics track is to provide training in the population perspective toward health care and disease prevention. Courses in this track emphasize the use of quantitative methods for analyzing and addressing health problems to support basic and applied research in public health and health care.

Track Competency	Courses	Links to Program Learning Competencies
1. Apply population-based concepts of epidemiology and risk determination to the assessment of health problems	PHPM 512 Epidemiology I PHPM 513 Epidemiology II PHPM 514 Epidemiology III PHPM 504 Internship PHPM 503 Thesis	PLC #2 PLC #4
2. Apply evidence-based knowledge of health determinants to public health issues	PHPM 525 Biostatistics I PHPM 526 Biostatistics II PHPM 527 Biostatistics III PHPM 504 Internship PHPM 518 Concepts of Environmental Health PHPM 566 Current Issues in Public Health	PLC #1
3. Apply and interpret a variety of statistical methods commonly used in medical and public health research	PHPM 525 Biostatistics I PHPM 526 Biostatistics II PHPM 527 Biostatistics III PHPM 512 Epidemiology I PHPM 513 Epidemiology II PHPM 514 Epidemiology III PHPM 504 Internship PHPM 503 Thesis	PLC #2 PLC #4
4. Formulate and test a researchable question	PHPM 513 Epidemiology II (methods) PHPM 503 Thesis	PLC #2

<p>5. Identify ethical problems that arise when epidemiology is used to guide public policy decisions</p>	<p>PHPM 520 Ethics and Epidemiology PHPM 513 Epidemiology II PHPM 514 Epidemiology III PHPM 503 Thesis PHPM 504 Internship</p>	<p>PLC #3 PLC #5</p>
<p>6. Identify cultural dimensions of conducting research, including culturally sensitive recruitment of study participants, and develop strategies for interpretation of data in the larger cultural context</p>	<p>PHPM 503 Thesis PHPM 504 Internship PHPM 512 Epidemiology I PHPM 513 Epidemiology II PHPM 514 Epidemiology III PHPM 517 Principles of Health Behavior PHPM 520 Ethics and Epidemiology PHPM 525 Biostatistics 1 PHPM 526 Biostatistics 2 PHPM 527 Biostatistics 3 PHPM 566 Current Issues in Public Health</p>	<p>PLC #6</p>
<p>7. Assess and interpret relevant literature in the area of public health and epidemiology</p>	<p>PHPM 514 Epidemiology III PHPM 525 Biostatistics 1 PHPM 526 Biostatistics 2 PHPM 527 Biostatistics 3 PHPM 566 Current Issues in Public Health PHPM 517 Principles of Health Behavior</p>	<p>PLC #1</p>
<p>8. Integrate understanding of the interrelationships among the organization, delivery, and financing of health-related services</p>	<p>PHPM 519 Health Systems Organization PHPM 566 Current Issues in Public Health</p>	<p>PLC #3</p>
<p>9. Communicate public health principles and concepts through various strategies across multiple sectors of the community</p>	<p>PHPM 525 Biostatistics 1 PHPM 526 Biostatistics 2 PHPM 527 Biostatistics 3 PHPM 512 Epidemiology I PHPM 513 Epidemiology II PHPM 514 Epidemiology III PHPM 566 Current Issues in Public Health PHPM 517 Principles of Health Behavior</p>	<p>PLC #4</p>

B. Program Setting

The Department of Public Health and Preventive Medicine at Oregon Health & Science University (OHSU) has 33 faculty with primary appointments, 40 with joint appointments, and 80 with affiliate appointments. These 153 faculty members energize our extensive teaching, research, and service activities. The diverse expertise of the faculty includes biostatistics, epidemiology, international health, women’s health, environmental and occupational health, financing and delivery of health care services, cancer epidemiology, substance abuse, social ethics, health policy analysis, and research ethics.

Our department faculty are deeply involved in medical student education throughout the curriculum, including a major department commitment to the Principles of Clinical Medicine (PCM) course, as well as involvement with required and elective clinical courses during the third and fourth years of medical school. We offer a fully-accredited Public Health and Preventive Medicine Residency program and co-sponsor, with the Department of Family Medicine, a combined residency program that permits selected residents to achieve eligibility for both board certifications. We participate in the innovative, accredited Oregon Master of Public Health Program, involving OHSU, Oregon State University (OSU), and Portland State University (PSU). The Department is also home to the Oregon Health Policy Institute (OHPI) that conducts various public health research projects.

**C. Core Curriculum
(Required of All MPH Students)**

All students must take a common OMPH core of five courses (17 credits). Courses are shared between OHSU and PSU in Portland and OSU in Corvallis and may be taken at any of the three institutions. The OMPH core course schedule is posted on the OMPH website at <http://www.oregonmph.org>. You will need to follow the campus specific procedures for registration (see the Department website). You will register through the institution in which you are enrolled.

OMPH Program Core Course Menu for Intercampus Registration:

<u>Core Courses</u>	<u>OHSU SOM</u>	<u>OHSU SON</u>	<u>PSU</u>	<u>OSU</u>
<i>Health Systems Organization</i>	Not taught in SOM	CPH 540 Health Systems Organization	PA 574 Health Systems Organization (E&B enroll in PHPM519)	H 533 Health Systems Organization
<i>Principles of Health Behavior</i>	Not taught in SOM	CPH 537 Principles of Health Behavior	PHE 512 Principles of Health Behavior (E&B enroll in PHPM517)	H571 Principles of Health Behavior
<i>Epidemiology Survey</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

* Epi & Biostat Track students: please note that you will register for Epidemiology I and Biostatistics I, rather than the two survey courses. For details, please see the Curriculum section in the Epidemiology & Biostatistics Student Handbook.

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

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

D. Degree Requirements

Completing the MPH degree in the Epidemiology and Biostatistics Track at OHSU requires:

1. A total of **at least 60 approved** credit hours. These credits include:
 - OMPH Core Courses 17 credits
 - Required Track Courses 21 credits
 - Thesis 1-12 credits (Only 1 thesis credit is required. You must register for one thesis credit during the term in which you defend your thesis and in any subsequent term in which you are still working on thesis revisions and exiting paperwork. All additional thesis credits will be applied toward electives.)
 - Specialization/Elective/other: Electives 4-18 credits.
 - Field Experience (Internship) 3 - 6 credits (Only 3 credits of internship are required. Any credits above 3 will be counted as electives.)
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 (Internship).
4. Successful completion of the thesis and oral examination (formal presentation of your thesis at a research seminar).

The following courses are required:

Students in the Epidemiology and Biostatistics track at OHSU must successfully complete (with a grade of B or better) a total of 60 credit hours to receive their degree. It is recommended that 45 of these hours be in formal classes, 3 to 6 in the internship (PHPM 504), and 1 to 12 in thesis research (PHPM 503). It is possible however, to take most credits in formal courses except for 3 credit hours of internship, and 1 thesis credit hour in the quarter you graduate. The following courses are required:

PHPM 512	Epidemiology I (4 credit hours) – Basic concepts
PHPM 513	Epidemiology II (4) - Methods
PHPM 514	Epidemiology III (4) - Causation
*PHPM 517	Principles of Health Behavior (3) (or CPH 537 in School of Nursing)
*PHPM 518	Concepts of Environmental Health (3) (or CPH 539 in School of Nursing)
*PHPM 519	Health Systems Organization (3) (or CPH 540 in School of Nursing)
PHPM 520	Ethics in Epidemiology (3) or OHSU's Biomedical graduate course CON650 Scientific Ethics
PHPM 525	Biostatistics I (4)
PHPM 526	Biostatistics II (4)
PHPM 527	Biostatistics III (4)
PHPM 566	Current Issues in Public Health (2)

E. Advising

Upon entering the MPH program, each student is assigned to an advisor group which is comprised of one advisor from the epidemiology division, one advisor from the biostatistics division, and a small mix of MPH and MD-MPH students in various stages of the Program. This advisory group will be the student's key link to the Program. Students are expected to attend the regularly scheduled group advising sessions each quarter. The advisors will assist the students with planning an individual program of study, will advise on process and policies, and will provide assistance with specific



questions and with solving programmatic problems/issues. MD/MPH students also receive peer advising through the MD/MPH Student Council and the bi-annual Med Net Meeting.

The advisors to whom you are initially assigned are not to be confused with your Thesis Mentor (sometimes referred to as Thesis Advisor). The advisor group’s role is to help the student plan a course of study, assist with registration, answer questions about the program, and help to eventually select a Thesis Mentor to guide you in the design and conduct of your thesis research. By the end of the first year the student should have selected, by mutual consent, a Thesis Mentor from the Graduate Faculty. This individual will then assume responsibility for advising the student about course selection, the internship requirement, and thesis procedures. After consulting with the selected faculty member and getting approval, the student and Thesis Mentor need to fill out the Mentor/Advisor Assignment form (link to the PDF form available on website), have it signed by the Mentor, and submit it to the Epidemiology and Biostatistics Track Director. Registration procedures are included in Appendix E.

F. Sample Course Sequence

It is recommended that epidemiology and biostatistics courses be 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 shows a typical sequence of courses for a full-time student. For part-time students who can only attend part-time, we suggest starting with the Biostat series and following it through one year, taking the Epi series the next year, and then following through with other courses. A recommended schedule for MD/MPH students is provided in the MD/MPH Appendix. Consult with your advisor about the schedule that suits you best.

Quarter

Year	Summer	Fall	Winter	Spring	Total
1st Year		Epidemiology I (basic concepts) - (4)	Epidemiology II (methods) (4)	Epidemiology III (causality) (4)	
		Biostatistics I (4)	Biostatistics II (4)	Biostatistics III (4)	
		Core course at PSU or online* (3)	Current Issues (2)	Elective (2)	
Credits		11	10	10	31
2nd Year	Internship (3-6)	Elective (2)	Ethics and Epi(3)	Elective (2)	
	Thesis or Elective (3)	Thesis or Elective (2)	Thesis or Elective (2)	Thesis (1)	
		Core course at PSU or online* (3)	Core course at PSU or online* (3)	Elective (2)	
Credits	9	7	8	5	29
Total					60

* PPHM 517, 518, 519 or CPH 537, 539, 540



G. Field Experience (Internship) and Minimum Standards Guidelines

Field Experience Information and Orientation

The OMPH Program Office has a database that contains data on field experience sites utilized by students. The database contains information about internship 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 Schneiger at alison@oregonmph.org.

Links to the Field Experience guidelines and orientation presentations for both students and preceptors can be found on the OMPH website at: <http://www.oregonmph.org>.

Program Minimum Standards for Field Experiences

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

- Precepted experiences: 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. (Note: For students in the Epi/Biostat Track, preceptors must not be primary faculty in the Department of PHPM, and the experience must occur in settings away from the Department of PHPM. See below.)
- Competency-based, meeting track and student-specified competencies
- Competencies and field experience site/work scope are pre-approved by Dr. Lambert
- 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)

Track Minimum Standards for Field Experiences

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

The purpose of the internship requirement is to ensure that each graduate has some practical public health experience, away from the Department of Public Health and Preventive Medicine. The intention is to gain and broaden experience in the practice of public health in agency or community settings. It is possible to work in OHSU clinical settings and on OHSU research projects in community settings. However, your preceptor must not be primary faculty in the Department of PHPM. The field experience course should not be taken until the student has completed Epidemiology I and Biostatistics I (MD/MPH students will have special biostatistics instruction so they can take the internship in the summer after their first year in medical school). Our faculty strongly recommends that students take this course after taking Epidemiology II and Biostatistics II. Three credit hours are recommended, but if the student has a project that will require more time and wishes to see it to completion, a maximum of six credit hours may be obtained for the project. (Three credits means approximately 10 hours of work per week for a quarter, for a total of approximately 100 hours.) A current list of internship sites that have agreed to provide placement experiences for students is available on the department website. Guidelines for the internship are also included on the department website. The student needs to complete the Internship Proposal (form on the website) and obtain approval of their preceptor and the Epidemiology and Biostatistics Track Director (Dr. Lambert) the quarter before undertaking the project. Students may use data



obtained in their internship for their thesis project—this is a good option. Proposals should be turned in before registering for the class.

Upon completion of the project, the student will write a paper describing the project and how didactic material was applied. Students should follow the outline in the guidelines on the website. The paper will be submitted to the project Preceptor who will recommend a grade for the project (Pass/Fail) and then send a copy of the paper (this should be done via email) and the grade recommendation to the Epidemiology and Biostatistics Track Director, Dr. Lambert, who will review the paper and assign a final grade.

H. Culminating Experience

The culminating experience for the Epidemiology and Biostatistics track is successful completion of a thesis, including an oral presentation and defense (see below).

I. Thesis

The student, with the Thesis Mentor's approval, should select two other individuals to serve as part of the student's Thesis Advisory Committee. The primary qualification of these individuals should be that they can provide knowledgeable support of the thesis project. At least two of the committee members need to be members of the Department who are also approved as Graduate Faculty by the Graduate Council. One of these members should be a faculty member qualified to advise you on statistical and data analysis issues. A third member must be selected from outside the department. An external member may be selected who does not have any association with the University if that individual is able to provide some area of expertise not available on campus.

The CV for the external member should be emailed to the Education Manager, Tree Triano, and the Epidemiology and Biostatistics Track Director, Dr. Lambert. Faculty who are approved by the Graduate Council are listed on the department website and in Section VI. A formal request to establish this committee is made by submitting the Request for Advisory Committee to the Epidemiology and Biostatistics Track Director (see the Department [website's Forms page](#)).

The student should make a formal presentation of the thesis proposal (see the thesis guidelines for contents) at a meeting of the committee BEFORE the project is begun and modify the proposal as the committee suggests. It is the responsibility of the student to keep the committee informed as the thesis project progresses. Committee members need to sign the Thesis/Advisory Committee Proposal Review form. **This form must be submitted at the same time as the Request for Advisory Committee form.**

The thesis committee is appointed by the Associate Dean for Graduate Studies in order to conduct the student's official oral defense of the thesis. This will require completion of the Mentor/Advisor Assignment form and the Request for Thesis Committee form (both typed by you and signed by your thesis advisor).

ALL student projects involving human subjects should be reviewed, even if the data are secondary data, you must obtain human subjects Institutional Review Board (IRB) approval. And, approvals are not retroactive. **Even if the study has been approved by another entity or if you think the study will be exempt, you cannot make that decision yourself.** For those of you who are working with de-identified, anonymous or anonymized data, this probably means a very quick review for a non-human subject research determination that you can complete online. Before completing the forms, you will need to complete the HIPAA, Responsible Conduct for Research (RCR), and Respect courses on OHSU's Big Brain and submit a Conflict of Interest in Research (CoIR) form. First time entrants to the eIRB website will need to register.

<https://irb.ohsu.edu/irb>

When you select the “Create New Study” function, you must choose the option to “Request a Determination” and you will be guided through some questions that will help the IRB office determine whether you are conducting human subject research or not and if so, to help determine the required level of review. If your proposed activity does meet the definition of human subject research, you will be directed to complete additional steps. At that point, you will need to have your Thesis Mentor serve as the main contact person. If your Thesis Mentor needs to be the primary contact person, then it is required that the Thesis Mentor be employed by OHSU. External committee members are not eligible to serve in this capacity. A Project Planning Questionnaire needs to be signed by the Principal Investigator (PI), but that person cannot be a student--the PI needs to be a faculty member so this person is usually your Thesis Mentor. The PI needs to sign the form, and then you can turn in the forms at the department education office for the necessary signatures and routing for approvals. The department will also keep a copy of the forms in your file. When you finish your study, don’t forget to notify the IRB office via the eIRB website!

When your committee determines that you are ready to present your thesis and all have agreed on the date and time, contact the Education Assistant, Natalie Chin, to find a room for scheduling. The **Request for Oral Examination form** can be found on the department’s website and must be typed, signed by the thesis chair, and returned to the department office for approval before it is sent to the Graduate Dean’s Office. Rules of the SOM Office of Graduate Studies stipulate that the Chair of the Oral Exam cannot be the same person as your Thesis Mentor, so you are required to select a another member of your committee to serve in this role. This person, along with your Thesis Mentor, is responsible for ensuring objectivity and fairness, and that your thesis is of sufficient quality to be approved.

After your research has been completed and the thesis written, it will be submitted to the committee for its approval. A meeting of the thesis committee should be scheduled after the final draft has been distributed. At this meeting the committee will determine if the thesis is ready for oral presentation and, if so, will sign the **Approval of Request for Oral Examination form**. The Thesis Mentor will not allow you to submit the Request for Oral Exam form until it is clear that your thesis is ready for public presentation. **This form must be submitted to the Track Director along with the Request for Oral Examination Form no less than 4 weeks before the date of your defense.**

For students planning to graduate in June, oral exams/thesis defenses must be completed by the end of April and all final paperwork (i.e., thesis binding receipt, Exit Contact form) submitted to the Office of Graduate Studies by May 20. After the oral examination, the Committee members will sign an Oral Examination Certification Form showing the results of the exam and return it to the Graduate Dean’s Office. (This form is emailed to the Oral Examination Chair prior to the defense, but we advise that you ask the Education Assistant for a copy of it to bring to the defense in the event that the Thesis Chair forgets or his/her copy is somehow damaged during the defense.) **Faxed signatures are not accepted.** Immediately after your defense, **you must deliver the Oral Examination Certification form to the Office of Graduate Studies on the 4th floor of Mac Hall.** Please also provide the Department’s Education Office with a copy of the form. This document is time sensitive and must be filed in the Dean’s Office within two days of the defense.

After successfully defending the thesis, the student will make any corrections requested by the Oral Exam Committee. Changes to the thesis must be completed within **six weeks** of the defense or May 20, whichever is sooner. When your committee believes the thesis is ready to be accepted, your committee members will then sign the Thesis Signature of Approval page that you typed for inclusion in the bound thesis. This page should be typed according to the format shown in the Graduate Council guidelines and is to be part of the bound thesis. You can find a template on our website. Original signatures are only required on one copy of the thesis. This copy will be kept by the library so if original signatures are desired for the other copies, then committee members can sign all of them. The original and at least two copies of the thesis should be delivered to the library for binding (one copy of the thesis will be deposited in the library; another copy is for your Thesis Mentor, and the third copy is for the Department). The Subject Indexing form should be completed and submitted to the catalog librarian. The Permission for Electronic Publication form needs to be turned in



at that time. In addition, the Thesis Binding Submission Form and Receipt will be completed and this form should be delivered to the Dean's office and the Change of Address form.

J. Policies

Grading and GPA Requirements

Students are assigned letter grades for classes except for thesis and internship credits which are graded "pass/fail." Pluses and minuses may be assigned, with the exception of "A+."

All students must maintain a 3.0 GPA. Students may not receive lower than a B- in any required course (core or track required courses). If lower than a B- is received, the student will need to repeat the course (with instructor permission). In addition, students may not receive more than two "C" grades in any elective course. Students who fail to meet these criteria will be placed on academic probation. No student may have more than two probations. Any student who is placed on probation a third time will automatically be dropped from the program. Also, students will be prohibited from graduating if their GPA is below 3.0.

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 Epi/Biostat Track strictly adheres to OHSU 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" given to enable a student to do additional work to raise a deficient grade. All incompletes must be resolved by the end of the subsequent term or they will be converted to an F by the Registrar's Office. It is the student's responsibility to contact the PHPM Education Office for a Removal of Incomplete Form. An Incomplete Agreement must be on file in the PHPM Education Office.

Grievances/disagreements

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

Procedure: Anyone who has a grievance or disagreement about an issue should first discuss the issue with the person perceived to be responsible for the action. The student should provide a written description of the problem in dispute. If this discussion does not satisfy the student, the grievance may be appealed to the Track Director. If that discussion does not satisfy the student, an appeal may be made to the Department Chair. If this review does not satisfy the student, an appeal may be made to the Associate Dean for Graduate Studies in the School of Medicine. At each level of appeal within the Department, the student will be provided with a written response to the appeal. The student's written grievance and all responses will be filed in the Department. Students can find more information regarding this process in the By-Laws of the Graduate Council: <http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/students/current-students.cfm>.

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 (20 credits). This number includes any pre-admission credits (up to 12) taken in the OMPH Program as well as transfer credits from other institutions.

- a. *If a student transfers from **another MPH degree program/school** they can transfer up to 1/3 of their credits to the OMPH Program (20-21 credits total depending on the track).*
- b. *If a student is **not admitted or matriculated** in to any MPH degree program/school, then any OMPH classes they take are "pre-admit" and the limit is currently 12 credits. {Note: Students may take the core classes as "pre-admits" only as room allows.}*
- c. *If a student transfers from **another MPH degree program or school** and they have also taken OMPH classes, the limit is still 1/3 of the total credits.*

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

Procedure: The student should type in the course information in the Transfer of Credit form (see Department website), request that a transcript be sent to the Track Director, and attach a syllabus or course description of the course to be transferred.

Required Course Waiver Policy

Policy: All students accepted into the OMPH Program will take the five OMPH core courses in addition to a series of track required courses. It is understood that some students may have already completed a graduate course that appears to be duplicative of a required OMPH core or track required course. In such cases, students may petition to waive the requirement to take a specific required OMPH course (however, students will still need to take the required number of credit hours for graduation). The course instructor is the person responsible for determining the comparability of the previous course with the required OMPH course.

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

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

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

Procedure: Students requesting course waivers need to demonstrate the comparability of their previous course to the course instructor. The student must complete the waiver form included in Appendix H, provide a copy of the course syllabus of the equivalent course, a transcript for the course, and any other appropriate supporting documentation to the course instructor for waiver approval.

All waiver decisions will be clearly documented in the student's file.

Biostatistics I waiver policy

Policy: MPH students can request a waiver of Biostatistics I if they took a comparable course within the previous 5 years.

Procedures: Students who wish to request a waiver should provide the syllabus, grade received, and any other supporting documents for review. In addition, students will need to pass a comprehensive test with B- or higher grade. The test will be offered once each academic year 1 to 2 weeks before the fall quarter starts. Students who wish to take the test, should notify the Department and they will be provided with the date, time and location of the test.

Testing out of a course

Policy: Students who are registered for a course and believe they have mastered the course content can request obtaining credit by testing out of the course. If the student tests out of a course, it does not decrease the total number of required credits.

Procedure: The student should discuss the possibility with the instructor who will determine whether all course requirements have been met and whether it is feasible to provide some type of test, paper, or other appropriate documentation for completion of the requirements.

Course evaluation completion

We encourage all students to complete an anonymous evaluation of all courses for which they are registered. Course evaluations are important to assist faculty, staff, and administration to assess the quality of the courses and identify opportunities for improvement. All comments are read and considered for curriculum changes.

Leave of Absence & Continuous Enrollment Policies

Policy: A student in good standing may petition for a leave of absence. The cumulative amount of leave may not exceed 4 terms. Leave of absence status assures the student a continuation of admission in the program during the period of the leave of absence. A leave of absence is granted only to students in good standing and may, with program approval, constitute a waiver of the time limit for the completion of the graduate degree. Students who fail to return to the graduate program within 12 months of initiating a leave of absence will be administratively withdrawn from the program. Students on an approved leave of absence do not register for courses and are not required to pay instructional or other fees. Access to university or program facilities and services and use of faculty or staff time will be restricted.

While our program does not require enrollment during the summer, if you are on an approved leave of absence that takes you through the summer term, the summer term will count as part of your cumulative leave.

Failure to register without an approved leave of absence will result in an administrative withdrawal of the student's admission to the program. Please also note that no leave of absence will be approved after a student defends his or her thesis. Even after you defend your thesis, you are required to be enrolled in at least one credit in any subsequent term until you complete your degree requirements.

Procedure: Students who are considering a leave of absence should complete the withdrawal/leave of absence form found on [Forms page](#) of the department website. Upon return, students must register for classes before the registration deadline.

Time to Degree Completion

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



Repeating Courses

Policy: MPH students must receive a B- or better grade in required courses. If they receive a grade below B-, they may retake the class once with the instructor's permission.

Procedure: MPH students who make unsatisfactory progress in a required class may repeat the class once with the instructor's permission. If a higher grade is achieved, it will be used for changing the student's grade.

Student photograph

The student must deliver a 1-1/2 x 2 inch black and white photograph to the Dean's Office for inclusion in the class picture. Your photograph can be taken by Medical Photography. You should request the master's degree exit photo. The student is responsible for paying for the photograph. The picture must be delivered to the Dean's Office to fulfill requirements for graduation. MD/MPH students may use their School of Medicine graduation photo.

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, you should begin the registration process early. Begin by contacting the OMPH administrative staff for your track or campus. You may need to also secure permission from the instructor. Visit <http://www.oregonmph.org/register/register.html> for additional information. 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 is available on a first-come basis.

Please 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 eCollege courses at OSU are not included in the OMPH joint campus agreement. eCollege courses are listed in a separate course catalog and are designated with section numbers in the 400's. Students interested in courses provided via eCollege will need to enroll for those courses through OSU. Regular eCollege tuition fees would 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 (Note: There is a swing shift parking pass that you might ask about if you are attending late afternoon/evening classes on a regular basis.) <http://www.ohsu.edu/parking/>
- **OSU Parking Services:** #541.737.2583
http://oregonstate.edu/facilities/transit_pkg/index_pkg.html
- **PSU Parking Services:** #503.725.3442
<http://www.aux.pdx.edu/transport/>

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

While on a partner campus other than the student's home institution, an OMPH student has full access to library resources from within the partner campus's library. A student can check out materials using the library barcode from their home institution through "Summit Borrowing". Books can be requested through Interlibrary Loan (ILL) using Summit (request "pick-up anywhere" to retrieve at any campus library). An OMPH student can request copies of journal



articles via Interlibrary Loan (ILL), if not owned by the home library. In most cases journal articles will be delivered electronically to the student's email account. If a student wants ILL delivered to another campus, she/he should contact the ILL office at her/his home campus library. Remote library access is available through an OMPH student's home institution. If you have questions about library resources, contact your campus library office.

- **OHSU Library Services:** #503.494.3460
<http://www.ohsu.edu/library/>

- **OSU Library Services:** #541.737.3331
<http://osulibrary.oregonstate.edu>

- **PSU Library Services:** # 503.725.5874
<http://www.lib.pdx.edu/>

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

You can apply 12 OMPH credits completed preadmission to your degree. These are courses taken within the OMPH Program, 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 credits allowed to be brought to the program from work completed prior to admission (20 credits).

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

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

Each year there are a number of opportunities for students to become involved in the OMPH program and its events. These include serving as track representative at either the campus or program levels, serving as a representative to the student assembly of APHA, or serving on the 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 serving as a student representative or in helping to plan program events, please contact your track coordinator. Contact information for your track can be found on your track webpage on the OMPH website: <http://www.oregonmph.org/tracks/index.html>.

6. How do I contact the OMPH Program office?

Program Director:	Greg Lee, PhD OMPH Program Office Tel. 503-725-5106 Fax 503-725-7100 Email: greglee@oregonmph.org
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Program Coordinator: Alison Schneiger
506 SW Mill St., Suite 450
Portland, OR 97201
Mail Code: OMPH-SCH
Tel. 503-725-5186
Fax 503-725-5100
Email: alison@oregonmph.org or aschneig@pdx.edu

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

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

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

The Oregon Master of Public Health Program holds the Student Symposium in Spring Term. This year the Symposium will be held on Friday, May 6, 2011 in Portland.

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

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

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

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

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

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



(CC/TCC/DOC approved April 2008)

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

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

The Program Office maintains both OMPH Student and Faculty listservs. As an OMPH Program student, you will be automatically subscribed to the OMPH Program Student Listserv. If you do NOT wish to be included on this listserv you must notify the program office to opt out. If you are not receiving emails, notify Program Coordinator Alison Schneiger at alison@oregonmph.org or 503-725-5186. In addition, you may be added to track or department-specific listservs.

Through these listservs, students will find the most current information about job-related opportunities, internships, new class offerings, health-related seminars, upcoming events, fellowships and other items of interest. 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

Portland State University
www.pdx.edu

Oregon State University
www.oregonstate.edu

Oregon Health & Science University
www.ohsu.edu/public-health (Epi/Biostats track)
www.ohsu.edu/xd/education/schools/school-of-nursing/ (Primary Health Care & Health Disparities track)

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

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

Association of Prevention Teaching and Research (formerly Association of Teachers of Preventive Medicine)
www.atpm.org
Association of health promotion and disease prevention educators and researchers, including MPH Programs.

Centers for Disease Control and Prevention
www.cdc.gov
Provides epidemiological data, job links, education resources, etc.

Council on Education for Public Health
www.ceph.org

Academic public health accrediting agency

Council of Accredited MPH Programs (CAMP)

www.mphprograms.org

Association of accredited programs in Public Health

Environmental Protection Agency

www.epa.gov

Environmental health resources

National Institutes of Health

<http://www.nih.gov>

Links to health institutes, health education materials

Oregon Health Division

www.ohd.hr.state.or.us

Oregon Health Division homepage

Oregon Employment Department

www.emp.state.or.us

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

Oregon Public Health Association

www.oregonpublichealth.org

News, career resources, links to public health organizations

Oregon Rural Health Association

www.orha.org

Rural health topics: advocacy, research, education

Public Health Employment Connection

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

Job listing site maintained by Emory School of Public Health

Public Health Jobs Network

www.publichealthjobs.net

Job listing site sponsored by ASPH

V. Frequently Asked Questions about the Epidemiology and Biostatistics Track:

1. How do I register for classes at Oregon Health & Science University?

Students register through the online ISIS system at <http://www.ohsu.edu/registrar/ISISOnline.htm>. Using this secure, interactive application, students may display grades, display unofficial transcripts, view student account information, review any holds, view personal information such as address, email, etc., view and/or print class schedules, and register for classes. Instructions are provided on the ISIS website. Course schedules and descriptions are included on the department website. If there are problems registering, contact the Department Education Office (phpm@ohsu.edu). Use the campus maps located in Appendix A to find the buildings of classes in other campus sites.

2. What kind of financial aid is available?

Financial aid applications can be made through the OHSU Financial Aid office. Teaching Assistantships in Epidemiology and in Biostatistics are available to outstanding students who have completed the series of classes in that discipline. If you are interested in being a TA for a class, contact the instructor. Research Assistantships are occasionally available for department grants, and applicants who have completed the Biostatistics series are preferred candidates. RA positions are posted through emails to the student listservs. Scholarship information is available on the department website. Some support is available for thesis research projects through the Tartar Grants, available through the School of Medicine. The Tartar Grant deadline is usually in February.

3. What is the policy for minimum enrollment?

Students must be enrolled for at least one credit per quarter or have an approved [Leave of Absence form](#) on file for that quarter. No more than 4 cumulative terms of leave are permitted.

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

A full-time student is enrolled for between 9-16 credits per quarter. A part-time student is enrolled for less than 9 credits. If you wish to enroll in more than 16 credits, please contact Education Manager, Tree Triano, at trianot@ohsu.edu to request an overload.

5. If I work, are their evening classes available in the OMPH Program?

The PSU core courses are offered in the evening. Most PSU track classes are offered from 4-6:30 pm. Most Epi/Biostats track classes are offered in the afternoon.

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

You may petition to transfer up to 20 credits from another institution into the program (classes taught in other OMPH tracks do not count). The course must be no more than 7 years old at the anticipated time of graduation from the MPH program. A course description must be provided to determine comparability. See course waiver/transfer policies.

7. What should I know about plagiarism?

Plagiarism is the use of other peoples' creations without acknowledging the source. This practice is to be avoided and will be grounds for dismissal. Students should also read the professional conduct policy on the Graduate Council website: <http://ozone.ohsu.edu/som/faculty/docs/graduatecouncil/profconductpolicy.pdf>

8. How can I improve my study skills?

If you have difficulties with a particular class, consult the Teaching Assistant and/or the instructor without delay. Teaching Assistants are assigned for both the Epidemiology and Biostatistics series of courses. If you think you need a tutor, talk with the instructor. Dr. Lambert is also available for discussion of problems that are not resolved with these approaches.

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.” Through these courses students gain valuable experience and connections with community organizations. The experience with the organizations is then integrated into the classroom to provide students with a deeper understanding of the material. Courses incorporating service-learning opportunities include Community Organizing (PHE517 at PSU and H572 at OSU) and Program Evaluation (H575 at OSU and PA588 at PSU), among others. Students who apply their learning in a community or agency setting as opposed to the classroom benefit from seeing the practical application of epidemiology and biostatistical theory and methods first-hand. The Epidemiology and Biostatistics track requires an internship in a community setting so that students can obtain this benefit.

10. How do I arrange Reading and Conference credits?

If you have a topic that you would like to explore in depth outside a regular class, you can talk with a potential faculty supervisor who is interested in the topic about signing up for a Reading and Conference class. If the faculty member agrees, you can register for the class online with his/her CRN number. (CRNs for Reading and Conference are created as needed each term.) You will be expected to do reading in this area and to write a paper on the topic before the end of the quarter.

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

These files are available through the online ISIS system.

12. What are my rights regarding my file?

You can access your file any time you wish. If there is a disagreement regarding file contents, please talk with the Track Director. If there is no resolution at this point, the grievance procedure should be consulted.

13. What are the required procedures for graduation?

Please consult the thesis guidelines and the School of Medicine Handbook online:

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/faculty/administration-forms.cfm>

The thesis checklist (located in the Appendix and on the department website) is a handy tool to determine progress.

14. How can I become more involved with the School and Department?

The School of Medicine has a Graduate Student Organization and welcomes representatives of degree programs. The department also has student representatives to the Oregon MPH program. If you are interested in participation in these activities, contact Dr. Lambert.

15. What other resources are available to students on the Oregon Health & Science University campus?

The Department of Public Health and Preventive Medicine presents a Grand Rounds lecture on various public health topics every third Thursday of each month from 12:00 to 1:00 PM. This lecture series is free and open to the public, and students are encouraged to attend. We hope you will join us—please see the Department homepage for event details at <http://www.ohsu.edu/public-health/>. Additional presentations may also be offered. Student thesis presentations are advertised and students are encouraged to attend. Announcements of special events are posted on the website and sent out to department listservs.

Also, library resources are available to students online as well as in standing holdings. Please visit the library website for campus locations, hours, catalogs, print & electronic reserves, and more: <http://www.ohsu.edu/library/>

In addition, the OHSU Fitness and Sports Center (March Wellness) offers a wide variety of fitness classes, equipment, and programs for students and fitness center members. Full-time OHSU students must present their student ID card



with a current term sticker before being admitted to the building. Current stickers can be obtained at the Cashier's Office located in Baird Hall. For more information, please visit their website at <http://www.ohsu.edu/academic/acad/fsc/>

16. How do I find out about internship opportunities?

Students arrange internships based upon their interests. Opportunities are frequently advertised in emails that are sent out to all students. These announcements include information on how to contact the preceptor for the site. Students can email the preceptor and arrange for a meeting to discuss their possible participation in the experience. In addition, ongoing projects are listed on the department website with the contact information for the preceptor. If you are having difficulty identifying an internship, talk with Dr. Lambert. If you are already working on an internship and there are problems, see Dr. Lambert as soon as possible.

17. How do I find a thesis topic and a Thesis Mentor?

During the epidemiology sequence you will have several assignments to develop research designs, and there will be periodic emails announcing internship opportunities. These are excellent opportunities to explore areas of interest and to meet potential Thesis Mentors. Emails are sent out frequently with people looking for interested students for their projects. If you have an area of interest that doesn't seem to be coming forward, talk with your advisor and/or Dr. Lambert. Explore all possible ideas.

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

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

Greg Lee, PhD
OMPH Program Office
Tel. 503-418-2167
Fax 503-725-5100
Email: greglee@oregonmph.org

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

OMPH Student Campus Representatives for 2010-2011

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.

OHSU Campus Representative
Andrew Thomas
thomandr@ohsu.edu

Environment, Safety and Health Track (OSU)

Admissions Information

Department of Public Health

Main Office

541-737-3825

eileen.kaspar@oregonstate.edu

Curricular Information

Anthony Veltri, EdD

Oregon State University

Department of Public Health

541-737-2686

541-737-3831 (Veltri)

Anthony.Veltri@oregonstate.edu

OMPH Student Representative

TBD

Epidemiology & Biostatistics Track (OHSU)

Admissions Information

Tree Triano, Education Manager

Oregon Health & Science University

503-494-2012

trianot@ohsu.edu

Curricular Information

William Lambert, PhD

Oregon Health & Science University

Department of Public Health and Preventive Medicine

503-494-9488

lambertw@ohsu.edu

Registration Information

Natalie Chin, Education Assistant

Oregon Health & Science University

503-494-1158

chinn@ohsu.edu

OMPH Student Representative

Nathan Ansbaugh

MD/MPH Combined Program

John Stull, MD, MPH

Oregon Health & Science University

Department of Public Health and Preventive Medicine

503-494-6958

Health Management & Policy Track (OSU)**Admissions Information**

Department of Public Health

Main Office

541-737-2686

publichealth@oregonstate.edu

Curricular Information

Stephanie Bernell, PhD

Oregon State University

Department of Public Health

541-737-9162

Stephanie.Bernell@oregonstate.edu

OMPH Student Representative

TBD

Health Management and Policy Track (PSU)**Admissions Information**

Becky Fidler

503-725-3920

rfidler@pdx.edu

PublicAdmin@pdx.edu

Curricular Information

Neal Wallace, PhD

Portland State University

Mark O. Hatfield School of Government

503-725- 8248

nwallace@pdx.edu

OMPH Student Representative

TBD

Health Promotion Track (OSU)**Admissions Information**

Department of Public Health

Main Office

541-737-3825

eileen.kaspar@oregonstate.edu

Curricular Information

Becky Donatelle, PhD

Oregon State University

Department of Public Health

541-737-3839

Becky.Donatelle@oregonstate.edu

OMPH Student Representative

TBD

Health Promotion Track (PSU)

Admissions Information

503-725-4401

SCHinfo@pdx.edu

Curricular Information

Liana Winett, PhD

Portland State University

School of Community Health

503-725-8262

lwinett@pdx.edu

OMPH Student Representative

Jamie Jones

jljones@pdx.edu

Katharine Ryan

kryan@pdx.edu

International Health Track (OSU)

Admissions Information

Department of Public Health

Main Office

541-737-2686

publichealth@oregonstate.edu

Curricular Information

Chunhuei Chi, ScD

Oregon State University

Department of Public Health

541-737-3826

Chunhuei.Chi@oregonstate.edu

OMPH Student Representative

Elizabeth Cassidy

ejcassidy@gmail.com

Primary Health Care & Health Disparities Track (OHSU)

Admissions Information

OHSU School of Nursing

503-494-7725

proginfo@ohsu.edu



Curricular Information

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

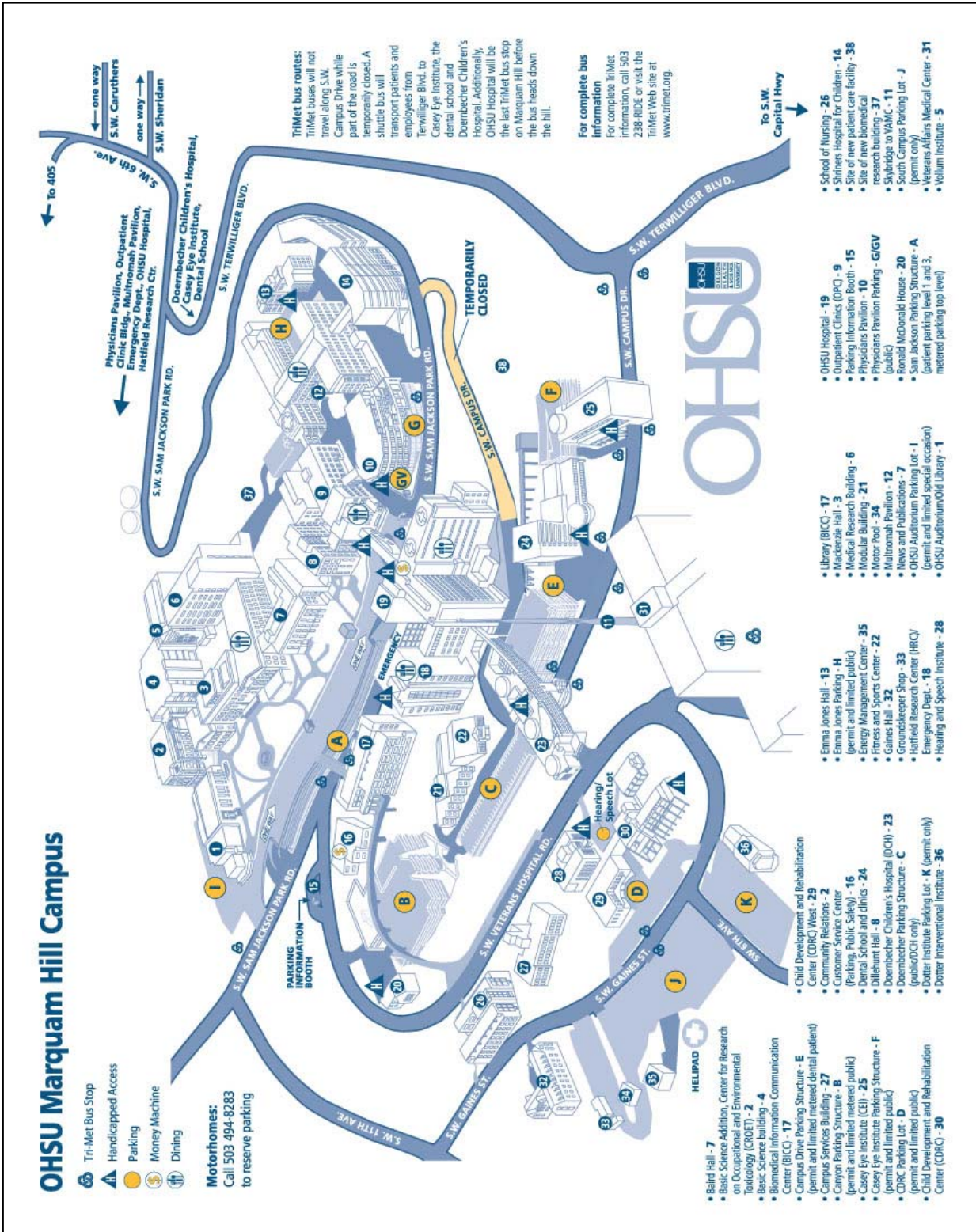
OMPH Student Representative

Christina Baldisseri
cbaldisseri@gmail.com

Appendix A
Maps of the Three Campuses

Oregon Health & Science University
Oregon State University
Portland State University

OHSU Campus Map



Portland State University

PORTLAND STATE UNIVERSITY

A.P.://www.pdx.edu/

Campus Public Safety Office
 Services available 24 hours daily (503) 725-4407

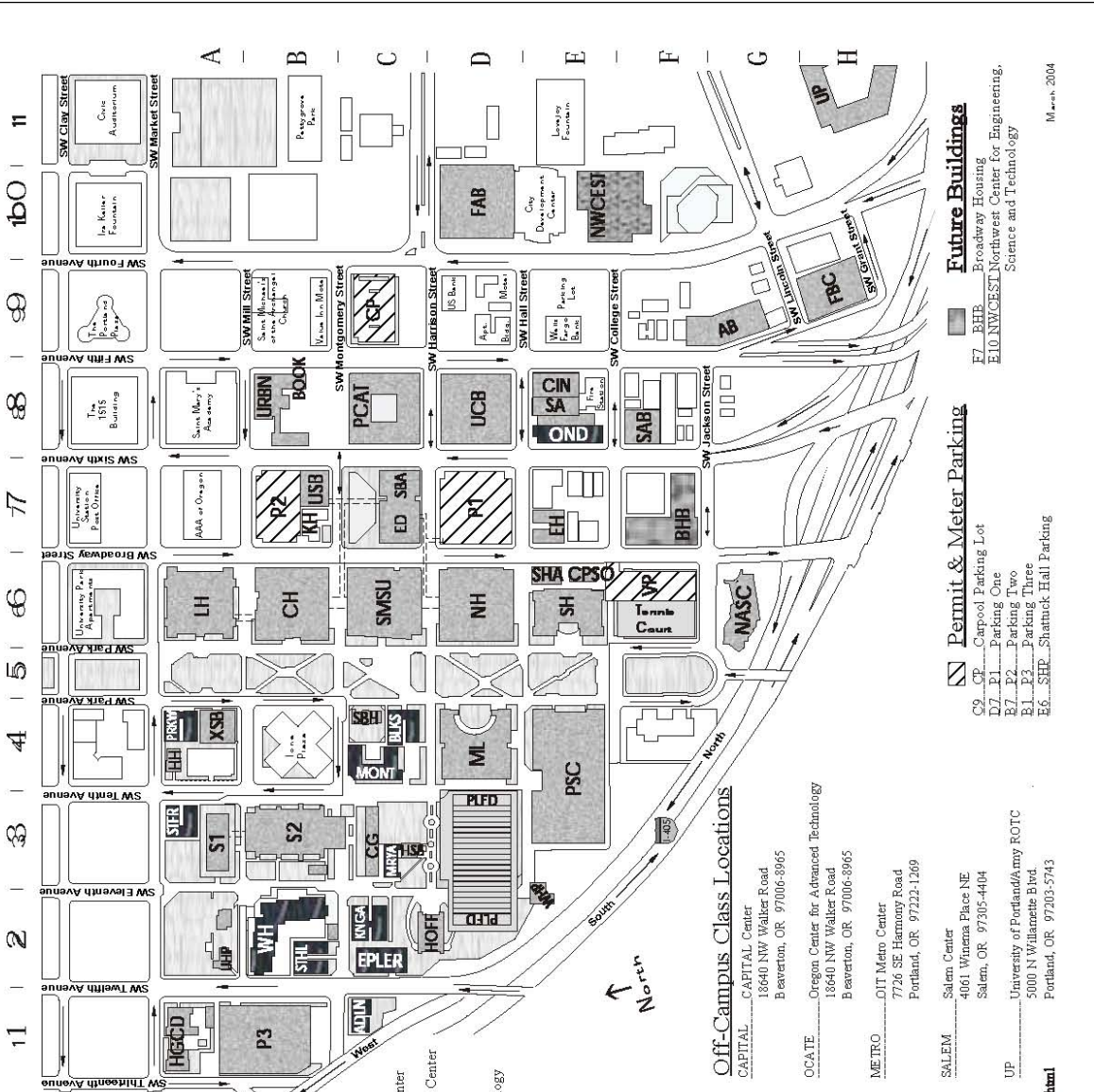
University Buildings

- G9 AB Art Building
- D4 ML Braanford Price Millar Library
- E6 CFSO Campus Security Building
- B6 CH Cramer Hall
- E7 EH East Hall
- H9 FRC Fifth Avenue Business Center
- E8 CIN Fifth Avenue Cinema
- D10 FAB Fourth Avenue Building
- C2 HOFF George C. Hoffmann Hall
- A4 HH Harder House
- C2 HSB Harrison Street Building
- A1 HGGD Helen Gordon Child Development Center
- A6 LH Lincoln Hall
- G6 NASC Native American Student Community Center
- D6 NH Neuberger Hall
- E8 OND Ondine
- E4 PSC Peter W. Scott Center
- C8 PCAT Portland Center for Advanced Technology
- C7 SEA School of Business Administration
- C7 ED School of Education (Graduate)
- A4 XSE School of Extended Studies
- A3 S1 Science One
- B3 S2 Science Two
- E8 SA SEAS Annex (a.k.a. CECS Annex)
- E6 SH Shattuck Hall
- C4 SEH Simon Benson House
- F8 SAB Sixth Avenue Building
- C6 SMSU Smith Memorial Student Union
- D8 UCB University Center
- A2 UHP University Honors Program
- H11 UP University Place
- E7 USE University Services Building
- B8 UREN Urban Center

Student Housing

- C1 ADLN Adeline Building
- C4 ELKS Blackstone
- C2 KNGA King Albert Building
- C3 MRVA Maryanne Building
- C4 MONT Montgomery Court
- ER OND Ondine
- A4 PRKW Parkway Building
- B2 STHL Saint Helens Building
- C2 SEH Stephen E. Epler Hall
- A3 STIF Stranford Building

Additional Map: <http://www.fsp.pdx.edu/psfs/index.html>



- Future Buildings**
- F7 EHB Broadway Housing
 - E10 NWCEST Northwest Center for Engineering, Science and Technology

- Permit & Meter Parking**
- C2 CP Carpool Parking Lot
 - D7 P1 Parking One
 - E7 P2 Parking Two
 - E1 P3 Parking Three
 - E6 SHP Shattuck Hall Parking

- Off-Campus Class Locations**
- CAPITAL CAPITAL Center
18640 NW Walker Road
Beaverton, OR 97006-8965
 - OCATE Oregon Center for Advanced Technology
18640 NW Walker Road
Beaverton, OR 97006-8965
 - METRO OIT Metro Center
7726 SE Hemony Road
Portland, OR 97221-1269
 - SALEM Salem Center
4061 Winema Place NE
Salem, OR 97305-4404
 - UP University of Portland/Army ROTC
5000 N. Wilamette Blvd.
Portland, OR 97203-5743

March 2004

Appendix B
Student Advising: Thesis Mentors

Epidemiology and Biostatistics Track Thesis Mentors

The following individuals are approved members of the School of Medicine's Graduate Faculty and can serve as Thesis Mentors. **If you are interested in working with someone not on this list, please contact the PHPM Education Office at phpm@ohsu.edu to discuss the matter before submitting your Advisor Assignment form.**

Name	Title	Specialization	Email Address
Elizabeth J. Adams, PhD	Assistant Professor	Maternal and Child Nutrition; Nutritional Epidemiology	adamse@ohsu.edu
Donald F. Austin, MD, MPH	Professor Emeritus	Cancer Epidemiology	austind@ohsu.edu
Thomas M. Becker, MD, PhD	Professor	Infectious and Chronic Disease Epidemiology; Viral Carcinogenesis	beckert@ohsu.edu
Michelle Berlin, MD, MPH	Associate Professor (OB/GYN)	Women's Health	berlinm@ohsu.edu
Sonia A. Buist, MD, MPH	Professor Emeritus	Pulmonary Diseases	buists@ohsu.edu
Matthew J. Carlson, PhD	Affiliate Assistant Professor	Health Services	carlson@pdx.edu
Patricia Carney, PhD	Professor	Breast Cancer, Cancer Screening	carneyp@ohsu.edu
Yiyi Chen, PhD	Assistant Professor	Design/Analysis of Clinical Trial & Bayesian Statistics	chenyiy@ohsu.edu
Dongseok Choi, PhD	Associate Professor	Spatial-Temporal Models, GIS, Statistical Learning	choid@ohsu.edu
Gregory N. Clarke, PhD	Adjunct Associate Professor (Psychiatry)	Mental Health Services	greg.clarke@kpchr.org
Thomas G. DeLoughery, MD	Associate Professor (Hematology)	Hematology	delought@ohsu.edu
Mohamud Daya, MD, MS, FACEP, FACMT, DTM&H	Associate Professor	Emergency Medicine	dayam@ohsu.edu
Richard Deyo, MD, MPH	Professor (Family Medicine)	Evidence-Based Medicine	deyor@ohsu.edu
Mary L. Durham, PhD	Director (Center for Health Research)	Chronic Illness, Mental Health Services	mary.durham@kpchr.org
Alison B. Edelman, MD, MPH	Assistant Professor (OB/GYN)	Women's Health	edelmana@ohsu.edu
Diane L. Elliot, MD, FACP, FACSM	Professor of Medicine	Sports Medicine	elliotd@ohsu.edu
David W. Fleming, MD	Affiliate Assistant Professor	Epidemiology	david.fleming@metroke.gov
Michael D. Freeman, DC, PhD, MPH	Affiliate Assistant Professor	Trauma Epidemiology	freemami@ohsu.edu
Rochelle (Rongwei) Fu, PhD	Associate Professor	Bayesian Methods, Meta-Analysis	fur@ohsu.edu
James Gaudino, Jr., MD, MS, MPH	Affiliate Associate Professor	Maternal & Child Health	jag8nw@comcast.net
Bruce Goldberg, MD	Associate Professor	Health Care Access	goldberg@ohsu.edu
Carla A. Green, PhD, MPH	Research Associate Professor	Substance Abuse, Maternal Health	greenc@ohsu.edu

Merwyn R. Greenlick, PhD	Professor Emeritus	Medical Care Organization	mitchgreenlick@msn.com
Jeanne-Marie Guise, MD, MPH	Associate Professor (OB/GYN)	Women's Health	guisej@ohsu.edu
Katrina Hedberg, MD, MPH	Affiliate Assistant Professor	Epidemiology	katrina.hedberg@state.or.us
Mark Helfand, MD	Professor	Evidence-Based Reviews	helfand@ohsu.edu
William R. Hersh, MD	Professor	Informatics	hersh@ohsu.edu
David H. Hickam, MD, MPH	Professor	Health Services, Clinical Epidemiology	hickam@ohsu.edu
Jack F. Hollis, PhD	Affiliate Associate Professor	Health Behavior Change	jack.hollis@kpchr.org
Mark C. Hornbrook, PhD	Affiliate Associate Professor	Medical Economics	mark.c.hornbrook@kpchr.org
Willi Horner-Johnson, PhD	Research Assistant Professor	Disabilities	hornerjo@ohsu.edu
Gail M. Houck, RN, PhD	Associate Professor (Nursing)	Family Nursing	houckg@ohsu.edu
Linda L. Humphrey, MD, MPH	Associate Professor	Breast Cancer, Epidemiology	humphrey@ohsu.edu
Kenneth E. James, PhD	Professor Emeritus	Design, Conduct, and Analysis of Clinical Trials	jamesk@ohsu.edu
Jeffrey Jensen, MD, MPH	Professor	OB/GYN	jensenje@ohsu.edu
Holly B. Jimison, PhD	Associate Professor	Informatics	jjimisonh@ohsu.edu
P. Todd Korthuis, MD, MPH	Associate Professor	HIV, Internal Medicine	korthuis@ohsu.edu
William E. Lambert, PhD	Associate Professor	Environmental Epidemiology	lambertw@ohsu.edu
Jodi A. Lapidus, PhD	Associate Professor	Categorical Data, Proteomics	lapidusj@ohsu.edu
Michael Lasarev, MS	Instructor, Research Associate	Statistical Computing, Simulation, Bootstrapping	lasarevm@ohsu.edu
Erin LeBlanc, MD, MPH	Adjunct Assistant Professor (Medicine)	Endocrinology	leblance@ohsu.edu
Mark O. Loveless, MD	Affiliate Associate Professor	HIV/AIDS Epidemiology	freemami@ohsu.edu
Robert A. Lowe, MD, MPH, FACEP	Associate Professor	Emergency Medicine	lowero@ohsu.edu
Lynn M. Marshall, Sc.D	Assistant Professor	Epidemiology	marshaly@ohsu.edu
Dennis McCarty, PhD	Professor	Substance Abuse	mccartyd@ohsu.edu
K. John McConnell, PhD	Research Assistant Professor	Health Services	mconnjo@ohsu.edu
Bentson H. McFarland, MD, PhD	Associate Professor	Community Mental Health	mcfarlab@ohsu.edu
Shannon McWeeney, PhD	Associate Professor	Statistical Genetics, Bioinformatics	mcweeney@ohsu.edu
Motomi Mori, PhD	Professor	Oncology Clinical Trials, Biomarker Studies	morim@ohsu.edu
Cynthia D. Morris, PhD, MPH	Professor	Cardiovascular Epidemiology, Maternal & Child Health	morrisc@ohsu.edu

William E. Morton, MD, DrPH	Professor Emeritus	Occupational & Environmental Epidemiology	phpm@ohsu.edu
Christina Nicolaidis, MD, MPH	Associate Professor	Internal Medicine, Community-based Participatory Research (CBPR)	nicolaid@ohsu.edu
Carrie Nielson, PhD	Assistant Professor	Epidemiology	nielsoca@ohsu.edu
Thuan Nguyen, PhD	Assistant Professor	Mixed Effects Models, Model Selection, Longitudinal Data	nguythua@ohsu.edu
Dawn Peters, PhD	Associate Professor	Clinical Trial Methodology, Randomization	petersd@ohsu.edu
Nancy A. Press, PhD	Associate Professor (Nursing)	Genetic Anthropology	pressn@ohsu.edu
Ana Quiñones, PhD	Assistant Professor	Population Aging, Immigrant Health	quinones@ohsu.edu
Traci Rieckmann, PhD	Research Assistant Professor	Health Services	rieckman@ohsu.edu
Katherine J. Riley, EdD	Professor Emerita	Health Services	rileyk@ohsu.edu
Gary Rischitelli, MD, MPH, JD	Assistant Professor	Occupational & Environmental Epidemiology	rischite@ohsu.edu
Kenneth D. Rosenberg, MD, MPH	Affiliate Assistant Professor	Maternal & Child Health	ken.d.rosenberg@state.or.us
Somnath Saha, MD, MPH	Associate Professor (Medicine)	Health Disparities	sahas@ohsu.edu
Jackilen Shannon, PhD, RD, MPH	Associate Professor	Nutrition & Cancer Epidemiology	shannoja@ohsu.edu
Michael R. Skeels, PhD, MPH	Affiliate Professor	Health Administration	michael.r.skeels@state.or.us
Eric Suhler, MD, MPH	Associate Professor	Ophthalmology	suhlere@ohsu.edu
Mara Tableman, PhD	Adjunct Associate Professor	Survival Analysis, Non-Parametric Methods	bymt@pdx.edu
Philippe Thuillier, PhD	Assistant Professor	Cancer Prevention	thuillie@ohsu.edu
Evelyn P. Whitlock, MD, MPH	Assistant Professor	Tobacco, Women's Health, Substance Use	evelyn.whitlock@kp.org
Kevin L. Winthrop, MD, MPH	Assistant Professor (Ophthalmology)	International ophthalmology, Infectious Disease	winthrop@ohsu.edu
Atif Zaman, MD, MPH	Associate Professor	Gastroenterology	zamana@ohsu.edu

Appendix C

OMPH Events Calendar 2010-2011

Fall 2010		
<u>Date</u>	<u>Description</u>	<u>Location</u>
Fri Sep 24	OMPH Program New Student Orientation	PSU
Mon Sep 27	Fall Term Begins	
Thurs Oct 12	First CC Meeting	Salem
Mon -Tue Oct 18 –Oct 19	66 th Annual OPHA Conference (incl. OMPH student poster session)	OSU
Wed Oct 13	First APC Meeting (12-1:00)	Conf. Call
TBD	OMPH Program Leadership Retreat	TBD
Sat -Wed Nov 6 – Nov 10	APHA 137 th Annual Meeting	Denver, CO
Thur Nov 11	Holiday: Veteran's Day	
Thur Nov 25 – Fri Nov 26	Holiday: Thanksgiving Day	
Wed Dec 1	APC Meeting (12-1:00)	Conf. Call
Sun Dec 5	Classes End	
Mon – Fri Dec 6-11	Final Exams	
Winter 2011		
<u>Date</u>	<u>Description</u>	<u>Location</u>
Mon Jan 3	Winter Term Begins	
Wed Jan 12	APC Meeting (12-1:00)	Conf. Call
Tue Jan 25	CC Meeting (12-1:00)	Salem
Fri Feb 11	Deans Oversight Council	
Mon Feb 21	Holiday (OHSU): President's Day	
Fri Jan 17	Holiday: Martin Luther King, Jr. Day	
Mon Feb 21	Holiday (OHSU): President's Day	
Wed Mar 9	APC Meeting (12-1:00)	Conf. Call
Mon – Fri Mar 14-19	Final Exams	
Mon – Fri Mar 20- 25	Spring Break	
Spring 2011		
<u>Date</u>	<u>Description</u>	<u>Location</u>
Mon Mar 28	Spring Term Begins	
Mon April 4 – Fri April 8	National Public Health Week!	
Fri Apr 22	Deans Oversight Council	Salem
Tue Apr 26	CC Meeting (12-1:00)	Salem
Fri May 6	OMPH Program Student Symposium	TBD
Wed May 11	APC Meeting (12-1:00)	Conf. Call
Mon May 30	Holiday: Memorial Day	
Mon-Fri Jun 6-11	Final Exams	

OHSU Academic Calendar 2010 – 2011

Summer Term 2010	Dates
Registration Begins	5/10
Last Day to Register W/O Late Fee	6/21
Classes Begin	6/28
Last Day to Pay Tuition & Fees	6/28
Last Day to Add/Drop Classes without a "W"	6/28
Last Day to Drop Classes with a "W". Classes dropped after this date will receive "WU" or "WS"	7/9
Last Day to Withdraw with full refund	7/2
Independence Holiday	7/5
Labor Day Holiday	9/6
Summer Term Ends	9/3
Fall Term 2010	
Registration Begins	8/16
Last Day to Register w/o Late Fee	9/27
Classes Begin	9/27
Last Day to Pay Tuition and Fees	10/4
Last Day to Withdraw with full refund	10/8
Last Day to Add/Drop Classes without a "W"	10/4
Last Day to Drop Classes with a "W". Classes dropped after this date will receive "WU" or "WS"	10/15
Thanksgiving Holiday	11/25-11/26
Fall Term Ends	12/10
Winter Term 2011	
Registration Begins	11/22
Last Day to Register W/O Late Fee	1/10
Classes Begin	1/3
Last Day to Pay Tuition and Fees	1/10
Last Day to Add/Drop Classes without a "W"	1/10
Last Day to Withdraw with full refund	1/14
Last Day to Drop Classes with a "W". Classes dropped after this date will receive "WU" or "WS"	1/21
Martin Luther King Holiday	1/17
Presidents Day Holiday	2/21
Winter Term Ends	3/18
Spring Break	3/21 - 3/25
Spring Term 2011	
Registration Begins	2/14
Last Day to Register W/O Late Fee	4/4
Classes Begin	3/28
Last Day to Pay Tuition and Fees	4/4
Last Day to Add/Drop Classes without a "W"	4/4
Last Day to Withdraw with full refund	4/8
Last Day to Drop Classes with a "W". Classes dropped after this date will receive "WU" or "WS"	4/15
Memorial Day Holiday	5/30
Spring Term Ends	6/10
Graduation	TBA

Appendix D

Core course schedule for 2010-2011

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

OMPH CORE COURSE LIST FOR 2009-2010 and 2010-2011

Course Title	Credits	Fall 2009	Winter 2010	Spring 2010	Fall 2010	Winter 2011	Spring 2011
Principles of Health Behavior							
PHE 512 (PSU-SCH)	3	Wheeler 1840-2120 W	Wheeler 1600-1830 M	Wheeler 1840-2120 T	Wheeler 1840-2120 W	Wheeler 1600-1830 M	Wheeler 1840-2120 T
CPHN 537 (OHSU-Nurs)	3			Parker Walsh (On-Line)			Parker Walsh (On-Line)
H 571 (OSU)	3	Donatelle 1400-1650 R			Donatelle TBD		
Epidemiology							
PHE 535 Epidemiology Survey (PSU-SCH)	3		Maty 1840-2120 W	Maty 1600-1830 T		Maty 1840-2120 W	Maty 1600-1830 T
CPHN 533 Epidemiology Survey (OHSU-Nurs)	3	MessecarTBD (On-Line)			Staff TBD (On-Line)		
H 526 Principles and Practice of Epidemiology (OSU)	3	Smit 0830 - 0950 MW			Smit TBD		
PHPM 512 Epidemiology I (Epi/Bio Track only)	4	Stull 1500-1650 MW			Stull 1500-1650 MW		
Introduction to Biostatistics							
PHPM 524 (OHSU-PHPM) ONLINE	4	Lambert (On-Line)			TBD (On-Line)		
PHPM 524 (OHSU-PHPM) Class	4	Park 8:30 - 10:20 TR in BICC 124		Lasarev 1600 -1800 MR Mac1162	Park 8:30 - 10:20 TR (location TBD)		Lasarev 1600 -1800 MR Mac1162
PHE 510	4		Instructor and time TBD		Lachenbruch TBD (Choose Lab section)	Instructor and time TBD	
CPHN 530 (OHSU-Nurs)	4	Messecar TBD (On-Line)			Staff TBD (On-Line)		
H 524 (OSU) LECTURE	4	Lachenbruch 10:00-11:20 TR (Choose Lab section)			Lachenbruch TBD (Choose Lab section)		
H 524 (OSU) LAB	0	Staff 0800-0950 R			TBD		
H 524 (OSU) LAB	0	Staff 1200-1350 R			TBD		
H 524 (OSU) LAB	0	Staff 1600 -1750 R			TBD		
PHPM 525 Biometry I (Epi/Bio Track only)	4	Lasarev 1300-1450 MW			Lasarev 1300-1450 MW		
Environmental Health							
PHE 590 Concepts of Environmental Health (PSU SCH)	3	Dinno 1600-1830 W	Dinno 1840-2120 T		Dinno 1600-1830 W	Dinno 1840-2120 T	
PHPM 518 Concepts of Environmental Health (OHSU-PHPM)	3			Morton 1600-1830 W			TBD 1600-1830 W
CPHN 539 Concepts of Environmental & Occupational Health (OHSU-Nurs)	3		Finholdt (On-Line)			Staff TBD (On-Line)	
H 512 Environmental and Occupational Health (OSU)	3	Harding 1400 - 1650 M			Harding TBD		
Health Systems Organization							
PA 574 (PSU-PA)	3	Gulmon 1840-2120 T	Rissi 18:40-21:20 R	Wallace 16:00-18:30 W	Gulmon 1840-2120 T	Rissi 18:40-21:20 R	Wallace 16:00-18:30 W
CPHN 540 (OHSU-Nurs)	3	Parker Walsh (On-Line)			Parker Walsh (On-Line)		
H 593 (OSU)	3	Chi 1400-1650 T			Chi TBD		

Appendix E

Inter-campus registration policy for Epidemiology & Biostatistics Students

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University
Department of Public Health and Preventive Medicine

Intercampus Registration Procedures for Epi/Biostats students

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

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

For core-classes at PSU

- Register for core courses offered at PSU through ISIS, using the course registration number (CRN) set up for OHSU students.

For non-core classes at PSU, or any class at OSU

- Contact the course instructor to seek confirmation that space is available and that the proposed registration is acceptable. Write the course number on the registration form as a PHPM 507 course, with the correct OSU or PSU title and the instructor's name.
- Have the instructor sign the form. If the instructor is not available to sign the form, the instructor can send an email giving her/his permission for enrollment and the email can be printed out and filed with the registration form. Be sure the email specifically states the course number and term.
- Obtain the signature of the department's Education Manager, Tree Triano, room CSB 663B, trianot@ohsu.edu.
- Submit the form to the OHSU Registrar by delivering it to the Registrar's office or sending it via fax.

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 Sakai and the course.

Procedure:

- Contact the School of Nursing course faculty of record during the registration period to get your name on the waiting list.
- The faculty of record will notify you by e-mail regarding permission status no later than one week after the last registration date at the OHSU School of Nursing noted above.
- If you are accepted into the course, register **no later than three weeks prior to the date classes begin** using the instructions below.
 - Obtain an *OHSU Registration Form*.
 - Complete the form including OHSU School of Nursing course information.
 - Take a copy of the e-mail acceptance into the course from the SON faculty of record, and your completed OHSU Registration Form to your advisor for signature.
 - Deliver the signed registration form to the OHSU Registrar.
- Your registration will be confirmed through the OHSU Registrar by Hillary Holman-Kidd, holmanki@ohsu.edu, and she will initiate set up for access to the Sakai online course and notify the instructor of your registration at that time.
- *At the end of the term when the PHPM Department receives enrollments lists and grade sheets for the course, they will be forwarded to the SON instructor for response and the completed form turned in to the OHSU Registrar.*
- If you have questions, please contact Natalie Chin, PHPM Education Assistant: 503-494-1158.

Online Course Registration Procedures

NOTE: Non-Degree students may not register online. Please contact the OHSU Registrar directly.

Step 1: Review Your Schedule

Academic Calendar

Review the Epi/Biostat course schedule on the department website. Identify the classes you wish to register for and note the course registration number (CRN). Please be aware that if you register for a **variable credit course (e.g., internship or thesis)**, don't forget to select the credit amount by following the **Change Class Options** on the **Registration** web page. Also, for **variable instructor courses (e.g., thesis or Reading & Conference)**, you can find an individual CRN for each faculty member listed on the SOM course schedule posted online: <http://www.ohsu.edu/registrar/>. If you do not see a CRN for the instructor, contact Natalie Chin so that she can request a unique CRN from the Registrar's office for you.

Step 2: Register Online

ISIS Online is a secure, interactive application that allows you to register online and easily view your student information. You will need your ID and PIN number. Each person is assigned a student ID number and a PIN. Call the Helpdesk (503) 494-2222 if you are not able to access the site.

Step 3: Tuition and Fees

Your billing statement will be mailed to your address on record in early June. You may pay by mail or in person at the OHSU Cashiers Office located on the 1st floor of Baird Hall (see OHSU campus map in Appendix A). Financial Aid is not available until a student attends the first class.

HELP!

Questions about registration and IDs, call the OHSU Registrar at 503-494-7800.

Questions about your PIN number, call the OHSU Helpdesk at 503-494-2222.

Questions about courses, contact Natalie Chin (503-494-1158) or Tree Triano (503-494-2012).

Appendix F
Internship Guidelines

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Internship Guidelines

Purpose: The internship is intended to broaden students' public health perspectives and provide experience in applying information learned in courses. This course is designed to integrate practical experience in the field of public health with theory and content learned in didactic courses. The student is expected to write a report demonstrating the integration of classroom experience with the on-site internship (proposal form enclosed). This requirement is utilized to assist the student in developing a broader perspective on the work s/he is doing. In addition, the preceptor and the student should both have a sense that the internship activities are contributing to the preceptor's work.

Process: Our program recommends that MPH students contact a state or county health department or some other health agency to arrange the internship experience. Many of our students have been closely involved with epidemiologists in a variety of settings and have undertaken the analysis of diverse datasets under the guidance of those mentors/preceptors. Internship sites are listed at

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/departments/clinical-departments/public-health/education-programs/student-resources/internship-planning.cfm>

Supervision: Preceptors should provide close supervision and maintain frequent contact with the student. There should be a focus on how a team and the preceptor work and the rewards of doing that work. This is an opportunity for students to explore potential career paths in public health.

Projects: Student projects could involve a wide range of tasks, from developing information regarding available services to determining the effectiveness of protocols, therapies, or a consulting service. They could be involved in coding, sorting records, observing, describing projects, analyzing data, and preparing case reports. Students may assist with outbreak investigations or be involved in developing health policy through local or state agencies.

Pre-requisites: All students participating in this experience will have completed at least Epidemiology I and Biostatistics 1. The faculty strongly recommends taking Epidemiology II and Biostatistics 2 as well before participating in the internship.

Proposal: Before registering for the internship placement, the student will complete an internship proposal form that is to be signed by the internship preceptor and the Epidemiology and Biostatistics Track Director, Dr. William Lambert.

Report and grade: At the end of the experience, the student will submit a project report to the preceptor describing the experience and what the student has gained from it. The preceptor evaluates the paper and, based upon the student's performance during the field experience and the report, the preceptor will assign an internship grade of Pass/Fail. The preceptor will send a copy of the internship grade and the report to the Epidemiology and Biostatistics Track Director. This recommendation can be sent via email.

Extended projects: Depending upon the student and the nature of the placement, the student may be interested in doing further work at the placement site that might develop into a thesis project.

Credits and time commitment: The time to credit ratio is 33.3 hours of internship experience earns one course credit (for example, 100 hours/10 week term = 10 hrs per week = 3 credits). MPH students need a minimum of 3, and a maximum of 6, internship credits.

DHS Expectations: If the student is located at DHS, the student must comply with the following expectations (students are already in compliance with #2):

1. Abide by the policies, procedures, practices, rules and regulations of DHS which are in effect when Trainee is at the DHS, as identified by DHS to OHSU;
2. Provide proof of up-to-date immunizations of Diphtheria, Tetanus, Polio, Rubella, Rubeola, Hepatitis B or proof of prior disease, yearly proof of tuberculin skin tests and/or chest x-rays, CPR certification and Bloodborne Pathogen training;
3. Keep in confidence any and all privileged information concerning clients of the DHS, and upon request to provide proof of certification in HIPAA training at OHSU;
4. Confer with Trainee's Preceptor regarding all client findings, interventions, and patient management plans;
5. Abide by all instruction and supervised oversight of the Preceptor; and
6. Not assume the responsibility, position, or authority of DHS qualified clinical staff.

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

Waivers: Requests for waivers can be made in writing and sent to the Epidemiology and Biostatistics Track Director. Given the goal to increase student skills and develop new insights into public health, the internship requirement is rarely waived. Students with extensive public health experience, such as in a state or county health department, are expected to seek an alternate type of challenge in another area, such as health policy, health care systems research, etc. A student with substantial research experience in an academic setting will be strongly encouraged to seek field experience in a health department or other agency that will broaden the student's horizons in public health.

These guidelines were last updated 7/6/2010.

**Oregon Health & Science University
Department of Public Health and Preventive Medicine**

Field Experience Minimum Requirements

Students are expected to demonstrate competency in multiple areas such as coursework, practicum experience (e.g., an internship), and a culminating experience (e.g., a thesis). In addition to meeting the OMPH Program Minimum Standards for field experiences, internships for students in the Epidemiology & Biostatistics Track must meet the following requirements:

- Before beginning an internship, each student must obtain the approval of Dr. Lambert and the preceptor of the organization that is sponsoring the Internship. An Internship Proposal form must be completed with the internship objectives, addressing at minimum Track Competencies 1-3, 5,6. The Internship Proposal form must be signed by the preceptor, the Epi/Biostats Track Director (Dr. William Lambert) and the student.
- The student's internship experience must be community or population based, preferably offering the opportunity to use an existing dataset. Internships should not be at the person's employment site, unless the student has an opportunity to participate in a new learning experience. It is possible to participate in a research internship at OHSU if the project involves population-based epidemiologic data and is outside of the program department. If conducted at OHSU, the internship preceptor must come from outside the program department.
- Any OHSU employee, student, or resident who engages in a clinical activity outside of OHSU as part of the course and scope of their duties needs off campus authorization in order to be covered under OHSU's insurance program. Please contact Education Manager, Tree Triano (trianot@ohsu.edu), if you expect to be doing any clinical work with patients. This should not apply to our students, though there may be an occasional exception for MD-MPH students.
- During the internship, students should participate in at least one of the following activities involving epidemiology and biostatistics (Track Competencies 1-3,5,6):
 1. analysis of data on public health events (required),
 2. analysis of literature related to the public health agency's activities,
 3. analysis of policy implications of the data collected,
 4. evaluation of a public health program/project,
 5. development of a grant proposal for a public health program/project,
 6. collection of data/information for a public health program/project, or
 7. development of a tool, instrument, or computer software for a public health program/project.
- At the conclusion of the practicum, the student must prepare a final report, following the Internship Report guide and reflecting on his/her mastery of competencies, including Track Competencies #1-3, 5, 6. The student will present her/his internship report to her/his preceptor.
- The preceptor will provide a recommendation for a grade of pass/fail, based upon the student's performance, mastery of stated competencies, and the Internship report.

The student's final grade is assigned by the Track Director after review of the student's report and the preceptor's grade recommendation.

Internship Proposal

PHPM 504

Epidemiology and Biostatistics Track - Oregon MPH Program
Oregon Health & Science University

Student Information

Student's Name:		Date:	
Quarter and Year:		Number of Credits:	
Student's Home Phone #:		Field Site Phone #:	

Preceptor Information

Preceptor's Name (include degrees):			
Preceptor's Phone Number:		Fax #:	
Preceptor's Email Address:			
Internship Location and Site Address:			

Is this an off-site internship dealing with identified patient data? Yes No

Does this project have IRB approval? Yes No n/a

The internship is intended to provide experience in applying information learned in courses. This course is designed to integrate practical experience in a public health setting with theory and content learned in didactic courses. The student is expected to write a report demonstrating the integration of classroom experience with the on-site practicum (outline found in the Internship Guidelines).

PROPOSAL

Epidemiological domain (e.g., prevention):
Area of application (e.g., AIDS prevention) and location:
Objectives:

If located at DHS, signature denotes agreement to abide by DHS expectations.

Approvals (signature and date):

Preceptor	
Epi/Biostats Track Director (W. Lambert)	

Oregon Health & Science University
Department of Public Health and Preventive Medicine

Internship Report Format

Name: _____

Quarter(s) _____ Year _____ Number of Credits _____

Dates From (mm/yy): _____ To (mm/yy): _____ Average hrs/wk: _____

1. Agency site:

2. Preceptor:

3. Describe the program and population of focus:

4. Please check each activity in which you participated:

- Analysis of data of public health importance (required),
- Analysis of literature related to the public health agency's activities,
- Analysis of policy implications of the data collected,
- Evaluation of a public health program/project,
- Development of a grant proposal for a public health program/project,
- Collection of data/information for a public health program/project, or
- Development of a tool, instrument, or computer software for a public health program/project

5. Please write a brief statement on how you met each of the following:

- a) Apply population-based concepts of epidemiology and risk determination to the assessment of health problems.
 - Identify and accurately measure disease risks and associations as applied to populations:
- b) Apply evidence-based knowledge of health determinants to public health issues
- c) Apply and interpret a variety of statistical methods commonly used in medical and public health research, including estimation and hypothesis testing (Biostatistics 1),
 - Use one or more computing packages (e.g. SAS, SPSS) to perform statistical analyses covered in coursework.
 - Summarize methods and results of a data analysis into written form suitable for reports and publications

6. Identify ethical problems that arise when epidemiology is used to guide public policy decisions

- Discuss any ethical issues regarding the implications of your work. If there are none, state any steps taken to ensure ethical considerations; e.g., adherence to IRB or HIPAA guidelines.

7. Identify cultural dimensions of conducting research, including culturally sensitive recruitment of study participants, and develop strategies for interpretation of data in the larger cultural context.

- Discuss any cultural issues that were present during the project and your data analysis. If no cultural issues were included, discuss how they could have been addressed.

8. What specific lessons did you carry away from this experience regarding epidemiology or biostatistics and its application to managing health problems in a community? Discuss issues such as reliability and validity of data, power of inference using data, program evaluation, etc. as relevant and cite references.

9. What were the benefits for you and for the agency of this internship?
10. Preceptor's grade recommendation based upon the student's performance, mastery of stated competencies, and the Internship report:
11. Preceptor's assessment of student's demonstration of the three track competencies identified in question 5 (brief statement):
12. Final grade (leave blank: review by William Lambert, Director of the Epidemiology and Biostatistics Track):

Appendix G

Thesis

Thesis Guidelines

Student Thesis Checklist

IRB Approval Initial Submission Checklist

Sample Questions for Students

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Thesis Guidelines

I. Intent

The Epidemiology and Biostatistics Track of the Oregon MPH Program requires a thesis as the culminating experience. The intent of this experience is for the student to draw together the knowledge and skills acquired during his/her graduate training and apply these to the independent study of a public health issue. The thesis should be a scholarly analysis of a public health issue, problem, or program that contributes knowledge to the field. It should answer a question that adds to our knowledge beyond a single setting. The thesis should present evidence that the student possesses the ability to carry out an independent investigation, to analyze data, and to present the results in a clear and systematic form.

In selecting a thesis topic, the student should consider not only its relevance but also the time required to complete the proposed project. It is less time consuming to use secondary data than to collect new data and many local health care agencies have databases that might be available.

II. General Guidelines

The Epidemiology and Biostatistics track requires that the thesis topic be hypothesis-driven—that the student ask a focused question (or series of related questions) that can be addressed with the data that will be collected/have been collected. Thus, mere descriptive reports will not be acceptable. The topic should have some clear relevance to epidemiological and/or biostatistical issues in public health—topics that are strictly focused on a narrow clinical issue may not be judged appropriate by your thesis committee. The thesis committee is the core unit that must approve the topic—thus they will serve as the most important quality control group for your work. They will also provide you with the necessary guidance that will help the student stay focused in the preparation and presentation of the thesis.

The track has no formal length requirements regarding the length of the thesis; however, most theses that have been submitted and quickly approved were between 30-50 typed, double-spaced pages (see the [Graduate Council Thesis Guidelines](#)). One of the biggest differences between an MPH thesis in the Epidemiology and Biostatistics track and a submitted manuscript (for publication in an epidemiology or public health journal) is the length of the introduction. For the thesis, we encourage the development of background information that explains why the topic is important, how the findings may fit into existing knowledge, the public health utility of the project, and why it was an important topic to pursue. The student thus has the “luxury” of more space to convince the reading audience about the worth of the study/analysis. This approach may be in sharp contrast to the terse style and short introductions required by most journal editors. The thesis also allows the added opportunity to present interesting results that may not be strictly within the area that is directly related to the major hypothesis under study. For example, numerous tables of data may be acceptable in the thesis, when they would likely be excluded from a submitted manuscript. Journal editors require a very focused discussion for their published manuscripts: a thesis, on the other hand, allows further space to be more thorough in discussing interesting findings from the analysis, and will allow a more in-depth summary of existing literature in the area of research. Journal editors may limit the authors to 20 or 25 references; the student will not be so limited for the thesis. Quality will always be judged to be more important than quantity,

however, and a well-done and creative analysis that brings new findings to a field and frames those findings within existing knowledge will always be viewed very favorably in a thesis.

The thesis is a reflection of the student's creativity, a chance to practice skills that were learned during MPH training, and an "advertisement" of the student's competence that will help move the student into additional training programs or into new career opportunities. The thesis should not be viewed as a hurdle that cannot be jumped, or a barrier to hinder progress. It is an opportunity to do excellent work. Most 'seasoned' scientists will say that working with students on their thesis is an exciting experience, since the students are likely to be doing the very best work of their careers; the students can concentrate and focus their energy at this point in their development, perhaps better than at any other point in their careers. If the thesis is viewed as a unique opportunity to demonstrate competence and to showcase the student's "very best work," the process will be a much more interesting and rewarding experience.

III. Thesis Mentor and Committee

The student should select a Thesis Mentor who has some experience in the area of the proposed thesis and who has served on an MPH thesis committee in the past. Likewise, committee members should be selected based upon their ability to lend their expertise to advising on the project. The Graduate Council of OHSU requires that the official examining committee be composed of at least two members of the School's graduate faculty and an additional person external to the department (the list of department faculty approved by the Graduate Council is on the department website). One of the committee members should be a faculty member qualified to advise on statistical and data analytic issues and one of the members must be from outside the Department of Public Health and Preventive Medicine. This does not prevent the student from seeking advice from others and additional members can be added to the committee.

The student should obtain a copy of the Graduate Council's thesis guidelines:

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/faculty/administration-forms.cfm>. ***The Guidelines and Regulations for Completion of Master's and Ph.D. Degrees*** contains more details on the thesis committee, the forms required, the time lines necessary for June graduation, and thesis format specifications. In addition, the student should follow the steps outlined in the thesis guidelines and the thesis checklist, including the submission of departmental forms (found in this handbook and on the department's website).

IV. Human Subjects

ALL student projects involving human subjects should be reviewed, even if the data are secondary data, you must obtain human subjects Institutional Review Board (IRB) approval. And, approvals are not retroactive. Even if the study has been approved by another entity or if you think the study will be exempt, you cannot make that decision yourself. For those of you who are working with de-identified, anonymous or anonymized data, this probably means a very quick review for a non-human subject research determination that you can complete online. Before completing the forms, you will need to complete the HIPAA and Respect courses online and turn in a Conflict of Interest form. First time entrants to the eIRB website will need to register.

<https://irb.ohsu.edu/irb>

When you select the "Create New Study" function, you must choose the option to "Request a Determination" and you will be guided through some questions that will help the IRB office determine whether you are conducting human subject research or not and if so, to help determine the required level of review. If your proposed activity does meet the definition of human subject research, you will be directed to complete

additional steps. At that point, you will need to have your Thesis Mentor serve as the main contact person. If your Thesis Mentor needs to be the primary contact person, then it is required that the Thesis Mentor be employed by OHSU. External committee members are not eligible to serve in this capacity. A Project Planning Questionnaire needs to be signed by the Principal Investigator (PI), but that person cannot be a student--the PI needs to be a faculty member so this person is usually your Thesis Mentor. The PI needs to sign the form, and then you can turn in the forms at the PHPM Education Office for the necessary signatures and routing for approvals. The department will also keep a copy of the forms in your file. When you finish your study, don't forget to notify the IRB office via the eIRB website!

V. Credit

Students may use up to 12 graduate thesis credits. Students must be currently enrolled for at least 1 credit during the quarter that they take their thesis examination and in any subsequent term in which they are still working on thesis revisions and finishing up paperwork for Graduate Studies (i.e. Exit Contact form, submission of thesis binding receipt).

VI. Outline for Thesis Process

Please note, links to all Graduate Studies and departmental forms can be found here:

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/departments/clinical-departments/public-health/education-programs/student-resources/forms.cfm>

Students are expected to:

1. Obtain ideas to select a topic
 - a. Enroll in PHPM 566: Current Issues (Winter)
 - b. Talk with faculty members
 - c. Ask about possible projects at fieldwork sites
2. Select a Thesis Mentor
 - a. Select a member of the Graduate Faculty from the department list of approved Thesis Mentors who has some interest in the area chosen and who has served on a MPH thesis committee in the past. Set up an appointment to talk with Dr. Lambert if you are having a problem selecting someone.
 - b. Discuss the project with the faculty member and ask if he/she will serve as the Thesis Mentor.
 - c. File the *Mentor/Advisor Assignment* form with the Track Director (Dr. Lambert). If the faculty member has a primary appointment outside the department, the chair of that department must also sign the form as must that department's program coordinator, if there is a coordinator.
 - d. Determine the feasibility of the proposal and the time required to complete it.
3. Select a thesis committee
 - a. With the help of the Thesis Mentor, make a list of prospective committee members.
 - b. Obtain consent of individuals to serve on the committee
 - c. Include a faculty member qualified to advise on statistical and data analytic issues. If you are not sure who that might be, send an email outlining the project to Jodi Lapidus and she will assist in finding a biostatistician to be on the committee.
 - d. Ask the person who will be the "external" member of the committee to send his/her CV to phpm@ohsu.edu.
4. Conduct a focused literature review to sharpen the proposal ideas
5. Write a proposal
 - a. Prepare a formal written proposal of the project – this should include aims, a literature review, hypotheses, data source, methods, data analysis plan, and timetable for the project. (PH540,

Research Design, is designed to help students prepare their thesis proposal and is taught in the Fall and Spring quarters. It is suggested that the student have a fairly firm commitment to the area of the research topic before enrolling in this course.)

- b. Submit the written proposal to the committee
 - c. Meet with the committee to go over the proposal and get their input and approval.
 - d/ Have all members sign the *Thesis/Advisory Committee Proposal Review* form.
6. Meet with committee members.
- a. File the *Request for Advisory Committee* form with the Track Director together with the *Thesis/Advisory Committee Proposal Review* form. The *Request for Advisory Committee* form will not be signed unless at least one meeting has been held with the entire committee present.
 - b. Confirm that the external member has sent a copy of his/her CV via email to The Education Office (pghpm@ohsu.edu) or attach the CV to your Request for Advisory Committee form.
7. Submit IRB materials for approval via the eIRB website if human subjects' data will be analyzed. Remember, approval cannot be granted retroactively, so plan ahead!
- 8 Carry out the thesis idea
- a. Obtain data
 - b. Work closely with the thesis mentor and keep the committee advised of any changes from the approved format
 - c. Analyze data
 - d. Construct tables and graphs
9. Write drafts of thesis
- a. Submit initial drafts to Thesis Mentor
 - b. Submit later drafts to committee (If the student intends to graduate in June, this stage should be reached before April in order to meet the deadlines.)
- 10 Prepare final draft
11. As early as possible, schedule a meeting of all committee members to review and discuss the final draft. At that meeting, if members feel that the student is ready to make the thesis defense presentation, identify when committee members will be in town for the oral exam, and pick a day and time. Fill in the *Thesis Committee Approval of Request for Oral Exam* and have all committee members sign the form. Schedule a room with the department education office for the thesis oral exam. Please note that the Thesis Chair cannot be the same person as the Thesis Mentor, so you must designate another member of the Graduate Faculty to serve in this role. This can be the second Graduate Faculty member already on your committee. You will then turn in the form and the *Request for Oral Examination* form to the Program Director, Dr. Lambert. For students planning to graduate in June, the committee review meeting should be scheduled in January and the exam must be held before May 1. The oral exam should be scheduled before April using the *Request for Oral Examination* form. Both forms must be TYPED and turned in to the department office one month before the presentation.
- a. Request oral examination by submitting the Oral Examination and the Thesis Committee Approval of Request for Oral Examination forms to Dr. Lambert or Tree Triano
 - b. Schedule thesis exam to take place before April 30 if planning to graduate in June (schedule the room reservation by contacting Natalie Chin, chinn@ohsu.edu).
 - c. Submit final draft to committee members
 - d. Have a practice presentation in front of the Thesis Mentor (or the whole committee). This allows the mentor or other members to ask any questions they haven't thought of prior to the actual presentation. It also gives the student time to make any last-minute adjustments to the presentation.

12. After the *Request for Oral Examination* form is filed, **immediately** submit the *Application for Degree* form found on the Registrar's website.
13. Have the Exit Photo taken. Make arrangements with the photography office (494-8040) for the exit photo and pay the cost directly to them (although some departments pay this fee, the Public Health and Preventive Medicine Department is not able to do so).
14. Present the thesis in a public seminar followed by an examination by the committee members.
 - a. The Office of Graduate Studies emails a copy of the Oral Examination Certificate to the Oral Exam Chair prior to the defense, and it is the responsibility of the Oral Exam Chair to bring this document to the defense.
 - b. Ask committee members to sign the Oral Examination Certificate at the successful conclusion of the oral exam (a.k.a "thesis defense"). If the committee members wish the student to make additional changes on the thesis, they should still sign this form after the oral examination.
 - c. It is also the Oral Exam Chair's responsibility to make sure the Oral Examination Certificate is filed with the Office of Graduate Studies (4th floor, MacKenzie Hall) within 48 business hours of the defense. Signatures must be originals and not faxed. If the Oral Exam Chair anticipates difficulty delivering the form to Graduate Studies, please contact the PPHM Education Office for assistance (phpm@ohsu.edu).
15. Obtain Final Approval
 - a. Make any changes suggested by the thesis committee
 - b. Get written approval of committee members on the thesis signature Certificate of Approval page (you type this page - a template is on the website). The Thesis Chair makes the final determination of whether the thesis is ready to be filed or not. The Dean's name does not need to be on this page. The page becomes part of the thesis.
 - c. Take the original and as many copies as you need to have bound (at least 3) to the library. An appointment must be made with the librarian in advance (x42399). In addition, sign and turn in the *Permission for Electronic Publication* form. The student will need to pay for the copies and the binding. A *Thesis Binding Submission and Receipt* form will also be completed at that time. Enough copies need to be made for the library, the Thesis Mentor, and the department plus any others the student wishes to keep or distribute. The Thesis Binding and Receipt form is the "Golden Ticket to Graduation." This should be brought to the Office of Graduate Studies together with the Change of Address form, so that the student can be cleared for graduation.
 - d. Distribute copies of the approved thesis to appropriate recipients (the library will keep one, one to Thesis Mentor, one to Department).
 - e. The bound thesis must be submitted within **six weeks** of taking the oral exam. The deadline for people intending to graduate in Spring Quarter is approximately May 20.
16. Discontinue the IRB via the eIRB website, if applicable.
17. Complete the online Exit Interview Survey: <http://www.surveymonkey.com/s/25PLDYL>
18. Attend the Hooding and Graduation ceremonies.

VII. Degree Etiquette

1. When to list the degree after your name - You should not list MPH after your name until you officially receive your degree at graduation in June—even if you complete all of your requirements prior to that time.
2. Listing of other degrees - Usually you only list terminal degrees after your name. That means doctoral degrees and professional degrees such as MSW, MPH, etc. The listing order is doctoral and then professional masters degrees. Professional certifications are also listed, e.g., RN, CHES. BA, BS, MA, and MS degrees are usually not listed.

VIII. Theses of Previous Students

A wide variety of thesis topics are possible. To illustrate the possibilities, you may want to review theses of past graduates. Thesis titles and Mentors of program graduates are listed at:

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/departments/clinical-departments/public-health/education-programs/student-resources/thesis-planning.cfm>

The theses are filed alphabetically by author in the front office of the Department. You are welcome to review them, but they are not allowed to leave the floor of the Department. Please see Natalie Chin in the front office to check out a bound thesis.

These guidelines were last updated on 5/24/2011.

Epidemiology and Biostatistics Track - Oregon MPH Program

**Oregon Health & Science University
MPH Student Thesis Checklist**

Overview: Students sometimes complete all their coursework for the MPH and then freeze as they face the thesis project. It is sometimes helpful if the tasks can be broken down into smaller increments. It is not intended to be a mandatory path and you will probably find it appropriate to modify it depending upon your particular circumstances and needs.

Thesis Process Steps:	Timeline:
1. Meet with Thesis Mentor and determine general approach to a problem. <ul style="list-style-type: none"> ▪ Select other two committee members (one external person - obtain his/her CV to send to phpm@ohsu.edu). Be sure to complete your Advisor Assignment form (see website for all forms). ▪ Make sure committee includes a faculty member qualified to advise on statistical and data analytic issues 	By beginning of your 2 nd year.
2. Write draft overview <ul style="list-style-type: none"> ▪ Meet with Thesis Mentor and review draft ▪ Establish target date for meeting with other members of committee 	Early in your second year.
3. Meet with committee members <ul style="list-style-type: none"> ▪ Establish a draft timetable to complete different sections ▪ Submit Request for Advisory Committee form and Thesis/Advisory Committee Proposal Review form 	At least 3 months prior to your desired defense date.
4. Submit IRB information via the eIRB website if you are analyzing human subjects' data	Prior to beginning your data analysis. See thesis guidelines.
5. Draft first components of thesis – background and review of literature .	
6. Meet with Thesis Mentor and review background and review of literature section	
7. Draft methods section (work closely with the quantitative member of committee)	
8. Meet with Thesis Mentor to review draft of methods section	
9. Consult the Thesis Guidelines for necessary steps and consult the Guidelines and Regulations for Completion of Masters and PhD Degrees for additional information.	
10. Draft results section	
11. Meet with Thesis Mentor to review draft of initial results	
12. Draft discussion section	
13. Meet with Thesis Mentor to review draft of discussion section	
14. Distribute copies of overall draft to committee members and schedule thesis draft review meeting.	
15. Meet with committee members, and if members feel the thesis is ready for the oral presentation, schedule date and turn in the Thesis Committee Approval of the Request for Oral Examination form along with the Oral Exam Request form. Distribute final draft to committee Reserve a room for your defense with the PHPM Education Office prior to submitting the paperwork. Immediately after submitting your Request for Oral Examination paperwork, you must also file the Application for Degree form with the Registrar's office.	All Oral Exam paperwork must be submitted one month before the defense. (If you wish to graduate during the spring term, you must defend by April 30 and complete all degree requirements by May 20.)
17. Sign up to rent your cap and gown.	
18. Conduct a practice session . All audiovisual equipment to be used needs to be tried. If an	

InFocus projector is to be used, have a backup plan such as overheads in case the projector does not work.	
19. Make oral presentation followed by the thesis defense with your defense committee. If the Thesis Committee is satisfied with your oral presentation and the following discussion, members should sign the OEC Oral Examination Certification (OEC) form that was brought to the meeting by the Oral Exam Chair. The Oral Exam Chair is responsible for insuring that the OEC is filed with the Office of Graduate Studies within 2 business days of the thesis defense.	
20. After changes are made to the thesis, committee members should sign the Certificate of Approval that will be the first page of the bound thesis. A template is available on the website.	
21. Make 3 (or more) copies of the thesis on acid-free paper (Kinkos and OHSU Copy Center make good copies)	
22. Get photo taken (and pay for it). Complete the Exit Photo Request Form and make an appointment with OHSU Medical Photography. Send a copy of the Medical Photography services receipt to the Graduate Studies Office. The photo can be taken at any point when the Request for Oral Thesis Presentation is scheduled.	
23. Make an appointment with Summer Steele (494-2399) to take copies of the thesis to the library to be bound, pay for binding (\$30/copy), and complete the index form. Take the Permission for Electronic Publication Form and the Thesis Binding Submission and Receipt form to the appointment. Then file the Thesis Binding and Submission Form with the Office of Graduate Studies along with the receipt for photo and the Exit Contact Information Form. The thesis must be submitted for binding within 6 weeks of the defense or May 20 if you wish to attend the graduation ceremony.	
24. Discontinue the IRB via the eIRB website, if applicable	
25. Complete online Exit Interview.	Within 1 mo. of graduation.
26. Attend the hooding and graduation ceremonies!	1 st week of June



Applying for IRB Approval

All submissions to for IRB review are managed through the electronic IRB system (eIRB). This checklist is intended to aid investigators in providing the documentation necessary to obtain Institutional Review Board (IRB) approval for research protocols involving human subjects. Please use the most recent forms located at <http://www.ohsu.edu/ra/forms.shtml#hsf>. Other materials may be required depending upon the specifics of your protocol, particularly if it involves a clinical intervention. The eIRB is designed to prompt you to submit required forms. If you have any questions, please call the ORIO staff at 503-494-7887.

Initial Submission Checklist

<input type="checkbox"/>	Proposed Project Questionnaire (PPQ)
<input type="checkbox"/>	Initial Review Questionnaire (IRQ)
<input type="checkbox"/>	1-2 page protocol summary written in lay language
<input type="checkbox"/>	Complete and final study protocol
<input type="checkbox"/>	Complete grant (if an NIH grant is funding this study)
<input type="checkbox"/>	Adult Informed Consent Form (If required)
<input type="checkbox"/>	Information Sheet (If needed – for low risk studies)
<input type="checkbox"/>	Child Assent (If required)
<input type="checkbox"/>	Media Informed Consent (If taking photos or movies of participants)
<input type="checkbox"/>	HIPAA Research Authorization
<input type="checkbox"/>	HIPAA Waiver of Authorization
<input type="checkbox"/>	HIPAA Data Use Agreement
<input type="checkbox"/>	HIPAA Business Associate Agreement
<input type="checkbox"/>	Advertisements/Recruitment letters
<input type="checkbox"/>	Survey instrument(s)/Data collection form(s)
<input type="checkbox"/>	Questionnaires or Surveys
<input type="checkbox"/>	Collaborative Agreement(s) (when working outside of OHSU)
<input type="checkbox"/>	Inter-institutional Agreement (when working outside of OHSU)
<input type="checkbox"/>	Certification of training. HIPAA, Conflict of Interest, and Responsible Conduct of Research.
<input type="checkbox"/>	Conflict of Interest in Research Statement

What Happens During the Initial Review Process? (The review process takes about 6-8 weeks.)

1. The OHSU Research Integrity Office (IRB) staff will review the submitted materials for completeness and compliance with OHSU IRB procedures and guidelines.
2. The IRB Chair will determine the level of review (i.e., exempt, expedited, full board).
3. After preliminary review, the IRB staff may return the materials to the investigator for modification; they may also request that the investigator submit additional materials prior to IRB committee review. Prompt response to IRB requests will significantly shorten the review process.
4. Once preliminary review is complete, the study will be scheduled for review.
5. If the study is judged exempt from IRB review, a confirmation letter will be sent to the investigator and no further action is needed.
6. For expeditable studies, materials are reviewed administratively and the study contact is notified if changes are required.
7. All initial study materials for studies requiring full board review are sent to a primary and secondary reviewer. The IRQ and consent forms are sent to all IRB members attending the meeting at which the protocol will be reviewed.

8. If the reviewers have questions prior to the meeting, they may try to contact the investigator to resolve any uncertainties. Returning reviewer phone calls promptly speeds the process!

9. Following the IRB meeting, the investigator will be notified in writing of the IRB's recommendations, typically within 3-5 working days of the meeting.

The investigator can proceed with the research agenda after:

- IRB approval has been obtained
- funding has been established
- any needed approvals from other OHSU committees or outside IRBs have been granted
- the investigator, research staff, and other relevant personnel have had [Responsible Conduct of Research](#) education

Further contact with the IRB is required:

1. If revisions or amendments to the research protocol or consent form are made. The investigator must receive IRB approval before initiating any change. See the [Consent Form Approval and Revision Process](#) for more information.
2. When adverse events occur. These must be reported within 10 days of the occurrence. Deaths should be reported to the IRB within 24 hours.
3. For continuing review. This should happen no less than once per year.

Epidemiology and Biostatistics Track - Oregon MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

Oral Examination Tips for Students

Practice your presentation.

Areas to consider for potential questions:

Why did you select your research method?

What are the limitations of this method?

What are the possible sources of bias and confounding?

How did you try to control for bias and confounding?

What other methods could you have used?

Why weren't they selected?

Limitations?

Sources of bias and confounding?

What additional analyses could you do with this data?

What do you intend to do in future research with the information you have gained?

Appendix H

MD/MPH Resources

MD/MPH Combined Degree Program Overview

Key Components of the MD/MPH Program

Sample MD/MPH Curriculum

MD/MPH Program – Global Schedule

Organizational Structure

MD/MPH Thesis Checklist

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MD/MPH Combined Degree Program Overview

Oregon Health & Science University Department of Public Health and Preventive Medicine

John D. Stull, MD, MPH, Program Director

A. Vision

The MD/MPH Program at the Oregon Health and Sciences University (OHSU), founded in 1995 and substantially revised in 1999, is designed for students with a firm commitment to a career involving substantive engagement in both clinical medicine and public health or population medicine.

1. The Program seeks to graduate health care professionals who:
 - Have a broad understanding of health through an integration of and a facility with the methods, concepts, and perspectives of medicine and public health
 - Are well grounded in Epidemiology and Biostatistics, as basic sciences of both Public Health and Medicine
 - Are able to apply these methods and concepts rigorously in their particular areas of interest in medicine and public health.
2. Potential Career Paths include
 - Academic Medicine – combining patient care, research, and teaching
 - Health Systems-based Practice – combining part-time clinical care with either research or organizational efforts to provide medical services to populations and communities
 - Community-based Practice – combining a part-time practice with some engagement with community-based research or local public health work
3. Training that focuses on quantitative skills and research is particularly critical with the growing importance in medical practice of “evidence-based medicine” and “translating research into practice”
4. Curricular integration is an important goal for helping students develop a clearer understanding of the essential interdependence of medicine and public health

B. Program Description

1. MD/MPH students are admitted through a joint application process to the OHSU School of Medicine and concurrently to the research-oriented Epidemiology and Biostatistics track at OHSU (part of the Oregon MPH Program)
2. Successful applicants begin their MPH studies with an intensive three-week introductory Epidemiology course in the summer prior to beginning medical school classes. This brings public health methods to the forefront of their medical school experience and helps form the “community of scholars” we try to nurture throughout their five years at OHSU.
 - a) We consolidate that “community of scholars” with
 - An MD/MPH seminar in the fall of their first year and
 - Ongoing advising and mentoring by both faculty and fellow MD/MPH students.

3. During the first two years, students:
 - a) Accumulate an additional 10-12 credits by:
 - Taking selected MPH courses, including an MD/MPH Seminar (Fall of 1st year) Summer internship in public health research or practice encouraged between the 1st and 2nd years of medical school.
 - b) Explore Thesis and other research opportunities.
 - c) Attend MD/MPH Program sponsored events.
4. A year dedicated primarily to graduate studies for the MPH degree follows the 3rd year of medical school, during which students complete the MPH course requirements and the bulk of their required thesis work.
5. Students can expect to spend up to 1 to 2 months during the 4th year of medical school to complete the thesis for oral defense and document binding.
6. The overarching strategy of the Program seeks to keep students engaged with, and thinking about, public health issues and perspectives while studying clinical medicine, and allows them to become familiar with the faculty and research for mentorship, internship, and thesis opportunities.

C. Administrative Structures

1. The MD/MPH Program is housed in the Department of Public Health and Preventive Medicine of the School of Medicine and is run jointly by the Dean's Office and the Department of Public Health and Preventive Medicine.
 - a) The course requirements and academic progress for the Medical School are determined and monitored by the Dean's Office of the School of Medicine
 - b) The course requirements and academic progress for the for the MPH are determined and monitored by the policies of the Oregon MPH Program and the OHSU Graduate Council, and by the Directors of both the MD/MPH Program and OHSU's Epidemiology and Biostatistics track of the Oregon MPH Program.
 - c) The progress of students through the combined program requirements is monitored and coordinated by key personnel of the Dean's Office (Vicki Fields, Molly Osborn) and the Department of Public Health and Preventive Medicine (William Lambert, John Stull)
2. The Director of the MD/MPH Program, in the Department of Public Health and Preventive Medicine, is responsible for:
 - a) Overseeing the application review, interview, and admissions processes in conjunction with the School of Medicine Admissions Committee
 - b) Advising and mentoring MD/MPH students and monitoring their progress throughout their five-year tenure at OHSU
 - c) Ongoing development of Program improvements in conjunction with the Dean's Office and in response to student feedback through the MD/MPH Student Council.
 - d) Maintaining mechanisms for coordinating the administrative and educational details for MD/MPH students between the School of Medicine and the Epidemiology and Biostatistics track of the Oregon MPH Program.
3. MD/MPH Student Council:
 - a) Composed of representatives (1-2) from each of the five classes; President and Secretary are elected by this council usually from among students in their MPH year.
 - b) The council meets every 1-2 months or as needed to discuss issues and strategies for improvement as well as plan student activities including orientation, student peer mentoring, and new student welcome packets

Key Components of the MD/MPH Program

Oregon Health & Science University Department of Public Health and Preventive Medicine

- 1. Development and maintenance of an engaged “community of scholars” through:**
 - a. Intensive Introductory Epidemiology course prior to Medical School
 - b. MD/MPH Seminar in the Fall Quarter of the 1st year
 - c. Ongoing academic advising and mentoring by faculty
 - d. Peer advising through MD/MPH “families” (small multi-year groups of students)
 - e. MD/MPH Student Council providing student self-governance

- 2. Quasi-integrated curriculum in the 1st and 2nd years through:**
 - a. Selected Public Health course work concurrent with Medical School curriculum
 - b. Summer Internship in Public Health between the 1st and 2nd years

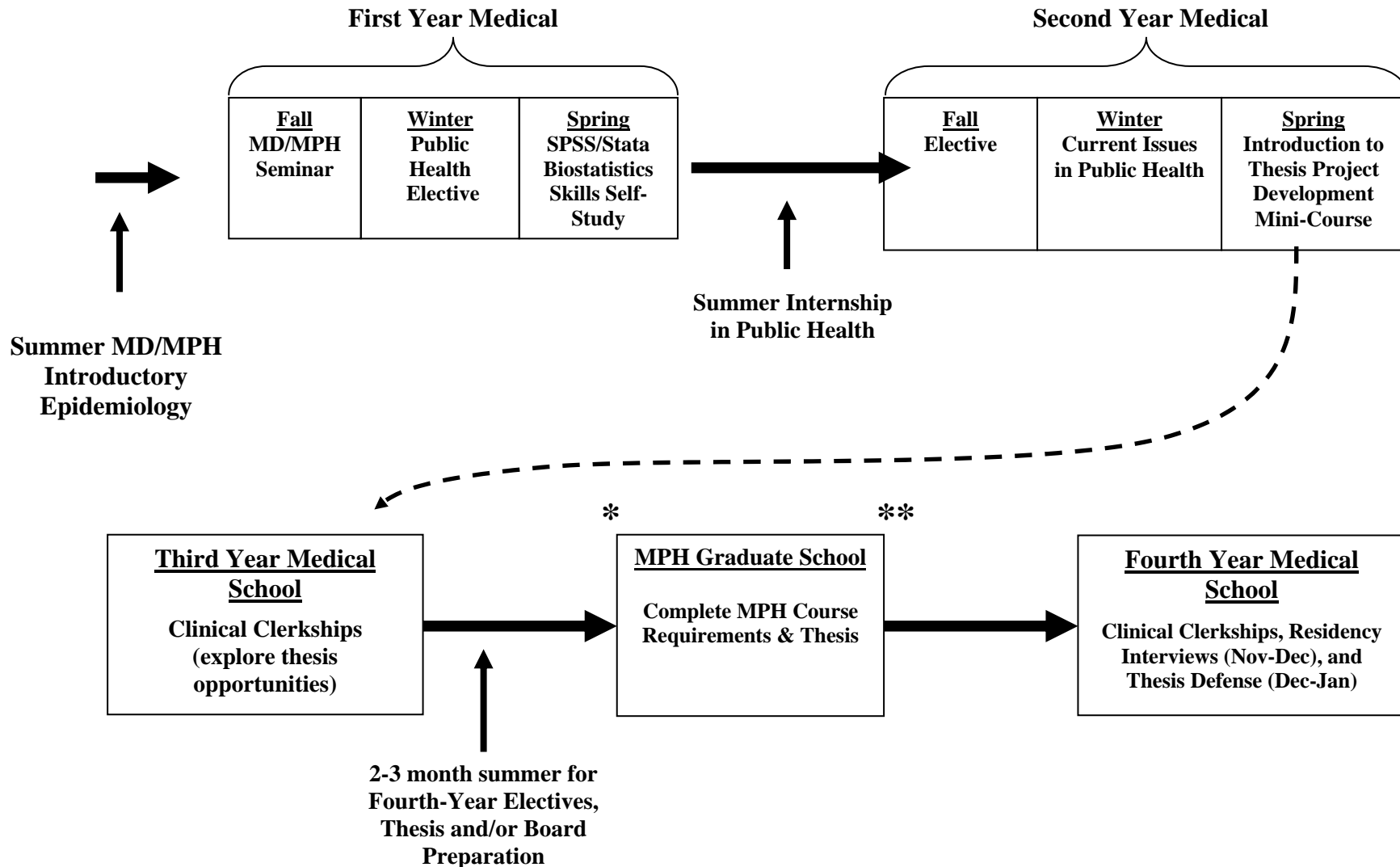
- 3. Focused year of public health studies for completion of:**
 - a. Course requirements
 - b. The bulk of the thesis work (final write-up and defense in the 4th year).

- 4. Focus on quantitative methods (epidemiology and biostatistics) in a research perspective, with applications in a wide variety of areas (internship and thesis).**
 - a. Core Course Requirements**
 - i. Epidemiology I, II, & III
 - ii. Biostatistics I, II, & III
 - iii. Current Issues in Public Health (or equivalent if Foundations of PH already taken)
 - iv. Ethics in Epidemiology/Public Health (or Research Ethics)
 - v. Health Systems Organization
 - vi. Health Behaviors
 - vii. Environmental Health
 - viii. Research Design (not required but highly encouraged)
 - ix. Additional elective courses to a total of 60 credits

 - b. Public Health Internship**
 - Involves application of epidemiology and biostatistics course work in practice area of public health or population medicine (3-6 units; 36 contact hours per credit).

 - c. Masters Thesis**
 - Development, execution, and presentation of a hypothesis-based research project (often using already collected data) in area of public health or population medicine of particular interest to the student.

Sample MD/MPH Curriculum



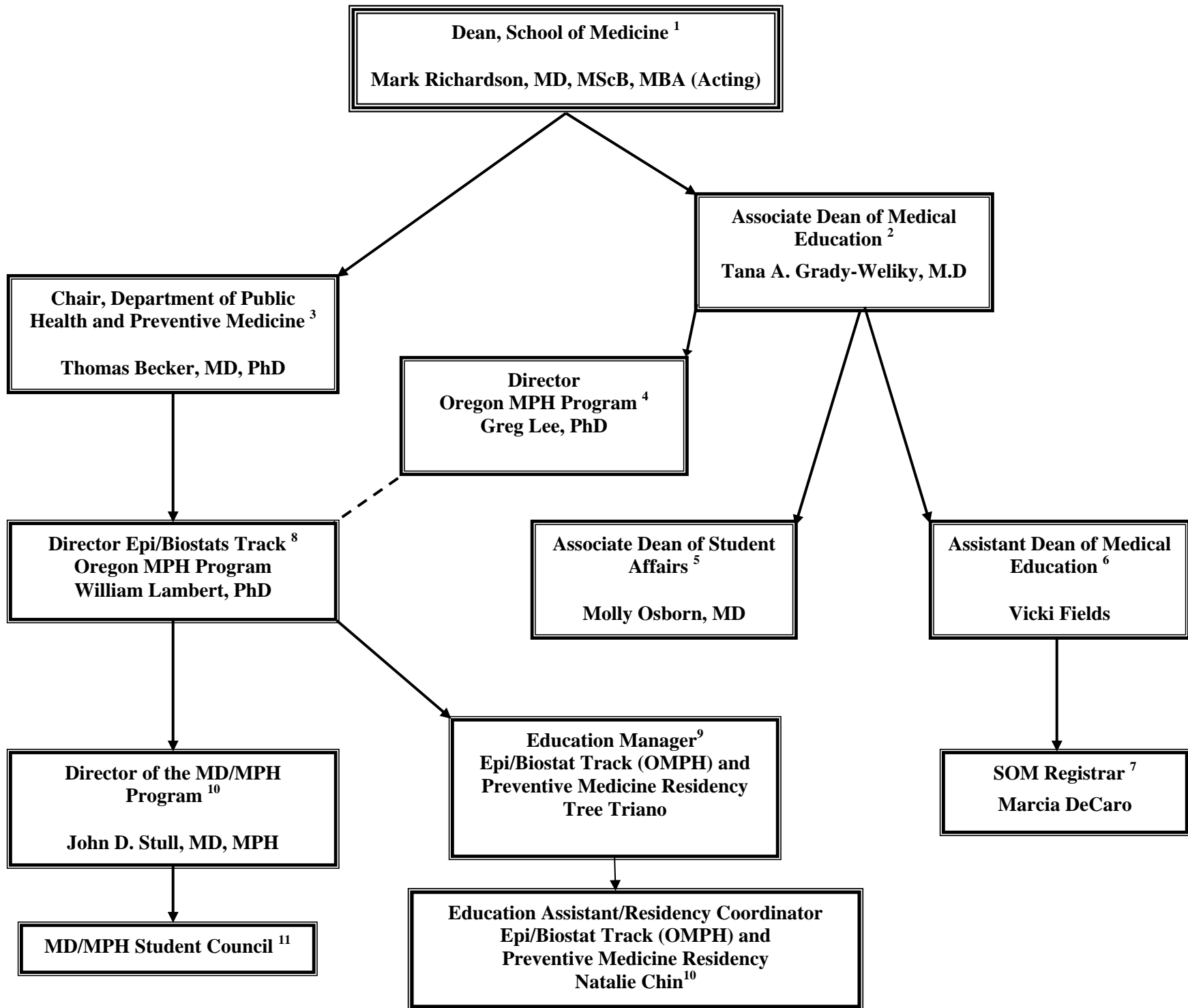
* Expectation: 10-15 MPH credits; approved Thesis Topic, Research Mentor & Thesis Advisor

** Expectation: Completed course-work (60 credits) and thesis rough draft

MD/MPH Program – Global Schedule

<u>Year</u>	<u>Quarter</u>	<u>MD Studies</u>	<u>MPH Course Recommendations</u>	<u>Alternatives/Notes</u>
1 st Year	Summer	-	<i>Epidemiology I</i>	
	Fall	<i>Gross Anatomy, Imaging and Embryology</i>	<i>MD/MPH Seminar</i>	
		<i>Cell Structure and Function (CSF)</i>		
	Winter	<i>(PCM Epidemiology)</i>	<i>Elective or Quarter Off</i>	<i>International Health</i>
		<i>Systems Process and Homeostasis (SPH)</i>		<i>Forensic & Trauma Epidemiology</i>
				<i>Women's Health Epidemiology</i>
Spring	<i>Biologic Basis of Disease (BBOD)</i>		<i>Elective</i>	
2 nd Year	Summer	-	<i>Internship in Public Health (4-8wks)</i>	<i>Other Clinical/Public Health Activity</i>
				<i>Personal Agenda</i>
	Fall	<i>Circulation</i>	<i>Elective</i>	<i>HIV/AIDS Epidemiology</i>
		<i>Metabolism</i>		<i>MCH Survey</i>
	Winter	<i>Neurosciences and Behavior</i>	<i>Current Issues in Public Health</i>	<i>Ethics in Epidemiology</i>
		<i>Blood</i>		<i>Other Elective</i>
Spring	<i>Human Growth and Development</i>	<i>No Elective (3rd year and Boards Preparation)</i>		
3 rd Year	Summer	<i>June - Boards Part I, Transition to Clerkships</i>	<i>(Explore Thesis Opportunities in Clerkships)</i>	
		<i>Medicine</i>		
		<i>Surgery</i>		
	Fall	<i>Pediatrics (Inpatient)</i>	<i>(Explore Thesis Opportunities in Clerkships)</i>	
		<i>OB/GYN</i>		
	Winter	<i>Psychiatry</i>	<i>(Explore Thesis Opportunities in Clerkships)</i>	
		<i>Family Medicine</i>		
	Spring	<i>Rural</i>	<i>(Explore Thesis Opportunities in Clerkships)</i>	
	<i>Electives (4 weeks)</i>			

MPH Year	Summer	<i>Clinical Elective/Required (Space Available)</i>		
		<i>August/September - Board Preparation (Part 2)</i>		
			<i>Thesis topic preparation</i>	
	Fall		<i>MPH Course Work (Last week in September)</i>	<i>Thesis Topic ready for Research Design Course</i>
	Winter		<i>MPH Course Work and Thesis</i>	
	Spring		<i>MPH Course Work and Thesis</i>	
			<i>(MPH Course work complete; Rough Draft of Thesis)</i>	
4th Year	Summer	<i>MPH Year Ends 2nd Week in June</i>		
		<i>Sub-Internship</i>		
	Fall	<i>Intensive Care Unit</i>		
		<i>Surgery Subspecialty</i>		
	Winter	<i>Neurology</i>		
		<i>Pediatrics (Outpatient)</i>		
	Spring	<i>Elective Credits (Total of 30 1.5/wk clinical)</i>		
<<OHSU GRADUATION: MD & MPH>>				



The following individuals hold key administrative positions related to the MD/MPH Program:

1. **Dean of the School of Medicine** – Final arbiter of all School of Medicine activities, programs, and organizations. May have an opportunity to interact with the Dean although most issues will be handled directly by others under his charge.
2. **Tana Grady-Weliky, MD: Associate Dean of Medical Education** – Primary responsibility for all educational programs within the School of Medicine (SOM) and serves on the Dean's Oversight Council for the Oregon MPH Program. Dr. Keenan is the key administrative person with decision-making capacity regarding both curriculum and student affairs for the SOM. MD/MPH students may have an opportunity to interact with Dr. Keenan over students' concerns about Program curriculum and policy but most issues will be handled directly by others under his charge. Dr. Keenan also teaches actively in the basic sciences curriculum.
3. **Thomas Becker, MD, PhD: Chair, Department of Public Health and Preventive Medicine** – Primary responsibility for organization and administration of all programs and activities within the Department of Public Health and Preventive Medicine, which houses the Epidemiology and Biostatistics track of the Oregon MPH. Dr. Becker is highly interested in the MD/MPH Program and its students. Most issues will be handled through others under his charge.
4. **Greg Lee, PhD: Executive Director, Oregon Master in Public Health Program (OMPH)** – Primary responsibility for accreditation and compliance of the OMPH, for Program monitoring and quality improvement, and for intra-program coordination across the participating institutions (including core course schedules). Chairs the combined OMPH Coordinating Council/Track Coordinator Committee and interfaces with the OMPH student representatives to address student concerns. Students may address cross-institutional problems or concerns directly with the Executive Director or through the mechanisms within the MD/MPH Program (Drs. Stull or Lambert or the MD/MPH Student Council).
5. **Molly Osborn, MD: Associate Dean of Student Affairs** – Primary responsibility for student activities and progress. Dr. Osborn is an important student resource for issues involving academic progress, student-faculty conflicts, and the challenges students face in successfully making their way through the medical school curriculum and balancing personal and professional demands. She provides general academic advising to students, particularly related to strategies for (and approval of) variations in curriculum to meet student needs. She works with Dr. Stull to monitor MD/MPH student progress and to develop appropriate strategies for completing both academic degrees successfully.
6. **Vicki Fields: Assistant Dean of Medical Education** – Primary resource (working closely with Dr. Osborn) for students to organize and strategize the completion of medical school curriculum. Vicki Fields knows the details of the curriculum and the policies, procedures, and rules that determine what will and won't work, and is the best person to talk to about day-to-day operational questions about medical school classes and rotations. She is Dr. Stull's front line contact with the Dean's Office for most operational questions and in monitoring MD/MPH student progress toward successful graduation.
7. **Marcia DeCaro: Registrar, School of Medicine** – Primary responsibility for registration of all SOM courses for all medical students. Registration for all MPH courses (those taken any time during medical school) will be done on-line with ISIS. Marcia works closely with Vicki Fields and is also an excellent resource for students regarding operational questions about the SOM curriculum, classes and rotations.

The following individuals hold key positions in and are key contacts regarding the MD/MPH Program:

8. **William (Bill) Lambert, PhD: Director, OHSU Epidemiology & Biostatistics Track (Oregon MPH Program)** – Primary responsibility for administering the Epidemiology/Biostatistics track of the OMPH and for insuring compliance with the policies and requirements of the OMPH. As such he functions as liaison to the OMPH regarding matters of policy, curriculum and joint activities. Dr. Lambert is responsible for the MPH portion of the MD/MPH Program and is the primary arbiter of what will and won't work regarding the completion of the MPH curricular requirements. He provides advice on and approval of all Internship proposals and reports and assists students with academic advisors and with thesis project ideas and the selection of a Thesis Mentor and thesis committee members. In addition, Dr. Lambert acts as the ombudsperson for students for any and all issues related to the Department of Public Health and Preventive Medicine (including courses, academic and graduation requirements) the MD/MPH Program, or the Departmental and course faculty.
9. **Theresa (Tree) Triano: Education Manager, Epidemiology/Biostatistics Track, Preventive Medicine Residency** – Serves as the department education liaison and information resource, oversees educational reporting, maintains the educational pages of the department's website, and manages the education office's administrative activities.
10. **Natalie Chin: Educational Assistant, Epidemiology/Biostatistics Track** - Provides administrative support to the education office, maintains student files and program records, acts as the main interface regarding grade, registration, and course evaluations, and assists with the maintenance of the MPH and MD/MPH webpages. The Educational Assistant also schedules rooms for MPH courses, special events and thesis defenses.
11. **John Stull, MD, MPH: Director, MD/MPH Program** – Primary responsibility for the development and maintenance of the MD/MPH Program policies, structures and functions consistent with those established by the School of Medicine (Dr. Keenan) and the OMPH (OMPHE Executive Director and Dr. Lambert). He is responsible for the activities and progress of all MD/MPH students (particularly related to public health studies and their impact on and relationship to medical school studies) as well as for the administration and day-to-day workings of the MD/MPH Program. He functions as academic advisor for all MD/MPH students throughout their time at OHSU, particularly related to general academic advising, overall curricular planning, and personal/professional development. Dr. Stull is the primary administrative contact for all issues, problems, or questions regarding the structure and content of the MD/MPH Program and its relation to other activities at OHSU. He is also responsible for coordinating the MD/MPH Program activities with the School of Medicine (Drs. Keenan & Osborn and Vicki Fields), the OMPH (OMPHE Executive Director) and the Epidemiology/Biostatistics track (Dr. Lambert)
12. **MD/MPH Student Council** – Comprised of a President (MPH year) and 1-2 representatives from each class/year. This group serves as a vital resource for students to register complaints, express concerns, and make suggestions regarding any aspect of the MD/MPH Program. This is where much of the work of ongoing Program assessment and improvement happens through student feedback on issues encountered 'in the trenches'. This group is not only involved in identifying problems and concerns but is actively engaged in the development and implementation of solutions to address these problems and concerns.

Epidemiology and Biostatistics Track - Oregon MPH Program

MD/MPH Student Thesis Checklist

Overview: The thesis project is a huge endeavor that will be easier if the tasks can be broken down into smaller increments. The following will guide you in your thesis planning but may need modification to meet your particular circumstances and needs.

Thesis Process Steps:	Suggested Timeline	Date Completed:
1. Explore thesis opportunities during first two years and 3 rd year clinical clerkships	1st, 2nd, 3rd years	
2. Establish a thesis project sufficiently to present a 1-page thesis plan describing the topic and identifying the data source and research methods, and have your thesis mentor to approve the thesis plan. Be sure you have submitted your Mentor/Advisor Assignment form after determining, by mutual agreement, who your thesis mentor will be. All forms can be found on the website .	Sept of MPH yr	
3. Take Introduction to Research Design (PHPM 540) based on planned thesis project	Fall MPH yr	
4. Meet with thesis mentor and determine general approach to a problem. <ul style="list-style-type: none"> ▪ Select other two committee members (one external person - obtain his/her CV and forward to phpm@ohsu.edu) ▪ Make sure committee includes a faculty member qualified to advise on statistical and data analytic issues 	Fall MPH Yr	
5. Write Thesis Proposal – see required components (review with mentor; establish a clear timeline for the development and completion of thesis sections; establish ground-rules for regular communication with thesis committee members).	Fall/Winter MPH Yr	
6. Meet with committee members BEFORE starting data analysis.	Frequently & Regularly!	
7. Submit Request for Advisory Committee Form <u>AND</u> Thesis/Advisory Committee Proposal Review Form	As Early as Possible!	
8. Submit IRB information via the eIRB website if you are analyzing human subjects data	As Early as Possible!	
9. Draft first components of thesis – background and review of literature.	Winter/Spring MPH Yr	
10. Meet with thesis mentor and review background and review of literature section	Spring MPH Yr	
11. Draft methods section (work closely with the quantitative member of committee)	Winter/Spring MPH Yr	
12. Meet with thesis mentor to review draft of methods section	Spring MPH Yr	
13. Consult the Thesis Guidelines in MPH Handbook for necessary steps and the Guidelines and Regulations for Completion of Master’s and PhD Degrees for additional information.	Spring MPH Yr:	
14. Draft results section	Spring MPH Yr	
15. Meet with thesis mentor to review draft of initial results	Spring MPH Yr	
16. Draft discussion section	Summer after MPH Yr	
17. Meet with thesis mentor to review draft of discussion section	Summer/Fall 4th Yr	
18. Distribute copies of overall draft to committee members and schedule the thesis draft review meeting.	Fall 4th Year	
19. Meet with committee members, and if members feel the thesis is ready for the oral presentation, schedule date and turn in the Thesis Committee Approval of the Request for Oral Examination form along with the Oral Exam Request form. Distribute final draft to committee. Reserve a room for your defense with the PHPM Education Office prior to submitting the paperwork.	Fall 4th Yr (at least 1 month prior to your defense date)	
20. Make oral presentation followed by the thesis defense with your committee. After the defense, members should sign the Oral Examination Certification (OEC) form and submit it to the PHPM Education Office . The OEC is mailed to the Oral Exam Chair prior to the defense. It is the Oral Exam Chair’s responsibility to bring it to the defense and to make sure it is filed with the Office of Graduate Studies within 2 business days of the defense.	December 4th Yr	

21. After completing final revisions to the thesis, Committee members should sign the Certificate of Approval page. (You type this up. There is a template on the department's website - see Forms page).	Winter 4th Yr	
22. Make 3 (or more) copies of the thesis on acid-free paper	Winter 4th Yr	
23. Complete the Exit Photo Request Form and make an appointment with OHSU Medical Photography. Send a copy of the Medical Photography services receipt to the Graduate Studies Office. The photo can be taken at any point after the Request for Oral Examination has been filed with the Office of Graduate Studies. MD/MPH students may use their School of Medicine graduation photo.	Winter 4th Yr	
24. Make an appointment with Summer Steele (494-2399) to take copies of the thesis to the library to be bound, pay for binding (\$30/copy), and complete the index form. Take the Permission for Electronic Publication Form and the Thesis Binding Submission and Receipt form to the appointment. Then file the Thesis Binding and Submission Form in the Dean's office with the receipt for photo, and the Exit Contact Information. The thesis must be submitted for binding within 6 weeks of the defense or May 19, whichever is earlier.	Winter 4th Yr	
25. Discontinue the IRB via the eIRB website, if applicable		

MD/MPH Resources for Frequent Questions

<i>Issue</i>	<i>MD Enrollment Years</i>	<i>MPH Enrollment Year</i>
Advisor for MD/MPH interface, first contact for any and all questions, issues, problems related to the program	John Stull	John Stull
Advice for MD curriculum and scheduling	Vicki Fields Marcia DeCaro	Vicki Fields Marcia DeCaro
Financial aid	Financial Aid Office	Financial Aid Office
MPH course registration	Marcia DeCaro	ISIS online Natalie Chin for problems
Internship advice and approval	Bill Lambert	Bill Lambert
Thesis topics advice	Bill Lambert John Stull	Bill Lambert John Stull
Thesis Mentor selection	Bill Lambert	Bill Lambert
Tartar fellowship	SOM	SOM