

8. DIVISION OF HEALTH SERVICES RESEARCH & POLICY

8.1 Introduction

Welcome! Health Services Research and Policy (HSRP) is one of four Divisions in the School of Public Health. Each Division manages and administers various degree programs and academic majors. The Division of HSRP offers three degree programs in two majors:

- Masters of Public Health in Public Health Administration and Policy (PHAP).
- Masters degree in Health Services Research, Policy, and Administration (HSRP&A).
- Doctoral degree in Health Services Research, Policy, and Administration (HSRP&A).

It is important to understand these distinctions because policies and requirements vary by degree and program.

Students in the PHAP program are strictly School of Public Health students, and their MPH degree and regulations and requirements associated with it, including tuition rates, are controlled by the SPH.

Students in the MS or Ph.D. programs in HSRP&A have dual association with SPH and the Graduate School. HSRP&A students are required to adhere to Graduate School regulations and benchmarks, and pay tuition based on the Graduate School rates, yet are also considered part of the SPH.

STUDENT MAILBOXES AND STUDY AREA

All division students have a mailbox in room D367 Mayo and should check it frequently for information. Students can contact any member of the HSRP coordinator staff for the door combination.

A student study area with computers is located in D367 Mayo.

Student address, phone number, or e-mail changes, should be reported to any of the HSRP coordinator staff (Maureen Andrew, Shannon Hofmann, or Eric Hart).

8.2 Joint/Dual Degree and Collaborative Programs

The Division of Health Services Research and Policy offers the following joint/dual degree and collaborative programs. These programs contain some coursework that is shared with the partner degree, thus permitting the student to complete two degrees in less time than if pursued separately. Students must apply for admission and acceptance to each program separately. Admissions requirements including entrance exams may vary by program.

JOINT DEGREE IN LAW, HEALTH AND LIFE SCIENCES

Joint Degree in Law, Health and the Life Sciences with a JD in Law and one of the following:

- MPH in Public Health Administration and Policy.
- MS in Health Services Research, Policy, and Administration.
- PhD in Health Services Research, Policy, and Administration.

The joint degree requires separate applications to the Law School, which includes completion of the LSAT entrance exam and either the:

- Graduate School with completion of the GRE entrance exam for the MS and PhD programs in HSRP&A;
or
- School of Public Health with completion of the GRE or LSAT.

This joint degree trains experts in the legal, ethical, and policy problems posed by health services in the 21st century. Our students will become leaders in areas such as managed care and health policy, intellectual

property issues in biotechnology, law and policy. Students in the joint program will be able to obtain a JD together with an MPH, MS, or PhD in less time and with more academic support than if both degrees were pursued separately. The program presents an on-going speaker's series, colloquia, and other meetings to draw scholars to campus. Students will also be able to take advantage of the close relationships that are being built between the program and practicing attorneys, policy makers, researchers, and business people.

The Joint Degree in Law, Health, and the Life Sciences involves roughly 300 faculty members from the Law School, Graduate School, Medical School, School of Public Health, College of Biological Sciences, College of Natural Resources, Humphrey Institute, and Center for Bioethics. For more information see www.jointdegree.umn.edu.

MASTER'S OF PUBLIC POLICY AND MASTER'S OF HEALTH SERVICES RESEARCH, POLICY AND ADMINISTRATION (HSRP&A) JOINT DEGREE

The MPP/MS joint degree program requires separate applications to the Humphrey Institute of Public Affairs for the MPP degree and HSRP. Completion of the GRE entrance exam is required for admission to both programs.

The Joint MPP and MS combines the skill and knowledge sets of public policy and health services research, policy and administration. The joint curriculum prepares graduates with the skills necessary to carry out research, formulate policy options, carry out sophisticated empirical studies, analyze results, shape and implement policies, evaluate policies once implemented, and work effectively in the public arena. The joint degree contains some shared coursework that allows the student to complete both degrees in less time than it would take to complete separately.

MEDICAL DEGREE AND PHD IN HEALTH SERVICES RESEARCH, POLICY AND ADMINISTRATION

In the joint MD/PhD program requires separate applications and acceptance to both the Medical School and HSRP. Medical School requires the completion of the MCAT entrance exam. See the Medical School website for more information at mdphd.med.umn.edu/index.html.

To fulfill the requirements of this joint degree, students complete their first two years of Medical School prior to entrance into the PhD program in HSRP&A. Upon completion of the PhD in HSRP&A, the student returns to Medical School to complete their coursework and residency.

MPH IN PUBLIC HEALTH ADMINISTRATION AND POLICY AND MS IN NURSING

This dual MPH/MS degree program combines coursework of the School of Public Health and the School of Nursing. Applicants apply separately for admission to each program. For further information contact Carol O'Boyle in the School of Nursing at oboyl002@umn.edu or 612.624.9659, or either of the HSRP Coordinators: Shannon Hofmann at 612.625.9480, hofma003@umn.edu or Maureen Andrew at 612.624.9432, andre031@umn.edu.

DOCTORAL PROGRAM IN OCCUPATIONAL HEALTH SERVICES, RESEARCH AND POLICY

This PhD program is a collaboration between the divisions of Environmental and Occupational Health, and Health Services Research and Policy within the School of Public Health, at the University of Minnesota.

The program's dynamic curriculum integrates statistics, research design, sampling, survey methodology, economics, occupational and environmental epidemiology, toxicology, exposure assessment, and policy.

Students in this collaborative program major in one Division, and minor in the other. For example, a student who majors in the doctoral program in HSRP&A would minor in Environmental and Occupational Health. This minor is individually tailored to the particular needs and objectives of the student.

MINOR PROGRAMS

Students in other majors may minor in Health Services Research, Policy & Administration. The HSRP&A minor will be individually tailored for each student.

8.3 Division Travel Policy for HSRP&A Students

Students who travel on HSRP business while employed as an RA, whose travel is a benefit of a training grant, or if a travel grant is available, are entitled to have certain expenses reimbursed according to the University travel policy.

GENERAL RULES OF THUMB FOR TRAVELING

Following are some general guidelines for travel expenses and reimbursements for students receiving travel funds:

- Read the University of Minnesota's current travel policy on the Travel Services website at <http://purchasing.umn.edu/travelstuff/travelmap.html>. Rates are often dictated by IRS rules and change frequently.
- Work with a Division secretary to make travel arrangements. The secretary is aware of travel policies and may be able to minimize the amount and timeframe of your out-of-pocket expenses, as well as find ways to keep costs within the limit. In many cases, the secretary can make airline and hotel reservations, and pay conference registration fees.
- Travel must be completed before expenses are reimbursed to the traveler.
- There are no travel advances.
- Students will be responsible for all meal and ground transportation (bus, taxi, airport parking) expenses.
- The Division can only reimburse meals up to daily limits set forth by the IRS. Meals do not include ground transportation; see below.
- Original receipts are needed for reimbursement of all expenses. The Division will need to keep the original receipts for its records so students should make copies of the receipts they need before submitting them.

Meals

Meals are the most complicated expenses to reimburse so please note the following:

- Alcoholic beverages CANNOT be reimbursed.
- Receipts are required for reimbursement.
- The amount that can be reimbursed for meals is limited, please be aware of the limits explained below and plan accordingly.
- There is a per diem cap on the amount of money that can be reimbursed for food on any given day. This cap varies from city to city. To find out what the cap is for the city visited, go to purchserv.finop.umn.edu/travelstuff/PerDiemRates.html. Students who spend more than the per diem cap will not be reimbursed for the amount that exceeds the per diem (regardless of how much is spent on other days). Students will only be reimbursed for actual meal expenses for which they have a receipt.
- Students who eat with a group (other HSRP students, etc.), should get a receipt for each member of the party or at least note in the reimbursement request who has the original receipt. The group meal expense will be divided evenly among those in the party unless individual receipts are presented for each member of the party.

Lodging

- Personal phone calls from the hotel CANNOT be reimbursed although calls related to business or conference activities are.

- Room service can be reimbursed as a meal expense (although it is very expensive and will deplete the per diem allowance quickly).
- In room movies or other expenses CANNOT be reimbursed.
- Even if a Division secretary makes a reservation students will still need to pay for their room when they check out.
- It is allowable for students attending the same conference to share rooms to stretch their travel dollars farther. The Division will not be involved with selecting roommates.
- Only lodging at hotels and motels is allowed, we cannot reimburse for expenses related to home stays, with friends, etc.

Airline Travel

- HSRP will only pay for flights to and from the destination. Airfares for any side trips are the student’s responsibility.
- Students who need to make their own reservations, should shop for the lowest fare and keep any receipts or documentation received to make the reimbursement process easier.
- Remember, Division secretaries can obtain tickets via online services or travel agents.

REIMBURSEMENT PROCEDURE

1. Collect the receipts for all the expenses to be reimbursed and put them in an envelope.
2. On a separate piece of paper write:
3. Your home address; Your email address; Your Social Security number
4. If you are a University of Minnesota employee (so we can figure out which form to fill out).
5. If there are group meal expenses (note those and who has the receipt).
6. Explain any unusual expenses or any that aren’t readily obvious what they are for.
7. Submit your receipts to Eric Hart, D373 Mayo (or the appropriate division secretary), who will fill out the proper form a return the form to you for your signature.
8. Sign the form and return it to Eric Hart (or the appropriate division secretary) and you’re done! You will get a check in about 2-3 weeks.

NOTE: Submit your receipts within one month of your return. If we do not receive you request within one month, there is a possibility that you will not be reimbursed.

8.4 HSRP Division Faculty

SCHOOL OF PUBLIC HEALTH

Faculty	Title	Office Location	Phone*	E-mail Address**
Boris Bershadsky, PhD	Assistant Professor	D330-6 Mayo	626.2439	bersh002
Lynn Blewett, PhD	Assistant Professor	15-217 PWB	626.4739	blewe001
Lester Block, DDS MPH	Associate Professor	D376 Mayo	625.6992	block001
Kathleen Call, PhD	Assistant Professor	15-230 PWB	624.3922	callx001
Michael Davern	Assistant Professor	2221 University	625-4835	daver004
Bryan Dowd, PhD	Professor, DGS	15-213 PWB	624.5468	dowdx001
Roger Feldman, PhD	Professor	15-205 PWB	624.5669	feldm002
Susan Foote, JD	Assoc. Professor/Div Head	15-200 PWB	626.2851	foote003
Judith Garrard, PhD	Professor	15-232 PWB	625-9169	ygarrard

Robert Kane, MD	Professor	D351 Mayo	624.1185	kanex001
Rosalie Kane, DSW	Professor	D527 Mayo	624.5171	kanex002
John Kralewski, PhD	Professor	15-225 PWB	624.2912	krale001
Donna McAlpine, PhD	Assistant Professor	15-227 PWB	625.9919	mcalp004
Marshall McBean, MD, MSc	Professor	A369-1 Mayo	625.6175	mcbea002
Ira Moscovice, PhD	Professor	15-215 PWB	624.8618	mosco001
John Nyman, PhD	Professor	15-219 PWB	626.4425	nyman001
William Riley, PhD	Associate Professor	D375 Mayo	625.0615	riley001
Todd Rockwood, PhD	Assistant Professor	C313 Mayo	625.3993	rockw001
Robert Town, PhD	Assistant Professor	15-229 PWB	626.4683	rjtown
Robert Veninga, PhD	Professor	D362 Mayo	625.7459	venin001
Beth Virnig, PhD	Assistant Professor	A365 Mayo	624.4426	virni001
Douglas Wholey, PhD, MBA	Professor/Chair of PHA	15-223 PWB	626.4682	whole001
Amy Wilson, PhD	Assistant Professor	15-228 PWB	626.3732	wilso176

CARLSON SCHOOL OF MANAGEMENT – DEPT. OF HEALTHCARE MANAGEMENT

Faculty	Title	Office Location	Phone*	E-mail Address**
James Begun	Professor	3-140 CarlSMgmt	624.9319	begun001
Jon Christianson	Professor	3-140 CarlSMgmt	625.3849	chris001
Robert Connor	Associate Professor	3-140 CarlSMgmt	626.7348	conno001
Leslie Grant	Associate Professor	3-140 CarlSMgmt	624.8844	grant004
Stephen Parente	Assistant Professor	3-140 CarlSMgmt	624.1391	paren010
Sandra Potthoff	Associate Professor	3-140 CarlSMgmt	624.9019	potth001
Vernon Weckwerth	Professor	3-140 CarlSMgmt	624.9000	weckw001

HSRP DIVISION COORDINATOR STAFF

Staff	Title	Office	Phone	E-mail
Maureen Andrew	HSRP&A Major Coordinator	D373 Mayo	624.9432	andre031
Shannon Hofmann	PHA Major Coordinator	D375 Mayo	TBD	hofma003

* All phone numbers are in area code 612.

** All e-mail addresses end with @umn.edu.

8.5 HSRP Division Courses

Course Number	Course Title
PubH 3801	Health Economics and Policy
PubH 5700	Foundations of Public Health Administration
PubH 5705	Community Health Assessment
PubH 5711	Public Health Law
PubH 5717	Decision-Making Under Uncertainty
PubH 5724	The Health Care System and Public Health

PubH 5726	Medical Device Industry: Business and Public Policy
PubH 5727	Health Leadership and Effecting Change
PubH 5741	Ethics in Public Health: Professional Practice and Policy
PubH 5742	Ethics in Public Health: Research and Policy
PubH 5751	Principles of Management in Health Services Organizations
PubH 5752	Public Health Management
PubH 5760	Healthcare Financial Management: Public Sector Emphasis
*PubH 57XX	International Comparative Health Systems
*PubH 57XX	Global Health Assessment
PubH 5762	Health Finance Applications
PubH 5784	Master's Project Seminar
PubH 5802	Seminar: Technology of Data Operations in Health Care Studies
PubH 5806	Principles of Public Health Research
PubH 5812	Managed Care
PubH 5832	Economics of the Health Care System
PubH 5835	Health Services Policy
PubH 5852	Program Evaluation in Health and Mental Health Settings
PubH 5855	Medical Sociology
PubH 5861	Health Insurance
PubH 5862	Cost-Effectiveness Analysis in Health Care
PubH 5863	Understanding Health-Care Quality
PubH 5864	Conducting Health Outcomes Research
PubH 5875	The Practice of Health Services Research
*PubH 58XX	Math Review for Health Economics
*PubH 58XX	Demographic Data in Policy Analysis
*PubH 58XX	Community Mental Health
PubH 8801	Health-Services Policy Analysis: Theory
PubH 8802	Health-Services Policy Analysis: Applications
PubH 8803	Long-Term Care: Principles, Programs, and Policies
PubH 8805	Sociology of Health and Illness
PubH 8806	Sociology of Health Occupations and Organizations
PubH 8810	Seminar: Research Studies in Health Care
PubH 8811	Research Studies in Healthcare
PubH 8813	Measurement of Health-Related Social Factors
PubH 8820	Health Economics I
PubH 8821	Health Economics II
PubH 8830	Research Project in Health Care
PubH 8831	Research Project in Health Care

PubH 8836	Epidemiological Applications to Health Services Research
Gero 5105	Multidisciplinary Perspectives on Aging
Gero 5110	Biology of Aging
Gero 5111	Studying Aging and Chronic Illness
Gero 8020	Seminar in Gerontology

***Course number**

9. PUBLIC HEALTH ADMINISTRATION AND POLICY MPH DEGREE PROGRAM

9.1 Mission and Program Objectives

The Public Health Administration and Policy (PHAP) Major prepares individuals for leadership positions in administration, information and analysis, and/or policy and advocacy in public health, managed care or other organizations that focus on the health of populations. The major places a strong emphasis on values of advocacy for the public good, health promotion, and disease prevention. Individuals in the Standard Program option may select among three specialty areas for skill development within the major consistent with their background and professional goals. The three specialty areas or “tracks” are management, analysis, and policy.

The program objectives of the Public Health Administration and Policy major are as follows:

1. Know the principles of organizational structure and performance, management of change and innovation, development of business plans.
2. Possess leadership skills required to organize and motivate staff, utilize group process dynamics, negotiation and conflict resolution skills.
3. Utilize effective communication skills, both oral and written, in a variety of applications including proposal writing, program presentation, interactions in the work setting, collaboration with community groups and leaders, and acting as a representative of the public health agency in the medical and greater community.
4. Possess financial management skills, including analysis, accounting, budget management, development of options and strategies for coping with budget constraints.
5. Analyze health policy, giving consideration not only to quantifiable methods of investigation but also to qualitative aspects of health programming.
6. Discuss and implement methods of program evaluation and interpretation of outcomes.
7. Understand the role and responsibility of the public health agency in acting as a social advocate in effectively and justly meeting the health care needs of all groups in the community.
8. Identify ethical conflicts in current public health issues and discuss applications of various tools and processes for ethical decision-making; discuss the bases for divergent views and conflicts in bioethics.
9. Apply the methods of epidemiology and biostatistics to investigate and compare rates and changes of disease conditions in populations.
10. Analyze and discuss environmental health hazards and implications for the public’s health, and be able to discuss these matters articulately with the lay public.
11. Utilize appropriate and effective methods of community assessment, organization, and development in working with communities to enact change and improve health.
12. Identify the role of the public health agency in health promotion and disease prevention and the methods appropriate to this mission, including health education.
13. Assess and understand the health status of populations, determinants of health and illness, and factors influencing the use of health services.
14. Identify present methods and systems for delivery of health care.
15. Identify health needs and services for special target populations, and analyze and discuss how meeting these needs may impact the public’s health.

16. Utilize methods of effective health program planning and implementation, including identification of agency and program goals and objectives, assessment of resources, and monitoring/evaluative mechanisms.
17. Apply principles of health care economics in program development, including evaluation of costs, efficacies and benefits, with critical assessment of various funding structures and economic consequences.
18. Apply techniques of, and innovation in, quality assurance and management, explain the role of quality assurance in public health care delivery.
19. Utilize Management Information systems and discuss their applications and usefulness in the public health sector.
20. Discuss and apply methods of effective decision-making and problem solving in the management setting.
21. Know research methods, including constraints of design related to ethical and legal issues.
22. Apply statistical and epidemiological methods to public health problems, identifying and critically evaluating sources of public health data and statistics.
23. Understand indicators of disease and health status in community assessment.
24. Analyze the legal aspects of bioethical problems. Understand the legal basis for state and federal authority in promoting and/or enforcing health protection measures.
25. Function effectively in diverse cultural settings, adapting professional practice and aspects of public health service delivery to cultural needs.
26. Gather and organize information on political aspects of agency objectives; evaluate the political context of public health issues and organize an agency response as needed.
27. Understand the socio-political-economic context of decision-making in the public health arena.
28. Assess sociological factors affecting the care recipient (individual, family, or community), the care provider, and the health care environment.

9.2 Master of Public Health Graduation Requirements

COURSEWORK AND CREDITS

Students must complete all required coursework and credits for their program option:

- **Accelerated Program option—36 credits;** see *section 9.3*. This option is a shorter degree plan, (upon approval by faculty), for applicants with advanced degrees or extensive leadership experience in public health. Students complete five PHAP and the public health core courses. They also choose one specialty area from the following: management, analysis, or policy, and complete a few electives.
- **Standard Program option—50 credits;** see *section 9.4*. This option is for applicants with a baccalaureate degree and limited or no public health experience. Students complete the PHAP and the public health core courses. They also complete one of the following specialty areas: management, analysis, or policy. In addition, students complete a number of electives, which can form an additional specialty area of their interest.

PUBLIC HEALTH CORE AREA REQUIREMENTS

Students working towards an MPH degree must satisfy competency requirements in the six core areas of public health – administration, behavioral science, biostatistics, environmental health, epidemiology, and ethics – by completing one of the following in each core area:

- Satisfactorily pass one of the pre-approved courses in the core area (see pre-approved course list below); **OR**
- Pass an equivalency exam in the core area. Equivalency examinations for the 2003-2004 academic year are scheduled as follows; **OR**

Core Area Exam	Date	Time	Room Location
Administration	8/25/04	9:00-11:00 a.m.	TBD
Biostatistics	8/25/04	1:00-3:00 p.m.	TBD
Environmental Health	8/26/04	9:00-11:00 a.m.	TBD
Epidemiology	8/26/04	1:00-3:00 p.m.	TBD

Note: There are no exams for the Behavioral Science or Ethics core areas.

- Pass an advanced course in the core area as approved by the respective division head or the Educational Policy Committee, **OR**
- Complete a graduate level course, with a grade of B or better, at an accredited university or college that meets the competencies defined by CEPH. The Educational Policy Committee, upon petition of the student, will determine acceptance of a course for transfer.

PRE-APPROVED COURSES MEETING PUBLIC HEALTH CORE AREA REQUIREMENTS

Administration

- PubH 5751 Principles of Management in Health Services Organizations – 2 cr.
- PubH 5752 Public Health Management – 3 cr (*required course for PHAP students*).

Behavioral Science

- PubH 5020 Fundamentals of Social and Behavioral Science – 3 cr

Biostatistics

- PubH 5414 Biostatistical Methods I – 3 cr.
- PubH 5415 Biostatistical Methods II – 3 cr.
- PubH 5450 Biostatistics I – 4 cr.
- PubH 5452 Biostatistics II – 4 cr.

Environmental Health

- PubH 5200 Environmental Health – 2 cr.
- PubH 5201 Issues in Environmental and Occupational Health – 2 cr.

Epidemiology

- PubH 5320 Fundamentals of Epidemiology – 3 cr.
- PubH 5330 Epidemiology I – 4 cr.
- PubH 5340 Epidemiology II: Strategies and Methods – 4 cr.

Ethics

- PubH 5741 Ethics in Public Health: Professional Practice and Policy – 1 cr.
- PubH 5742 Ethics in Public Health: Research and Policy – 1 cr.

REGISTRATION REQUIREMENT

Students are required to register for at least 2 semesters and 15 credits in the School of Public Health.

COURSE NUMBERS AND GRADUATE CREDIT

5xxx and 8xxx-level courses are considered graduate-level. 1xxx and 3xxx-level courses are for undergraduates and will not receive approval for graduate credit. Under some circumstances – with approval of the student's Major Chair – 4xxx, 6xxx, and 7xxx-level courses may also be applied toward a MPH degree as long as they are taught by a member of the graduate faculty.

SPH GRADING POLICIES

NOTE: Students should refer to *section 6.5* of this guidebook for information on the University's uniform grading policy.

Grade Point Average

Students must achieve a grade point average of no less than 3.0 (B) across their entire program to receive an MPH degree.

S-N Grade Option

MPH students may take no more than 20% of their coursework on an S-N grading basis, exclusive of those topics, seminars, and field experience courses offered only on an S-N basis **and** of those courses designated as part of the public health core, only one can be taken on an S-N basis.

Public Health Core Courses

Of those courses designated as part of the master of public health core, students may take only one on a pass-fail basis (S-N). To receive a passing grade (S), students must achieve a performance level equivalent to a "C" letter grade or better unless the instructor specifies a higher level of performance in the syllabus.

This applies also to transfer of core course credits to the student's program: only one core course taken on a pass-fail basis (S-N) may be transferred. The achievement level implied by an "S" grade may be no lower than a "C" letter grade as specified in the course syllabus or in other documentation provided by the student to support the transfer request.

All other courses designated as part of the public health core must be taken for a letter grade (A-F). Students will be required to achieve no less than a B- grade in each course taken on an A-F basis. Students may retake public health core courses at their own expense until they achieve a grade of B- or better. However, a retaken course may be counted only once toward degree requirements in the student's study plan.

Each public health major may require higher levels of achievement for its own students in public health core courses that are also core to the major. This may include restrictions on retaking public health core courses that are also core to the major, or requiring more than a B- performance level. Students should consult their Major Coordinator for documentation of these requirements.

Double Counting

Students pursuing a dual or Joint degree can have a maximum of 12 credits double counted in the MPH degree. The partnering program will determine the number of credits it will double count in that degree.

FIELD EXPERIENCE

All students matriculating in a MPH program must complete a formal, supervised fieldwork experience consisting of 120 hours in order to graduate. Neither prior professional degrees nor prior work experience in a field not closely related to the MPH degree program are sufficient grounds for waiving the fieldwork requirement. Each major has established requirements for completion of fieldwork; see *section 9.7*.

MPH STUDY PLAN

Students are required to submit a completed MPH Study Plan to their Major Coordinator at least one semester prior to their anticipated completion of coursework. Earlier submission (e.g. in the second to last semester) is suggested to allow the Major Coordinators to review the study plan and notify students if they are missing any requirements prior to their last term of study.

MASTER'S PROJECT SEMINAR

This seminar offers students the opportunity to present and discuss their master's projects in a seminar format. Each student presents his/her project proposal and a finished project, and respond to other's presentations.

MASTER'S PROJECT

MPH students must complete a master's project, demonstrating familiarity with the tools of research or scholarship in the major, the capacity to work independently, and the ability to present the results of the investigation effectively. The master's project should involve a combined total of approximately 120 hours of work. The major faculty specifies the nature and extent of the options available to satisfy this requirement and determines whether the requirement is to be satisfied in conjunction with or independent of the coursework in the student's major; see *section 9.8*.

TIME FRAME

The maximum time allowed by the School of Public Health for completion of an MPH degree is seven years. The seven year period begins with the first term of enrollment after admission to a degree program within the School.

COURSE TRANSFER CREDITS

A student may seek transfer of no more than 15 semester credits of graduate or professional program courses taken at the University of Minnesota or at another college or university. Course credits may be used to satisfy public health core or other program requirements as jointly approved by the Major Chair and the Associate Dean for Academic Affairs. No course credits older than 5 years from the date of the student's matriculation will be accepted for transfer. A grade of "B" or better is required for each course requested for transfer credit.

MPH students who have completed graduate-level coursework at the University of Minnesota or another college or university may petition to transfer those courses toward their MPH degree. To be considered for transfer, graduate level coursework must have been taken at an accredited graduate institution. Students must:

1. Meet with their advisor to discuss the petitioning process. If the petition is acceptable to the advisor, the student will complete and sign the *Petition* form, obtain the advisor's signature, and attach an official transcript on which the final grade has been posted.
2. Submit the *Petition* form to the Major Coordinator for processing. The *Petition* form can be obtained from the Student Services Center or Major Coordinator.

The Major Coordinator will forward the petition to the major chair and then to the Associate Dean for final evaluation and/or approval.

COURSE SUBSTITUTIONS AND WAIVERS

All student requests that deviate from the degree curriculum requirements outlined in this Guidebook must be made on a *Petition* form. The *Petition* form can be obtained from the Student Services Center or Major Coordinator.

Students should note that the process for approving a course substitution or waiver could take up to one month, so plan accordingly.

Course Substitution Procedures:

The following process should be followed when requesting that a course substitute for a required course in your degree program.

1. Gather the course syllabi of the required course in your degree program and the proposed substitute course and a transcript on which the proposed course grade has been posted (if the proposed course has already been completed).
2. Complete the *Petition* form with the following information in each section:
 - REQUEST SECTION: describe the course requested for substitution including the course title, number of credits, term and year taken, and the name of the institution where the course was taken. Also list the course/requirement in your degree program for which you are asking for the substitution.

- REASON/EXPLANATION SECTION: Indicate what skills and/or content overlaps between the required course(s) and the proposed substitute course(s).
- 3. Compile the above materials and have the request reviewed by your advisor. He/she will complete the Department section of the *Petition* form and indicate whether or not they approve of the request.
- 4. After the advisor has made his/her recommendations, the student should submit these materials to the Major Coordinator who will forward it to the appropriate Credentials Committee for review. The student will be notified via e-mail of the committee's decision.
- 5. If the substitute course is to replace a School of Public Health Core course (administration-PubH 5751/5752, behavioral/social science-PubH 5020, biostatistics-PubH 5414/5450, environmental health-PubH 5200/5201, epidemiology-PubH 5320/5330, ethics-PubH 5741/5742), there is an additional step to get School-level approval. To complete this next step, provide two additional copies of the above materials. All of those materials should be submitted to your Major Coordinator. Upon receipt of those materials, the Major Coordinator will review the request with the Major Chair and then if approved by the Major Chair, all copies of the request will be forwarded to Guy Piotrowski to be presented to the appropriate SPH Educational Policy committee members. The student will be notified by Guy Piotrowski via e-mail of the committee's decision. If the Major Chair does not approve of the request, the Major Coordinator will inform the student that the request will not be forwarded to the SPH Educational Policy Committee for review.

APPLICATION FOR DEGREE

MPH students are required to complete an *Application for Degree* form. There are strict deadline dates before a student can be cleared for graduation. Copies of this form can be obtained from the Major Coordinator, the Student Services Center or downloaded from http://onestop.umn.edu/Forms/pdf/AppI_Degree.PDF. We strongly encourage students to submit the form in their first semester of matriculation.

INCOMPLETES

All required courses, with the exception of the Field Experience and Master's Project, must be completed during the term of registration. Students must complete all course requirements by the end of the registered term so that faculty can submit a grade by the appropriate due date. See the syllabus for course for the specific incomplete policies. If the instructor submits an *Incomplete* or *I*, a hold will be placed on the student's record barring her or him from registering at the next registration period. This will allow a student one term to complete the incomplete (since students register for the next term prior to the completion of a current term, students will have registered prior to the incomplete being submitted). Once the Incomplete is cleared because a grade is submitted, the hold will be removed. Extensions for Incompletes may be given under exceptional circumstances and must be approved by the advisor and major chair in writing. If you wish to request an extension, please submit a written letter with the request and reasons for the request to your advisor. Your advisor will comment on the request and forward it to the major chair for consideration.

PROBATION/DISMISSAL

A student will be placed on probation if in any registration period the GPA (including cumulative) falls below 3.0 in courses to be used to fulfill degree requirements. If this occurs for two consecutive semesters, the student will be reviewed for dismissal. The procedures within the PHAP Major are:

1. When a student's GPA falls below the standards set for probation, the Major Chair will notify the student.
2. Upon receipt of the Chair's notification the student must immediately meet with his/her academic advisor to discuss plans for remediation and consequences of continued problems.
3. Following the student/advisor meeting the advisor will bring these jointly determined recommendation and plans to the faculty for discussion.

4. If the student does not show significant improvement, the faculty will dismiss the student based on the criteria set for dismissal and after weighing any special considerations related to "acceptable performance for good standing."

9.3 Accelerated Program Option Coursework [36 credits]

MASTER OF PUBLIC HEALTH CORE [12-14 CREDITS]

Course	Title	Offered	Credits
PubH 5020	Fundamentals of Social and Behavioral Science	Fall/Spring	3
PubH 5200 or PubH 5201	Environmental Health Issues in Environmental and Occupational Health	Fall/Spring Fall/Summer	2 2
PubH 5320 or PubH 5330	Fundamentals of Epidemiology Epidemiology I	All Terms Fall/Spring	3 4
PubH 5414 or PubH 5450	Biostatistical Methods I Biostatistics I	All Terms Fall/Spring	3 4
PubH 5741 or PubH 5742	Ethics in Public Health: Professional Practice Ethics in Public Health: Research and Policy	All Terms All Terms	1 1

PUBLIC HEALTH ADMINISTRATION AND POLICY CORE [12 CREDITS]

Course	Title	Offered	Credits
PubH 5700	Foundations of Public Health Administration Practice	Fall	3
PubH 5752	Public Health Management	Fall	3
PubH 5784	Master's Project Seminar	Spring	2
PubH 5794	Master's Project [see section 9.8]	All Terms	2
PubH 5796	Field Experience [see section 9.7]	All Terms	2

SPECIALTY AREAS [8 CREDITS]

Select one of the following (or other area with approval of the PHAP faculty):

Management

Course	Title	Offered	Credits
<i>Required</i>			
PubH 5711	Public Health Law	Spring	2
PubH 5760	Healthcare Financial Management: Public Sector Emphasis	Spring	2
<i>Select at least 4 credits from the following:</i>			
PubH 5717	Decision Making Under Uncertainty	Fall	2
PubH 5721	Managing Collaborative Networks	Fall	2
PubH 5727	Health Leadership and Effecting Change	Spring	2
PubH 5762	Health Finance Applications [PubH 5761 is a prerequisite]	Spring (2 nd half)	2

Analysis

Course	Title	Offered	Credits
<i>Required</i>			
PubH 5705	Community Health Assessment	Spring	3
<i>Select two courses from the following:</i>			
PubH 5717	Decision Making Under Uncertainty	Fall	2
PubH 5806	Principles of Public Health Research	Fall	2
PubH 5852	Program Evaluation in Health and Mental Health Settings [PubH 5806 is a prerequisite]	Spring	3
PubH 5863	Understanding Health Care Quality	Fall	2
PubH 58xx	Demographic Data in Policy Analysis	Spring	3

Policy

Course	Title	Offered	Credits
<i>Required</i>			
PubH 5711	Public Health Law	Spring	2
PubH 5724	The Health Care System and Public Health	Fall	3
PubH 5835	Health Services Policy	Spring	2

Select one course from the following:

PubH 5078	Public Health Policy as a Prevention Strategy	Fall	2
PubH 5634	Advocating for Change for Children	Spring	2
PubH 5726	Medical Device Industry: Business and Public Policy	Spring	3
PubH 5861	Health Insurance	Spring	2
PubH 5862	Cost-Effectiveness Analysis in Health Care	Spring	3
PubH 8803	Long Term Care: Principles, Programs, and Policies	Spring	2

ELECTIVES [2-3 CREDITS]

9.4 Standard Program Option Coursework [50 credits]

MASTER OF PUBLIC HEALTH CORE [12-14 CREDITS]

See Accelerated Program Option above.

PUBLIC HEALTH ADMINISTRATION AND POLICY CORE [20 CREDITS]

Course	Title	Offered	Credits
PubH 5700	Foundations of Public Health Administration Practice	Fall	3
PubH 5705	Community Health Assessment	Spring	3
PubH 5724	The Health Care System and Public Health	Fall	3
PubH 5752	Public Health Management	Fall	3
PubH 5760	Healthcare Financial Management: Public Sector Emphasis	Spring	2
PubH 5784	Master's Project Seminar	Spring	2
PubH 5794	Master's Project [see section 9.8]	All Terms	2
PubH 5796	Field Experience [see section 9.7]	All Terms	2

SPECIALTY AREAS [8-9 CREDITS]

Select one of the following:

Management

Course	Title	Offered	Credits
PubH 5711	Public Health Law	Spring	2
PubH 5717	Decision Making Under Uncertainty	Fall	2
PubH 5727	Health Leadership and Effecting Change	Spring	2
PubH 5761	Financial Analysis: Topics for Public Health	Spring (1 st half)	1
PubH 5762	Health Finance Applications [PubH 5761 is a prerequisite]	Spring (2 nd half)	2
MHA 6747	Healthcare Human Resource Management	Spring (2 nd half)	2

Analysis

Course	Title	Offered	Credits
<i>Required</i>			
PubH 5862	Cost-Effectiveness Analysis in Health Care	Spring	3
<i>Select two courses from the following:</i>			
PubH 5340	Epidemiology II [PubH 5330 is a prerequisite]	Spring	4
PubH 5717	Decision Making Under Uncertainty	Fall	2
PubH 5806	Principles of Public Health Research	Fall	2
PubH 5852	Program Evaluation in Health and Mental Health Settings [PubH 5806 is a prerequisite]	Spring	3
PubH 58xx	Demographic Data in Policy Analysis	Spring	3

Policy

Course	Title	Offered	Credits
<i>Required</i>			
PubH 5711	Public Health Law	Spring	2
PubH 5835	Health Services Policy	Spring	2

Select one course from the following:

PubH 5078	Public Health Policy as a Prevention Strategy	Fall	2
PubH 5634	Advocating for Change for Children	Spring	2
PubH 5726	Medical Device Industry: Business and Public Policy	Spring	3
PubH 5812	Managed Care	Fall	3
PubH 5861	Health Insurance	Spring	2
PubH 5862	Cost-Effectiveness Analysis in Health Care	Spring	3
PubH 8803	Long Term Care: Principles, Programs, and Policies	Spring	2

ELECTIVES [7-10 CREDITS]

Select remaining credits from other 5xxx-level courses. Suggestions for electives by specialty area are listed below.

Management Sample Electives

Course	Title	Offered	Credits
PubH 5806	Principles of Public Health Research	Fall	2
PubH 5832	Economics of the Health Care System	Fall	3
PubH 5852	Program Evaluation in Health and Mental Health Settings [PubH 5806 is a prerequisite]	Spring	3

Analysis Sample Electives

Course	Title	Offered	Credits
PubH 5112	Risk Analysis: Application to Risk-Based Decision Making	Fall	3
PubH 5345	Epi Methods: Data Collection	Fall	2
PubH 5673	Grant Writing for Public Health	May Session	1
PubH 5812	Managed Care	Fall	3

Policy Sample Electives

Course	Title	Offered	Credits
PubH 5049	Legislative Advocacy Skills for Public Health	Spring	3
PubH 5112	Risk Analysis: Application to Risk-Based Decision Making	Fall	3
PubH 5673	Grant Writing for Public Health	May Session	1
PubH 5806	Principles of Public Health Research	Fall	2
PubH 5832	Economics of the Health Care System	Fall	3
PubH 5852	Program Evaluation in Health and Mental Health Settings [PubH 5806 is a prerequisite]	Spring	3

9.5 MPH/JD Program Option Coursework [50 credits]

MASTER OF PUBLIC HEALTH CORE [12-14 CREDITS]

See *section 9.3*.

PUBLIC HEALTH ADMINISTRATION AND POLICY CORE [12 CREDITS]

Course	Title	Offered	Credits
PubH 5700	Foundations of Public Health Administration Practice	Fall	3
PubH 5752	Public Health Management	Fall	3
PubH 5784	Master's Project Seminar	Spring	2
PubH 5794	Master's Project [see section 9.8]	All Terms	2
PubH 5796	Field Experience [see section 9.7]	All Terms	2

SPECIALTY AREAS [8 CREDITS]

Select one of the following (or other area with approval of the PHAP faculty):

Public Health Administration and Policy Additional Core

Course	Title	Offered	Credits
PubH 5705	Community Health Assessment	Spring	3
PubH 5724	The Health Care System and Public Health	Fall	3
PubH 5760	Healthcare Financial Management: Public Sector Emphasis	Spring	2

Management

Course	Title	Offered	Credits
<i>Required</i>			
PubH 5711	Public Health Law	Spring	2
PubH 5760	Healthcare Financial Management: Public Sector Emphasis	Spring	2
<i>Select at least 4 credits from the following:</i>			
PubH 5717	Decision Making Under Uncertainty	Fall	2
PubH 5727	Health Leadership and Effecting Change	Spring	2
PubH 5762	Health Finance Applications [PubH 5761 is a prerequisite]	Spring (2 nd half)	2

Analysis

Course	Title	Offered	Credits
<i>Required</i>			
PubH 5705	Community Health Assessment	Spring	3
PubH 5708	Analysis of Administrative Data	Spring	3
<i>Select one course from the following:</i>			
PubH 5717	Decision Making Under Uncertainty	Fall	2
PubH 5806	Principles of Public Health Research	Fall	2
PubH 5852	Program Evaluation in Health and Mental Health Settings [PubH 5806 is a prerequisite]	Spring	3
PubH 5863	Understanding Health Care Quality	Fall	2

Policy

Course	Title	Offered	Credits
<i>Required</i>			
PubH 5711	Public Health Law	Spring	2
PubH 5724	The Health Care System and Public Health	Fall	3
PubH 5835	Health Services Policy	Spring	2
<i>Select one course from the following:</i>			
PubH 5078	Public Health Policy as a Prevention Strategy	Fall	2
PubH 5634	Advocating for Change for Children	Spring	2
PubH 5726	Medical Device Industry: Business and Public Policy	Spring	3
PubH 5861	Health Insurance	Spring	2
PubH 5862	Cost-Effectiveness Analysis in Health Care	Spring	3
PubH 8803	Long Term Care: Principles, Programs, and Policies	Spring	2

ELECTIVES [4-6 CREDITS]

LAW SCHOOL CREDITS [12 DOUBLE COUNTED]

9.6 Standard First-Year Class Schedule

Fall Semester 2004

	Course	Title	Cr	Time	Days of Week			
	PubH 5700	Foundations of Public Health Administration	3	9:45am-11:00am		T		Th
① ②	PubH 5724 or PubH 5020	The Health Care System and Public Health Fundamentals of Social and Behavioral Science	3 3	12:20pm-3:20pm 11:15am-12:30pm	M			Th
	PubH 5752	Public Health Management	3	1:25pm-2:40pm		T		Th
③	PubH 5320	Fundamentals of Epidemiology [lecture] and [lab] or [lab]	3	3:35pm-5:30pm 3:35pm-5:30pm 11:15am-1:10pm		T	W	Th

Spring Semester 2005

	PubH 5705	Community Health Assessment	3	9:45am-12:30pm				Th
	PubH 5741 or PubH 5742	Ethics in PubH: Practice & Policy [1 st half sem] Ethics in PubH: Research & Policy [2 nd half sem]	1 1	2:30pm-4:25pm 2:30pm-4:25pm		T T		
④	PubH 5414	Biostatistical Methods I	3	4:40pm-5:55pm		T		Th
⑤	PubH 5760	Healthcare Financial Management	2	5:45pm-7:40pm			W	
	PubH 5200	Environmental Health	2	7:00pm-9:00pm		T		
	<i>Varies</i>	<i>Elective</i>	2- 3	<i>Varies</i>				

① Accelerated Program students who choose the Policy Specialty Area should register for PubH 5724 during Fall 2004 and PubH 5020 during Spring 2005.

② MPH/JD students are required to take PubH 5724 only if they chosen the PHAP Additional Core or Policy Specialty Areas.

③ **or** PubH 5330 Epidemiology I (accelerated course), 3:35pm-5:30pm TTh **or** 3:35pm-5:30pm MW.

④ **or** PubH 5450 Biostatistics I (accelerated course), 10:10-12:05 MW [lecture] **and** 12:20-1:10 W **or** 9:05-9:55 M [lab].

⑤ Accelerated Program students should note that PubH 5760 is only required for students who choose the Management Specialty Area.

9.7 Independent Study

Students who wish to pursue further study of a topic of particular interest that they believe cannot be met by a regularly scheduled class may register for PubH 5791 Independent Study for 1-4 credits. Before proceeding, students must discuss independent study plans with their academic advisor. This will assure that the advisor feels the student is "on the right track" before giving approval. The advisor can also offer additional helpful suggestions and advice in getting the project "off the ground" and making it a more satisfying experience for the student.

To undertake independent study students are expected to take the initiative in proposing and designing a study plan and selecting a supervising faculty member. The *Record of Independent Study Plan Contract* (see sample form on next page) must be completed prior to registering for independent study credits. It serves as a contract between the student, the academic advisor, and the independent study faculty supervisor. The *Record of Independent Study Plan Contract* form can be obtained from the Major Coordinator.

SAMPLE FORM

PubH 5791
RECORD OF INDEPENDENT STUDY PLAN
CONTRACT

1. Name of Student _____
2. Name of Independent Study Faculty Supervisor _____
3. Subject of Independent Study _____

4. Period of Independent Study
_____ Fall _____ Spring _____ May Session _____ Summer Session
5. Number of credits requested (range: 1-4) _____
6. Describe briefly, but succinctly, the scope of the topic proposed. List measurable objectives. Describe options you will take to accomplish the objectives.
7. Number of hours per week you plan on spending to complete project _____. State how this time will be utilized.
8. What plan have you worked out with your faculty supervisor for ensuring that supervision will be provided (e.g., how often will you meet, etc.)?
9. Activities to be engaged in and completed.
10. Manner in which Independent Study will be evaluated (e.g., a report, a paper, attendance record, etc.).
How will you demonstrate to the independent study faculty supervisor that you have met your objectives?
11. It is agreed that the above terms of the Independent Study Contract are acceptable.

Student Date _____

Independent Study Faculty Supervisor Date _____

Academic Advisor Date _____

9.8 Field Experience

The purpose of the field experience is to develop practical skills and competencies in public health administration and policy practice and to provide an opportunity for the student to accumulate public health administration and policy experience that will enhance job competence and/or placement following completion of the program. A meeting with students is held to discuss the field experience.

An important element in the selection of a field experience is identifying an agency that offers opportunities to further the student's career goals and complements the student's interests and abilities. Although the field experience should not be construed as a job placement service, it can be used effectively as a marketing tool for future employment.

MINIMUM REQUIREMENTS

1. All students must successfully complete a field experience which has a **public** health orientation. No waivers will be granted solely on the basis of prior professional experience.
2. Field experience requires a minimum of 120 hours and may be fulfilled on either a full-time or part-time basis.

REGISTRATION

Student obtains a "permission number" from the PHAP supervising faculty member and registers for 2 credits under PubH 5796. Grading is judged on an S/N (satisfactory/not-satisfactory) basis.

PROCEDURES

1. **Students are expected to assume responsibility for identifying the field experience of their choice. This should be done in consultation with their academic advisor.**
2. Students also may identify field experience sites. Selection of the site must be done in consultation with, and approval of, the student's academic advisor. Site for field experience must be able to fulfill student's stated objectives and provide a role model for public health administration and policy knowledge, skills, and attitudes to serve as preceptor.
3. Students must select a PHAP supervising faculty member for their field experience who may be the student's academic advisor or another PHAP faculty member.
4. Students, in consultation with the PHAP faculty member, are responsible for designing objectives, learning activities and evaluation methods for the field experience (see sample *Field Experience Guidelines Worksheet* in this section). These should describe what the student hopes to gain from the field experience and must be related to **public health administration and policy**. Examples of field experience objectives are:
 - Assessment of community needs.
 - Exposure to the political process as it relates to public health.
 - Understanding of how a county health department operates.
 - Development of community partnerships.
 - Development of programs.
 - Administration of an existing or developing program in the area of long-term care for the elderly.

A draft of the *Student Field Experience Contract* (see sample form in this section) should be approved by the supervising PHAP faculty member before it is discussed with the community preceptor at the field site. The contract can be completed after contacting or meeting with the preceptor.

5. The PHAP faculty supervisor must assure that the activity meets the standards of the program and that the community preceptor has a recognized competency to provide adequate consultation and guidance in overseeing a field experience in public health administration and policy.
6. After the student, supervising PHAP faculty member and community preceptor have agreed to pursue the field experience, the student, and community preceptor solidify the field experience agreement and sign the *Student Field Experience Contract* form. The student then submits the *Student Field Experience Contract* form to the supervising PHAP faculty supervisor for approval and signature.
7. **Student are responsible for distributing copies of the signed contract to the PHAP supervising faculty member, community preceptor, and to the PHAP Major Coordinator.**
8. The community preceptor completes an evaluation report of the student at the end of the field experience (see the sample *Community Preceptor's Evaluation of Public Health Administration and Policy Field Experience* form in this section). This evaluation is based on the terms of the field experience contract and the criteria defined in the evaluation form.
9. The community preceptor submits the evaluation to the PHAP faculty supervisor and recommends a grade.
10. The PHAP faculty supervisor meets with the student per the terms of the contract and at the close of the experience for evaluation. The PHAP faculty supervisor submits the evaluation form and the final grade.
11. Copies of the *Student Field Experience Contract* and related documents are to be maintained as a part of the student's records in the PHAP office. Students are required to submit a copy of the completed *Student Field Experience Contract* and related documents to the PHAP major coordinator. These documents will be maintained as part of the student's file in the PHAP office.
12. Students are responsible for sending a formal letter of thanks to their field preceptor.

NOTE: Please be aware that certain facilities are required by Minnesota law to submit paperwork for a criminal background check for all personnel with direct, unsupervised client contact; see *section 6.10* in this guidebook for further information.

SAMPLE FORMS

On the next few pages are samples of the field experience forms mentioned above. The forms can be obtained from the Major Coordinator or at www.hsr.umn.edu/Programs/info/mph/field_exper.htm.

SAMPLE FORM

FIELD EXPERIENCE GUIDELINES WORKSHEET

Learning Objectives – Development of objectives should include consideration of:

1. any previous learning experiences related to public health administration and policy,
2. your professional goals and interests,
3. any specific new skills you hope to attain,
4. selected theories and concepts applicable in the practice of public health administration and policy,
5. evidence of practice of a leadership role(s), and
6. your contribution(s) to the community setting where your practicum might be based.

LEARNING OBJECTIVES	LEARNING RESOURCES AND STRATEGIES	RELATED THEORIES AND CONCEPTS

SAMPLE FORM

PUBLIC HEALTH ADMINISTRATION AND POLICY MAJOR
Division of Health Services Research and Policy
School of Public Health
Mayo Mail Code 97
University of Minnesota
Minneapolis, MN 55455

STUDENT FIELD EXPERIENCE CONTRACT

A. Name of Student _____

B. Field Experience Site _____

C. Address _____

D. Phone _____

E. Community Preceptor with whom student will be most directly associated in the conduct of this field experience and who will be involved in evaluation of student.

Name _____

Title _____

Address _____

Phone _____

E. Period of Field Experience _____ Semester _____ Year _____
Exclusive dates: From _____ to _____
Where possible, indicate hours and days each week scheduled for this experience.

F. List measurable objectives and related theories and concepts from public health administration and policy.

G. Describe the activities, learning strategies and resources you will use to complete your objectives.

H. List other organizations to be utilized in your Field Experience.

I. Outline the plan for ongoing supervision by your Community Preceptor.

J. Describe the manner in which your work will be evaluated by your Community Preceptor and Faculty Supervisor (e.g. a report, a paper, etc.). How will you demonstrate that you have met your objectives?

K. The preceding terms of the Field Experience Contract are agreeable.

Student _____ Date _____

PHAP Faculty Supervisor _____ Date _____

Community Preceptor _____ Date _____

SAMPLE FORM

PUBLIC HEALTH ADMINISTRATION AND POLICY MAJOR
Division of Health Services Research and Policy
School of Public Health
Mayo Mail Code 97
University of Minnesota
Minneapolis, MN 55455

**COMMUNITY PRECEPTOR'S EVALUATION
OF PUBLIC HEALTH ADMINISTRATION AND POLICY FIELD EXPERIENCE**

Date _____

Name of Student _____

Name of Community Preceptor _____

Field Experience Site _____

Time Span of Field Experience from _____ to _____

Evaluate the objectives as stated in the student's Field Experience Contract in the space below. (Student lists objectives.)

Any additional comments regarding student's performance.

Final Grade Recommendation

The Field Experience is graded on an S-N (satisfactory/not satisfactory) system only.

Recommended final grade _____

Community Preceptor's signature Date

PHAP Faculty Supervisor's comments

Final grade awarded _____

PHAP Faculty Advisor's signature Date

9.9 Master's Project

PURPOSE

The purpose of the Master's Project is to have students demonstrate:

- Familiarity with the tools of research or scholarship in the field of public health;
- The ability to work independently; and
- The ability to effectively present, in written form, the results of their investigation.

REGISTRATION

Students are required to discuss the Master's Project with their PHAP faculty advisor prior to registration. Students then obtain a "permission number" from their advisor and register for the appropriate section of PubH 5794, 2 credits, S/N grading basis.

PROJECT OPTIONS

In consultation with the PHAP Faculty Advisor, students choose one of three options for their Master's Project. The options are 1) Critical Literature Review Project; 2) Research Project; 3) Applied Field Project.

TOPIC SELECTION

The scope and depth of issues that influence public health administration and policy practice may seem overwhelming to students who are new to the field. Although it may be difficult to decide on a topical area for the Master's Project, students are encouraged to begin thinking about a topic during their first semester of study, and begin writing their project as early as possible.

Students may select topics as a result of prior experience, field experience, coursework, research study of a particular PHAP faculty member, or other meaningful and relevant area of interest.

PROJECT ETHICS

Students are expected to abide by the University's Student Conduct Code in completing their Master's Project. A copy of this document is available for review in the PHAP coordinator's office, D-359 Mayo. Particularly important is the issue of plagiarism.

RESEARCH SUBJECTS' PROTECTION PROGRAM APPROVAL

Students should consult with their PHAP Faculty Advisor as to whether approval is needed for the research project from the University's Institutional Review Board (IRB) Research Subjects' Protection Program. Procedures and application materials are available from the IRB office in D528 Mayo. Depending on the nature and methodology of the research project, students may be able to file for exemption from the Committee review. See *section 6.11* in this guidebook for further information.

PROJECT FORMAT AND STYLE

Papers should be typed, double-spaced, and approximately 30-40 pages in length including references. Tables, charts and conceptual models can be used to illustrate and summarize information. For reference and guidance on style, the following style manuals are recommended:

- American Medical Association, American Medical Association Manual of Style. 9th ed. Chicago, IL: American Medical Association, 1998.
- American Psychological Association, Publication Manual of the American Psychological Association. 5th ed. Washington, DC: American Psychological Association, 2001.

READERS FOR THE MASTER'S PROJECT

The Master's Project shall be read and evaluated by two readers. One reader must be the PHAP Faculty Advisor. The other reader may be a faculty member within the University, an adjunct faculty, or a public health professional in a leadership position in the community with at least a Master's degree. The student, in consultation with the PHAP Faculty Advisor, will select the other reader.

COMPLETION TIMETABLE FOR THE MASTER'S PROJECT

After choosing a topic, students prepare an outline for the project and submit it along with the *Master's Project Approval Form* (see sample form below) to the PHAP Faculty Advisor, with a copy for the PHAP Coordinator. Each student should allow a minimum of 16 weeks to complete the tasks involved in preparing the final draft of the project after the outline has been approved. The purpose of establishing the above mentioned deadlines is to give the student as much constructive criticism and guidance as necessary while leaving sufficient time for the designated project readers to review the formal document and meet with the student prior to the deadline for submitting grades for graduating students.

After the Master's Project has been approved by both the Faculty Advisor and Reader students must submit the *Master's Project Approval Form* signed by the Faculty Advisor and Reader, and two bound copies of the final approved version of the Master's Project: one for the PHAP Coordinator and one for the Faculty Advisor. Please have the paper bound with a Velo Bind Cover with a clear cover and a black vinyl back. No grade will be entered or changed for PubH 5794 until the student has complied with this request. Completed Master's Projects can be reviewed by PHA students upon request.

SAMPLE FORM

MASTER'S PROJECT APPROVAL FORM

Student's Name _____
Project Title _____

Attach outline as described in "Completion Time Table for Master's Project" in section 7.8 of the student guidebook.

PHAP Faculty Advisor's Name _____ Phone _____

Reader's Name _____ Phone _____

Type of Project:

1. ***CRITICAL REVIEW PROJECT*** _____
2. ***RESEARCH PROJECT*** _____
3. ***APPLIED FIELD PROJECT*** _____

Project has been approved to proceed:

PHAP Faculty Advisor's Signature _____ Date _____

Reader's Signature _____ Date _____

Project has been satisfactorily completed:

PHAP Faculty Advisor's Signature _____ Date _____

Reader's Signature _____ Date _____

9.10 Description of Master's Project Options

OPTION 1: CRITICAL REVIEW PROJECT

This option gives students the opportunity to perform a comprehensive, integrative review of the published literature in a specific area that is relevant to public health administration and policy.

Objectives

1. To demonstrate the student's ability to initiate and successfully complete a comprehensive review of the literature in an area of public health administration and policy.
2. To demonstrate the student's ability to critically and systemically evaluate the scientific, programmatic, or practice and policy implications of a literature review to the selected public health administration and policy content area.
3. To demonstrate the student's ability to recognize gaps in existing knowledge as well as areas in need of further clarification.
4. To demonstrate the student's ability to assess the relevance of the existing literature as it pertains to public health administration and policy practice.

Components

- I. Title and Approval Page
- II. Abstract - not to exceed 250 words
- III. Acknowledgments
- IV. Table of Contents
- V. Introduction
 - A. Statement and development of problem, including its significance to public health administration and policy
 - B. Conceptual model or theoretical framework (if appropriate)
 - C. Statement of purpose
- VI. Methodology
 - A. Method used to collect articles
 - B. Criteria for including or excluding articles in review
 - C. Criteria for assessing articles
- VII. Integrative Literature Review and Analysis
- VIII. Discussion
 - A. Summary of trends in the literature
 - B. Strengths, weaknesses, and gaps in literature including
 - 1) Measurement of concepts (including validity and reliability)
 - 2) Populations and data sources
 - 3) Study designs
 - 4) Analyses and data presentation techniques and their adequacy
 - 5) Appropriateness of conclusions
 - C. Implications for public health administration and policy
 - D. Conclusion
- IX. References
- X. Appendices

OPTION 2: RESEARCH PROJECT

This option is available for students who would like to apply research skills and analyze data (either primary or secondary). This project focuses on pertinent questions or issues relating to public health administration and policy.

Objectives

1. To demonstrate the student's ability to conduct research using scientific methods.
2. To demonstrate the student's ability to organize a body of information into a cohesive and acceptable analytic format.
3. To demonstrate the student's ability for assessing the relevance of the project findings and translating this knowledge into future research, policy, and programmatic implications.

Components

- I. Title and Approval Page
- II. Abstract - not to exceed 250 words
- III. Acknowledgments
- IV. Table of Contents
- V. Introduction
 - A. Statement and development of problem, including its significance to public health administration and policy
 - B. Conceptual model or theoretical framework (if appropriate)
 - C. Statement of purpose
- VI. Literature Review and Analysis
- VII. Methodology
 - A. Study design
 - B. Description of data base/population and sample selection procedures including nature of response and non-response, as appropriate
 - C. Analytic technique used – quantitative, qualitative, as appropriate
- VIII. Results
- IX. Discussion
 - A. Description of how findings confirm/depart from those of others
 - B. Strengths and weaknesses of study
 - C. Implications for public health administration and policy
 - D. Conclusion
- X. References
- XI. Appendices (include copies of instruments, surveys, records used)

OPTION 3: APPLIED FIELD PROJECT

PHAP students may have an opportunity to work with an agency or combine their Field Experience with the Master's Project requirement depending on the needs of the agency and the interests of the students.

Objectives

1. To determine the student's ability to develop or evaluate program plans and priorities.
2. To demonstrate the student's ability to plan and organize a body of technical information into a cohesive and acceptable report format.
3. To demonstrate the student's ability for assessing the relevance of the findings of the project and translating this knowledge into policy and programmatic implications.

The Applied Field Project is based upon the project(s) that the student has initiated during the course of her/his Field Experience. The project could address topics of current relevance to public health administration and policy practice that may include program evaluation, community needs assessment, an assessment of current practices or policies, data systems, screening methods, etc.

An in-depth review of literature is to be included in the report along with a critical examination of issues involved. This report should be suitable for distribution to public health administration and policy related agencies and should therefore be written in a style and format usable and useful to program planners and policy makers.

Components

- I. Title and Approval Page
- II. Abstract - not to exceed 250 words
- III. Acknowledgments
- IV. Table of Contents
- V. Introduction
 - A. Statement and development of problem, including its significance to public health administration and policy
 - B. Conceptual model or theoretical framework (if appropriate)
 - C. Statement of purpose
- VI. Literature Review and Analysis
- VII. Methodology
 - A. Study design
 - B. Description of data base/population and sample selection procedures including nature of response and non-response, as appropriate
 - C. Analytic technique used - quantitative, qualitative, as appropriate
- VIII. Results
- IX. Discussion
 - A. Description of how findings confirm/depart from those of others
 - B. Strengths and weaknesses of study
 - C. Implications for public health administration and policy
 - D. Conclusion
- X. References
- XI. Appendices (include copies of instruments, surveys, records used)

9.11 Comprehensive Exam

Students who entered the program Fall, 2004: Do NOT take the Comprehensive Exam.

Students who entered the program Fall 2003 or before: have the option of either taking the Comprehensive Exam OR Master's Project Seminar.

The comprehensive written examination assesses the degree to which program learning objectives have been met. The questions are based on the material covered in the Public Health Administration and Policy core courses.

The objective of the exam is to assess the student's mastery of core public health administration and policy topics. Since the exam tests mastery of core material, it is not designed to test expert knowledge. But, since it is a mastery exam of core material, we expect that students will demonstrate very high competence at knowing and applying the core public health administration and policy material.

We expect that all students will ultimately pass the comprehensive exam, however there is a risk of failing because students are allowed to take the exam only three times. Students who do not successfully complete the comprehensive examination within three tries do not complete the Masters of Public Health in Public Health Administration and Policy degree. In our experience, this is a very rare occurrence. In fact, more than 90% of the students pass the comprehensive exam on their first try.

EXAM PROCEDURE

The exam is given two times a year, at the completion of the Fall and Spring semesters. Students should take the exam in the semester closest to the semester in which they expect to graduate.

The exam consists of four questions, which cover core public health administration and policy material that have been the topic of core public health administration and policy courses. Students choose three of the four questions to answer. The questions evaluate competency and the ability to integrate material across areas.

It is to the student's advantage to avoid delays in completing the comprehensive exam. Each time the exam is given, the exam will reflect current curricular content. While we expect that core curricular content will remain stable over time, we cannot guarantee that content will not change. If it does change in a significant manner, we will warn students of planned changes and work with students to minimize adverse impacts of the changes at the time of the change.

The exam process each semester consists of the initial exam plus an opportunity to retake any questions failed. Students who fail to answer any question successfully by the end of the retake process will have failed the semester's comprehensive exam.

Students are allowed a maximum of three attempts to pass the comprehensive exam, where an attempt is taking the full exam at the end of a semester.

EXAM EVALUATION

Three possible grades are awarded: 1) Pass with Distinction; 2) Pass; 3) Retake (all or a portion of the exam)

EXAM SCHEDULE

- The Fall exam is given on the Friday preceding the Thanksgiving holiday. The Spring exam is given on the last Friday in April.
- One week prior to the end of the semester – students informed of results
- At semester end – retake exam for failed questions
- One week after end of semester – students are informed of final examination results
- This schedule insures that all exam results will be available before graduation paperwork needs to be filed.

9.12 PHAP Awards and Honors

The **LEE D. AND DONNA STAUFFER SCHOLARSHIP** is awarded annually by the PHAP faculty to one or more incoming PHAP students who show(s) high promise of early achievement as a leader in the practice of public health administration. Scholarship is administered as a graduate assistantship.

The **COMMUNITY SERVICE AWARD IN PUBLIC HEALTH ADMINISTRATION** is awarded to a graduating PHAP student who demonstrates leadership and innovative public health service to the community.

The **BARBARA ANN WALTON SPRADLEY LEADERSHIP AWARD** is given to a graduating student who has demonstrated excellence in leadership as a student in the PHAP Major.

The **DELTA OMEGA NOMINATION** of a PHAP student in the national honorary society for graduate studies in public health. Membership in Delta Omega reflects the dedication of an individual to quality in the field of public health and to protection and advancement of the health of all people.

NOTE: For information about other School of Public Health awards and scholarships, see *section 5.3* of this guidebook.

9.13 PHAP Community Leaders Advisory Council

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