

Public Health Administration and Policy

MPH Degree Program

Division of Health Policy and Management

2008-2009 Student Guidebook

UNIVERSITY OF MINNESOTA

School of Public Health

All students are responsible for knowing the rules and policies that govern their academic program. To this end, the School of Public Health is providing you with this guidebook.

This guidebook contains everything you need to know to complete your degree. Please keep it with you and refer to it often.

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This publication is available in alternative formats for people with disabilities. Direct requests to Students Services Center, School of Public Health, MMC 819 Mayo, 420 Delaware St SE, Minneapolis, MN 55455; 612.626.3500 or 800.774.8636; sph-ssc@umn.edu.

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2007-2008
UNIVERSITY OF MINNESOTA - TWIN CITIES CALENDAR

FALL SEMESTER 2008 (70 class days)

September 1	Labor Day holiday
September 2	Classes begin
November 27-28	Thanksgiving holiday
December 10	Last day of instruction
December 11, 14	Study Days
December 12-13,15-18	Final examinations
December 18	End of the term

SPRING SEMESTER 2009 (74 class days)

January 19	MLK holiday
January 20	Classes begin
March 16-20	Spring Break
March 20	Floating holiday
May 1	Last day of instruction
May 9-10	Study Days
May 11-16	Final examinations
May 16	End of the term

MAY SESSION 2009 (14 class days)

May 26	Tuesday	May session begins
June 12	Friday	Last day of class

SUMMER SESSION 2009 (39 class days)

June 15	Monday	Classes begin
July 4	Friday	Independence Day holiday
August 7	Friday	8-wk summer session ends

1. SCHOOL OF PUBLIC HEALTH

Welcome to the School of Public Health! This portion of the guidebook has been incorporated into our website. Please view resources for incoming and current School of Public Health students at

www.sph.umn.edu/current/incoming/home

and

www.sph.umn.edu/current/home

Follow web links to these and other topics:

- Address and E-mail Update
- Financial Aid
- Graduate Assistantships
- Housing
- Immunization
- International Students
- Registration
- Residency and Reciprocity
- Resource List
- SPH Student Guidebook
- SPH Student Senate
- Incoming Class of 2008 Message Board
- Transcripts
- Tuition and Fees
- University E-mail Account
- University Happenings
- Student Policies and Procedures
- Career Services

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DIVISION OF HEALTH POLICY AND MANAGEMENT

Introduction

Welcome! Health Policy and Management (HPM) is one of four Divisions in the School of Public Health (SPH). The Division of HPM offers four degree programs:

The M.P.H. degree in Public Health Administration and Policy provides management training in public health administration, focusing on the public health functions of management, analysis, and policy. The program emphasizes a population-based health improvement approach to public health.

The M.S. degree in Health Services Research, Policy and Administration emphasizes a policy/population orientation, a research perspective, analytic methods, and broad exposure to the field. Graduates enter careers in policy analysis, clinical outcomes research, and health services research positions in public and private sector organizations such as state legislatures, public health agencies, managed care organizations, large multi-specialty medical group practices, and hospital/physician organizations.

The Ph.D. in Health Services Research, Policy and Administration trains students for positions as researchers and teachers in top research universities, in government agencies at the state and federal level, and in the research arms of private health insurance, provider, or consulting organizations. The program is known for its rigorous training in statistical methods and for its emphasis on economic, sociological and political theory as a basis for organizing thought.

The Master of Healthcare Administration degree is the traditional preparation for those who want to build their careers in the management, financing, and marketing of healthcare delivery. Students pursue coursework in the classic management disciplines and apply those concepts to the healthcare industries. M.H.A. graduates are employed in a variety of settings such as, clinics and hospitals, consulting firms, managed care and insurance companies, and medical device and pharmaceutical companies.

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

Students in the MHA and MPH degree programs are School of Public Health students. Degree program requirements, along with tuition rates, are controlled by the SPH.

Students in the MS and PhD degree programs have dual association with the SPH and the Graduate School. MS and PhD 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 School of Public Health.

Each degree program has its own student handbook that outlines policies and procedures.

Student Mailboxes

All division students have a mailbox and should check it frequently for information.

- MHA student mailboxes are located in the MHA Program Office in Mayo D262.
- MPH, MS, and PhD student mailboxes are located in Mayo D367. This room is locked at all times. The combination to the door can be obtained from any of the HPM coordinator staff (Maureen Andrew, Drew Hatton, or Diane McClellan)

Student Study Area

A study area with computers is located in D367 Mayo. Students can contact any member of the HPM coordinator staff for the door combination and passwords for the computers (Maureen Andrew, Drew Hatton, or Diane McClellan. All are located in Suite D-262 Mayo).

Division Calendar

Events, seminars and meetings are posted on the Division calendar, which can be viewed at: <http://www.hpm.umn.edu>. At the home page, click on HPM Events Calendar under Quick Links.

Seminar Series

The Division of Health Policy and Management sponsors two seminar series:

Health Services Research Seminars (HSR) - Nationally and internationally known leaders in health services research speak on current topics. These seminars, offered 2-4 times each academic year, are free and open to the public. HPM will announce the speaker, topics and location prior to each seminar.

Work in Progress Seminars (WIP) - Work in Progress Seminars feature Division faculty, visiting colleagues, and other University faculty, students and research staff. These seminars provide an opportunity to discuss current work and share ideas. Seminars take place on Wednesdays, 12:15-1:15 PM. The location and topic will be announced prior to each seminar. Dates of each seminar during the 2008-09 academic year as follows:

2008

September 10, 17, 24
October 1, 8, 15, 22, 29
November 5, 12, 26
December 3, 10

2009

January 21, 28
February 4, 11, 18, 25
March 4, 11, 25
April 1, 8, 15, 22, 29
May 6

Joint/Dual Degree and Collaborative Programs

The Division of Health Policy and Management 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 Admissions Application to either:

Graduate School via the School of Public Health for the MS and PhD programs in HSRP&A (with completion of the GRE entrance exam); or

School of Public Health for the MPH degree (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. Students are educated to become leaders in managed care and health policy, intellectual property issues in biotechnology, law and policy. The program presents an on-going speaker's series, colloquia, and other meetings to draw scholars to campus. For more information, see www.jointdegree.umn.edu.

PHAP students may also contact coordinator, Drew Hatton at: hatton@umn.edu.

MS and PhD students may contact coordinator, Maureen Andrew, andre031@umn.edu.

Master's of Public Policy and Master's of Health Services Research, Policy and Administration (HSRP&A) Joint Degree

The joint MPP/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.

For more information see: www.hhh.umn.edu.

MS and PhD students may also contact coordinator, Maureen Andrew, andre031@umn.edu.

Medical Degree and PhD in Health Services Research, Policy and Administration

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. Students may also contact coordinator, Maureen Andrew, 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 Sciences, and Health Services Research and Policy within the School of Public Health, at the University of Minnesota. The program's 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. For more information, PhD students may contact coordinator, Maureen Andrew, andre031@umn.edu.

Master of Healthcare Administration and Master of Business Administration

The MHA/MBA Dual Degree Program meets both the MHA and MBA requirements. A strong curriculum integrates the skills and breadth of understanding needed for leadership both the delivery of healthcare and the medical industry.

To be considered for the MHA/MBA Dual Degree applicants must apply to both the Full-Time MHA and the Full-Time MBA Programs. Applications are available at:

- The Full-Time MHA Office, 612-624-9588, D262 Mayo
- The Full-Time MBA Office, 612-625-5555, 2-210 Carlson School of Management

For more information, students may also contact Lynnette Redd, Student Services Director, at: reddx010@umn.edu

Division Travel Policy for HPM Division Students

Students are encouraged to participate in professional meetings or conferences related to their field of study. The MHA, PHAP and HSRP&A PhD programs have some funding to help defray the costs for such travel. (No travel funding is available for HSRP&A MS students). Please refer to your academic program for additional information on travel funding assistance such as availability, student eligibility, and disbursement of funds.

Preapproval of all travel is required BEFORE making any travel arrangements. To make an initial request for travel funds, follow this process:

- Obtain an expense worksheet from Betty Herring in D262 and fill it out with proposed expenses prior to obtaining department approval.
- Obtain approval and signature from the Program Chair (or designee).
- Obtain final approval of proposed travel expenditures from Assistant to the Division Head--Patty Homyak. These signed approvals are required BEFORE making any travel arrangements.
- Read the University of Minnesota's current travel policy on the Travel Services website at <http://travel.umn.edu>. Rates are often dictated by IRS rules and change frequently.

PLAGIARISM

The Division of Health Policy and Management Prohibition against Plagiarism

There is a general assumption that students engaged in graduate level work understand the concept of plagiarism and the prohibitions against it. In general, it is considered unacceptable behavior to use the intellectual work of others without giving the source proper credit for the ideas. It is even less acceptable to use another person's direct words and appear to claim them as your own.

This sort of unacceptable behavior can take several forms:

1. Taking the work of others directly and claiming it as your own. This would involve directly quoting someone else's work and providing neither references to acknowledge the source nor quotation marks. This and subsequent categories include using material from non-print sources such as the web.
2. Taking the work of others directly and failing to show that it is a direct quote through the use of quotation marks. In this case, you might provide a reference but use someone else's words without using quotation marks.
3. Using someone else's ideas (although not their specific words) and failing to reference the source. This might include paraphrasing someone else's writing.
4. Having someone else write a work for you and claiming it as your own.

The University of Minnesota Student Conduct Code defines scholastic dishonesty as follows:

Scholastic Dishonesty: Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

Part of the problem with plagiarism may stem from a failure to appreciate what level of work is expected of a graduate student. It is not sufficient to simply recite the work of others, even of your professors. You are expected to know that material and then to use it to synthesize new ideas, weaving ideas together to produce a rational and coherent argument. It is permissible and encouraged to use citations, but simply reciting the work of others is not sufficient. It is never acceptable to claim the work of others as your own.

Selective use of quotations may help to bolster an argument but excessive quoting suggests a failure to master the material. Your work should reflect an understanding of the topic.

If you have questions about what constitutes plagiarism or academic dishonesty, you should talk with your faculty advisor or you might want to look at the following web site: <http://www.dartmouth.edu/%7Esources/about/what.html>

For Additional Information:

University of Minnesota Center for Writing is an excellent resource for all types of writing support, including definitions and examples of plagiarism. See: <http://writing.umn.edu/tww/index.htm> and click on Preventing Plagiarism.

Office for Student Academic Integrity (OSAI) endeavors to promote scholastic responsibility and skill on the part of individual students; to aid faculty and instructional staff in providing a positive learning environment through the prevention and detection of cheating; and to serve as a centralized forum for the fair and even-handed resolution of reported cases of student scholastic dishonesty. Consultations, workshops and other resources are made available through OSAI to students as well as faculty to foster academic integrity and to help define, recognize, and deter instances of scholastic dishonesty. In the resolution of scholastic dishonesty cases, OSAI's work is closely aligned with Student Judicial Affairs, which administers the University Student Conduct Code. See <http://www.osai.umn.edu/> for more information.

Student Judicial Affairs has responsibility for administering matters arising from student conduct on campus. The office uses educational strategies and disciplinary counseling as catalysts for self-understanding and personal growth. Student Judicial Affairs mission is to provide a forum for these educational encounters within the services of its own office and through consultation and advisement of colleges, individuals, and administrative units within the University. Student Judicial Affairs is responsible for the creation, revision and review of policies and procedures that provide for the administration of a procedurally fair and lawful system of student discipline. Student Judicial Affairs handles most complaints on an informal, person-to-person basis with emphasis on educational development whenever possible.

See: <http://www.sja.umn.edu/> for more information.

DIVISION POLICIES ON GRADUATE ASSISTANTSHIPS

Tuition Benefits: The purpose of this policy is to clarify tuition reimbursement guidelines for Research Assistants, Teaching Assistants and Administrative Fellows appointed in the Division of Health Policy and Management.

In order to hold a graduate assistantship during fall or spring semester, students are required to be registered for credit (audit registration only is not acceptable). For regular assistantships, six credits of registration are required; for Advanced Master's and Ph.D. candidate positions, one credit is required. Registration during May Intercession and summer term are not required to hold an assistantship.

Typically graduate/ professional students in the Division take classes during the fall and spring semesters—summer courses are not typically required by the degree programs.

As such, graduate students will be hired into job classifications during the fall and spring terms that include tuition benefits. Tuition reimbursement is not automatic for appointments during summer session. During the summer all graduate assistants will be hired in a non-tuition bearing job class unless they can document a specific extenuating need to take a course(s) required for graduation during the summer. The Principal Investigator must approve summer tuition benefits if hired on a sponsored account. If hired on an account using Division funds the program chair overseeing the student's degree program must approve the need to take the course(s) during the summer.

Compensation: The purpose of this policy is to define compensation guidelines for Research Assistants, Teaching Assistants and Administrative Fellows appointed in the Division of Health Policy and Management.

The floor and top of the range for graduate assistant compensation in the Division will be set at the salary range established by the University of Minnesota for these positions. The mid-level salary will be established by HPM at the beginning of each fiscal year and will be within the University's range. The following salary levels will be used for all graduate students employed as Research Assistants, Teaching Assistants and Administrative Fellows in HPM:

Degree Status of Student	Salary Level
Baccalaureate degree	Floor level of University range
Master's degree	Mid-level of HPM range
PhD student without a Master's degree who has completed all preliminary written exams	Mid-level of HPM range
Doctoral/Professional degree (relevant field)	Up to top of University range - at Principal Investigator's discretion

Should a student earn a Master's degree or pass all of the preliminary written exams during an appointment period as a RA, TA or AF, the individual's salary will increase at the start of the next appointment period after which they become eligible for such increase.

Students with a foreign medical degree who hold an RA or TA and who have the Educational Commission for Foreign Medical Graduates (ECFMG) certificate will be paid at the Doctoral/Professional degree level. Those who do not will be paid at the Master's degree level.

All employees in these job classes will receive salary increases based on mandated changes of the University's fixed salary range for these job classifications, regardless of length of employment

HPM Division Faculty and Coordinator Staff

Faculty

Faculty	Title	Office Location	Phone	E-mail Address
Jean Abraham, PhD	Asst. Professor	15-227 PWB	625.4375	abrah042@umn.edu
Jim Begun, PhD	Professor	D262 Mayo	624.9319	begun001@umn.edu
Lynn Blewett, PhD	Associate Professor	15-217 PWB	626.4739	blewe001@umn.edu
Lester Block, DDS MPH	Professor Emeritus	NA	NA	block001@umn.edu
Kathleen Call, PhD	Assoc. Professor, DGS	15-223 PWB	624.3922	callx001@umn.edu
Jon Christianson, PhD	Professor	D262 Mayo	625.3849	chris001@umn.edu
Michael Davern, PhD	Asst. Professor	2221 University	625-4835	daver004@umn.edu
Bright Dornblaser, MHA	Professor Emeritus	D275 Mayo	624-9502	dornb001@umn.edu
Bryan Dowd, PhD	Professor	15-213 PWB	624.5468	dowdx001@umn.edu
Roger Feldman, PhD	Professor	15-205 PWB	624.5669	feldm002@umn.edu
Susan Foote, JD	Professor	D-360 Mayo	626.2851	foote003@umn.edu
Judith Garrard, PhD	Professor/Assoc. Dean	A-305 Mayo	625.8772	ygarrard@umn.edu
Les Grant, PhD	Assoc. Professor	D262 Mayo	624-8844	grant004@umn.edu
Robert Kane, MD	Professor	D351 Mayo	624.1185	kanex001@umn.edu
Rosalie Kane, DSW	Professor	D527 Mayo	624.5171	kanex002@umn.edu
Pinar Karaca-Mandic	Assistant Professor	15-232 PWB	624.8953	pkmandic@umn.edu
John Krlewski, PhD	Professor Emeritus	15-229 PWB	624.2912	krle001@umn.edu
Karen Kuntz, ScD	Professor	15-232 PWB	625.9333	kmkuntz@umn.edu
Ted Litman, PhD	Professor Emeritus	D275 Mayo	626.7344	litm001@umn.edu
Donna McAlpine, PhD	Associate Professor	15-230 PWB	625.9919	mcalp004@umn.edu
Marshall McBean, MD, MSc	Professor	A369-1 Mayo	625.6175	mcbea002@umn.edu
Jeffrey McCullough, PhD	Assistant Professor	15-231 PWB	625.9328	mccu0056@umn.edu
Ira Moscovice, PhD	Professor and Acting Division Head	15-215 PWB	624.8618	mosco001@umn.edu
Gordon Mosser, MD	Associate Professor	D375 Mayo	624-4371	gmosser@umn.edu
John Nyman, PhD	Professor	15-219 PWB	626.4425	nyman001@umn.edu
Sandra Potthoff, PhD	Assoc. Professor	D262 Mayo	624.9019	potth001@umn.edu
William Riley, PhD	Assoc. Professor	D375 Mayo	625.0615	riley001@umn.edu
Todd Rockwood, PhD	Associate Professor	C313 Mayo	625.3993	rockw001@umn.edu
Francois Sainfort	Professor	15-205 PWB	626.0929	Sainf001@umn.edu
Robert Town, PhD	Associate Professor	15-221 PWB	626.4683	rjtown@umn.edu
Robert Veninga, PhD	Professor Emeritus	NA	NA	venin001@umn.edu
Beth Virnig, PhD	Associate Professor	A365 Mayo	624.4426	virni001@umn.edu
Vern Weckwerth, PhD	Professor	D262 Mayo	624.9000	weckw001@umn.edu
Douglas Wholey, PhD, MBA	Professor	D373 Mayo	626.4682	whole001@umn.edu
Daniel Zismer, PhD	Associate Professor	D-362 Mayo	625.5148	Zisme006@umn.edu

Coordinator Staff

Staff	Title	Office	Phone	E-mail
Maureen Andrew	HSRP&A (MS and PhD) Major Coordinator	D262 Mayo	624.9432	andre031@umn.edu
Rebecca Johnston	Payroll	C-305 Mayo	624.9480	johns043@umn.edu
Drew Hatton	PHAP Major Coordinator	D262 Mayo	625.9480	hatton@umn.edu
Diane McClellan	MHA Major Coordinator	D262 Mayo	626.7349	mcclle005@umn.edu
Lynnette Redd	Student Services Director	D262 Mayo	624-9588	reddx010@umn.edu
Mona Rath	Program Associate	D262 Mayo	626.7378	mrath@umn.edu
Betty Herring	Executive Office Support Specialist	D262 Mayo	624.8818	eherring@umn.edu

* All phone numbers are in area code 612

HPM Division Course Descriptions

The following courses are taught by Division faculty and are part of at least one of the four teaching program's required curriculum. Students should always refer to their program curriculum for required courses, but may want to consider any of the following for course planning.

PubH 3801 Health Economics and Policy (3cr)

Economics of health care markets. Problems faced by consumers/health care services. Builds on principles of supply/demand for health, health care/insurance, and role of government. Theoretical/empirical models/applications.

PubH 3810 Math Review for Public Health I (1 cr)

Review of calculus, linear algebra, and statistics designed to prepare students for the rigor of doctoral level statistics and health economics courses.

PubH 6535 Health Services Accounting (3 cr)

Instructor TBA. How markets work, how positive economic rents (profits) are made, and how strategic behavior affects profits. Four major topical areas include market micro-structure, industrial structure, uncertainty, and incentives and firm governance.

PubH 6541 Statistics for Health Management Decision Making (3 cr)

Variation; frequency distribution; probability; significance tests; estimation; trends; data handling; simple operations research applications. Statistical approach to rational administrative decision making. Lectures and lab exercises.

PubH 6542 Management of Healthcare Organizations (3 cr)

Role of the hospital in health services delivery and relationships with other elements of the healthcare system. Problems of achieving results with emphasis on governance, medical staff, and role of administrator.

PubH 6543 Health Policy and Ethics (2 cr)

Overview of public policies and ethics underlying financing, organization and delivery of healthcare services.

PubH 6544 Principles of Problem Solving in Health Services Organizations (3 cr)

Lectures, seminars, and demonstrations on problem-solving theory and technique. Management problem solving of cases. Solving a management problem within a health services organization and presenting a report.

PubH 6545 Advanced Problem Solving in Health Services Organizations (4 cr)

Defining, analyzing, and solving significant senior management-level operational or health public policy problems by student groups in Twin Cities health services organizations.

PubH 6547 Healthcare Human Resources Management (2 cr)

Concepts in human resources management as applied to health services organizations. Relationship between human resources management and general management, nature of work and human resources, compensation and benefits, personnel planning, recruitment and selection, training and development, employee appraisal and discipline, union-management relations.

PubH 6549 Long-Term Care Administration (2 cr)

Administrative issues in long-term care; public policy, client needs, institutional and non-institutional settings.

PubH 6550 Long-Term Care Industry (2 cr)

Organization, financing, and delivery of long-term care services to the aged. Demographic trends, financing structures, public policies, solicited responses to long-term care issues.

PubH 6551 Contemporary Problems (2 cr)

Current concepts, problems, principles and future developments of health and healthcare selected by students; developing models, based on current literature and research; verbal and written presentations from policy and issue perspectives.

PUBH 6553 Health Care Management Ethics (1cr)

Ethical issues faced by health care managers as leaders of an organization, members of a profession, and coordinators of clinical processes. Perspectives of managerial, organizational, professional, and clinical ethics.

PubH 6554 Healthcare Marketing and Strategy (2 cr)

Managing the marketing function; marketing planning, strategy, and management concepts. Identifying marketing problems and opportunities; constructing evaluating and managing a marketing plan.

PubH 6555 Topics in Health Economics (2 cr)

This course will introduce the student to the methods of health economics and demonstrate how these methods can be applied to managerial decision-making processes.

PubH 6556 Health and Health Systems (2 cr)

Sociopolitical, economic, and moral/ethical issues confronting the U.S. public health and medical care system. Trends in service provision, human resources, financing and health services organization, and implications for the public's health.

PubH 6557 Health Finance I (3 cr)

Basic principles of finance and selected insurance concepts integrated and applied to healthcare with public sector emphasis. NPV; public financing; capital and operating budgets; Medicare PPS and RBRVS; risk-adjusted capitation; healthcare reform.

PubH 6558 Health Finance II (3 cr)

Principles of financial management and insurance are integrated and applied to the health field. Topics include: health care capital and operating budgets; health care payment methods, including Medicare's payment systems for hospitals and physicians, and risk-adjusted capitation payment systems; population-based health care finance and managed care; and financing aspects of public health policy. Experience with computerized spreadsheets such as EXCEL is necessary.

PubH 6560 Operations Research & Quality in Health Care (2 cr)

Decision-making framework for both operating and control systems in the hospital environment. Basic modeling techniques and examples of actual hospital applications.

PubH 6561 Quantitative Methods Applied to Health Administration Problems (2 cr)

Applying quantitative methods to secondary data including analysis of cyclicities, data handling systems, linear regression, discriminant analysis and inventory control used in the solution of health problems at various administrative levels.

PubH 6562 Information Technology in Healthcare (2 cr)

How to analyze organization information needs, incorporate these needs into information technology (IT) policy and planning, and implement IT policies.

PUBH 6563 Integrated Delivery Systems (2cr)

This course examines the integrated models of health care delivery with an emphasis on: organizational design, governance, operations, strategy, resource development, and the role of "embedded medical practice." A practical and applied "case-based" approach will be applied.

PubH 6564 Managed Care (2 cr)

Development and organization of HMOs: risk-sharing, provider contracts, utilization management, quality improvement. HMO and PPO marketing and new product development; employer relations; Medicare and Medicaid contracting; budget processing; financial performance; pricing; government regulation.

PUBH 6565 Health Care Delivery Design and Innovation (2cr)

Designing/creating health care delivery services/experiences. Innovation process, methodologies/tools of innovation design, strategies/processes to ensure execution.

PUBH 6568 Interprofessional Teamwork in Health Care (2cr)

Leading/participating in interdisciplinary teams. Team communication, problem solving, conflict management, organizational support.

PUBH 6569 Healthcare Policy (1cr)

Public policy environment surrounding health care and public health systems. Political context of health policy. Approaches to policy formation/analysis. Tools/strategies for influencing health policy outcomes.

PubH 6570, Section 1 The Nature of Clinical Care (2 cr)

Provides an understanding of clinical care for future health care professionals who are not health care professionals. The primary aim for this course is to enable administrators in health care delivery or public health to feel comfortable in discussing clinical matters with their clinical colleagues and to participate as peers in managing health care performance in hospitals, medical groups, and other settings. The course is also suitable for future health services researchers who do not have clinical backgrounds. Medical terminology, basic human anatomy, common diseases, the scope of practice for medical and surgical specialties, common medical and surgical procedures, and the culture of health care clinical professionals are covered.

PubH 6575 Pharmaceutical Industry: Business and Policy (2 cr)

The pharmaceutical industry is a large, growing component of the health sector with unique market characteristics, regulatory processes, and vigorously-debated public policy issues that differentiate it from other industries and deserve specialized study. This course focuses on those business and policy issues that are specific to the pharmaceutical industry. It is intended to provide future managers in the pharmaceutical industry and health sector generally with in-depth understanding of the field. This objective will be enhanced by interdisciplinary perspectives and active involvement by industry leaders.

PubH 6589 Medical Technology Evaluation and Market Research (2 cr)

Provides knowledge of the skills, data and methodology required to critically evaluate new medical technologies in order to meet financial investment as well as regulatory compliance objectives, such as FDA approval. This course is designed to provide the analytic tool kit for a manager of a new medical technology to formulate the evaluation necessary for this enterprise as well as effectively disseminate results in order to get a new product to market.

PubH 6596 Legal Considerations in Health Services Organizations (3 cr)

Laws affecting administration of hospitals and other healthcare organizations; administrative law, corporate and business law, labor law, civil liability, tax-related issues. Legal issues relevant to administration, decision-making, and planning process.

PubH 6700 Foundations of Public Health (3 cr)

Organization of public health, predominately in the United States. Role of public health administration. Problem-solving skills necessary for effective administration.

PubH 6705 Community Health Assessment (3 cr)

Two of the three core functions of public health: health assessment, assurance. Lectures, discussion, group activities, oral presentations.

PubH 6711 Public Health Law (2 cr)

Basic concepts of law, legislative process, and legal bases for existence/administration of public health programs. Legal aspects of current public health issues/controversies, regulatory role of government in health services system.

PubH 6717 - Decision Analysis for Health Care (2cr)

Introduction to methods/range of applications of decision analysis and cost-effectiveness analysis in health care technology assessment, medical decision making, and health resource allocation.

PubH 6721 Leading Collaborations (1 cr)

How mental health care providers located in individual organizations coordinate their activities so that care of clients is integrated. Coordination of labs and county health departments. Organizations such as rural health networks and community health information networks to achieve community-based goals.

PubH 6723 Lean Management in Healthcare (1 cr)

Organizing to maximize customer value while minimizing waste. Lean management applied in Phillips Neighborhood Clinic. Observing waste. Developing basic value flow diagrams. Using problem-solving techniques to improve quality continuously.

PubH 6724 The Healthcare System and Public Health (3 cr)

Overview of health care delivery, finance systems within public health context. Components of health care system: financing, role of employers/public programs, health care delivery system, managed care. Collaborative interventions between managed care, public health.

PubH 6726 Medical Device Industry: Business and Public Policy (3 cr)

Business, public policy, regulatory, technology management issues concerning medical device/biotechnology industries. Nature/effects of private-public sector interactions. Involvement by leaders in Minnesota organizations.

PubH 6727 Health Leadership and Effecting Change (2 cr)

Applications of a broad theoretical base in planned change to solve managerial/organizational problems in health professions.

PubH 6730 International Comparative Health Systems (2 cr)

History/development of health systems from a socio-political perspective. Overview of relative importance and meaning of health outcomes data. Role of WHO. Students use OECD health database.

PubH 6732 Topics and Methods in Global Health Assessment (2 cr)

Evaluation of health populations relative to specific topics important to global health, including methodology appropriate to examining a particular issue. Focuses on developing countries.

PubH 6741 Ethics in Public Health: Professional Practice and Policy (1 cr)

Introduction to ethical issues in public health practice/policy. Ethical analysis, recognizing/analyzing moral issues.

PubH 6742 Ethics in Public Health: Research and Policy (1 cr)

Introduction to ethical issues in public health research/policy. Ethical analysis. Recognizing/analyzing moral issues.

PubH 6751 Principles of Management in Health Services Organizations (2 cr)

Role of health-care services administrators, principles of management, administrative process. Lectures, case studies.

PubH 6755 Budgeting and Planning for Public Health (2 cr)

The basic principles of budgeting, planning, forecasting and analyzing with a focus on nonprofit and government organizations are applied to health care administration and public health in a single course.

PubH 6758 Managing Public Health Systems (2 cr)

Three essential skills are developed within the context of managing and organizing public health core functions and essential services: Problem Solving, Process Management and Quality Improvement, and Collaboration and Partnership Management.

PubH 6762 Health Finance Applications (2 cr)

Top management perspective of healthcare financial management responsibility in context of strategic issues. Emphasizes balancing theory and applications. Capstone course.

PubH 6765 Continuous Quality Improvement: Methods and Techniques (3 cr)

Understanding and applying statistical process control techniques to health care management and clinical problems. Provides a comprehensive overview of the history, methods, and issues in quality within the health care system.

PubH 6780 Topics: Public Health Administration and Policy (1-4 cr)

New courses or topics of interest in public health administration/policy.

PubH 6800 Community Mental Health (3 cr)

Provides an overview of social and social-psychological processes that shape the experience of mental health and illness and the consequences of disorders for individuals, families, and communities, and examines these issues in the context of public health rather than attributes of individuals.

PubH 6800 Health Disparities Research: Measures, Methods and Data (2 cr)

Explore research methods using publicly available data sources. Course covers conceptualization of disparities, measurement and analytic choices, and debates strengths and weaknesses within topic areas to produce sound decisions in disparities research.

PubH 6801 Health and Human Rights (2 cr)

Explores the relationship of health and human rights in the context of public health. It examines philosophical frameworks and groundings of human rights, development of the nexus between health and human rights, and a variety of historical and contemporary topics at the crossroads of health and human rights.

PubH 6802 Managing Electronic Health Information (3 cr)

Overview of data collection tools in health care studies. Workflow design. Scanned/faxed, web-based forms. Voice response, palmtop computers, relational databases. Managing workflow. Selecting tools to ensure data quality and low cost. Case studies.

PubH 6803 Conducting a Systematic Literature Review (2cr)

How to conduct systematic literature review. Draws on skills/experience of staff at Minnesota Evidence-based Practice Center, an AHRQ-funded program

PubH 6806 Principles of Public Health Research (2 cr)

Evaluation of public health research literature and planning for independent research projects. Formulation of research question, research design, sampling techniques, use of research concepts, and data analysis. Data collection techniques, including questionnaires, interviews, and data analysis.

PubH 6809 Advanced Methods in Health Decision Science (3cr)

Methods applicable to issues of medical decision making. Analyses of environmental/safety decisions. How to apply methods at cutting-edge of clinical decision science.

PubH 6810 Survey Research Methods (3cr)

Theory/application of survey research in data collection. Sampling, item development, instrument design/administration to conduct survey or be aware of issues related to design/implementation. Identification of sources of error in survey research.

- PubH 6832 Economics of the Health Care System (3 cr)**
Development of traditional issues in health economics. Production of health, demand for health capital and health care, insurance theory and markets, managed care, pricing, physician's services, production and costs in health care institutions, role of government, cost effectiveness analysis, reform.
- PubH 6835 Health Services Policy (2 cr)**
Social, political, and economic context within which U.S. health-care system developed. Influence of these contextual elements on public policies guiding/regulating organization/delivery of health services.
- PubH 6845 Using Demographic Data for Policy Analysis (3 cr)**
How to pose researchable policy questions, locate existing data, turn data into a usable format, understand data documentation, analyze data, communicate findings according to standards of the professional policy community. Quantitative issues.
- PubH 6852 Program Evaluation in Health and Mental Health Settings (3 cr)**
Provides an overview of evaluation, models of evaluation, objectives of an evaluative study, sampling of subjects, methods of data collection, methodological designs, interpretation of data, preparation of final report, ethical/political considerations.
- PubH 6855 Medical Sociology (3 cr)**
Introduction to common theoretical/empirical approaches used by sociologists to study health/illness. How content reflects social inequalities in health/illness. Social processes that shape experience of health/illness.
- PubH 6861 Health Insurance (2 cr)**
Financing personal health care: theory of insurance, health insurance markets, cost sharing, HMOs, PPOs, public and catastrophic health insurance, and the uninsured. Emphasis on public policy.
- PubH 6862 Cost-Effectiveness Analysis in Health Care (3 cr)**
Government regulations. New technologies. Diagnosis/treatment protocols. Strengths, limitations, appropriateness of different approaches.
- PubH 6863 Understanding Health Care Quality (2 cr)**
Introduction to assessing/assuring quality of care. Emphasizes both process and outcomes approaches, paralleling interest in appropriateness/effectiveness of care. Issues around creating needed behavioral changes.
- PubH 6864 Conducting Health Outcomes Research (3 cr)**
Major concepts/principles in conducting health outcomes research that evaluates medical care. Developing study designs matched to research questions. Frequently used study designs. Evaluating health outcomes. Analytical approaches.
- PubH 7596 MHA Clerkship (2cr)**
Survey and solution of management problems within a local health services organization, preparation of a formal report.
- PubH 7784 Master's Project Seminar: Public Health Administration and Policy (1cr)**
Students participate in exercises to improve written/verbal communication, enhance skills related to giving constructive feedback. Ways that public health administration/policy is practiced. How to integrate knowledge into individually designed master's project.
- PubH 7794 Master's Project: Public Health Administration and Policy (2 cr)**
Students work with their adviser to complete one of three types of master's projects: research project, critical literature review, or applied field project.
- PubH 7796 Field Experience: Public Health Administration and Policy (2 cr)**
Supervised public health administration and policy field study in health or public health setting under academic/professional supervision. Emphasizes application of acquired knowledge/skills to relevant issues/problems.
- PubH 8801 Health Services Policy Analysis: Theory (3 cr)**
Integrated overview of U.S. health services policy. Related theoretical/empirical literature. Analysis of alternative policy-making models, political/philosophical underpinnings of those models.
- PubH 8802 Health Services Policy Analysis: Applications (2 cr)**
Emphasizes relationships between health services research and policy, and uses case studies to examine how research influences policy and vice versa.
- PubH 8803 Long-Term Care: Principles, Programs, and Policies (2 cr)**
Long-term care policy for functionally impaired persons, particularly the elderly. Team taught from healthcare and social services perspective; grounded in research literature on evidence of program effects. Innovative programs addressing current fragmentation of services.
- PubH 8805 Sociology of Health and Illness (3 cr)**
Affect of social structure on health outcomes/behaviors. Current/historical events/issues from perspective of sociological/social psychological theories. Students apply theories to a topic they identify.

PubH 8810 Research Studies in Health Care (3 cr)

Introduction to philosophy of science, conceptual modeling, experimental design, survey/sample design, issues relevant to health services research.

PubH 8811 Research Methods in Health Care (3 cr)

Research methods commonly used in analysis of health services research and health policy problems.

PubH 8813 Measurement of Health-Related Social Factors (3 cr)

How social factors such as innovativeness, compliance, religiosity, and stress are measured and tested for reliability and validity. Relationships between theory, concepts, variables, data.

PubH 8820 Health Economics I (3 cr)

Application of microeconomic theory to healthcare decisions of consumers and producers under different assumptions about market structure and behavior.

PubH 8821 Health Economics II (3 cr)

Examines application of microeconomic theory to health services research through selected reading from published and unpublished health economics literature.

PubH 8830 Writing for Research (2 cr)

This is a two-course sequence for doctoral students to develop the requisite skills for writing research grants and articles.

PubH 8831 Writing for Research (2 cr)

This is a two-course sequence for doctoral students to develop the requisite skills for writing research grants and articles.

SPH GRADUATE STUDENT ADVISING

Student Guide to Mission, Definitions and Expectations of Advising

MISSION STATEMENT

The School of Public Health strives to provide advising that promotes collaboration among students, staff and faculty to enhance students' academic and professional development in the field of public health. The School's goal is educational and experiential excellence that prepares students for successful careers improving the health of populations.

DEFINING ADVISING

The School of Public Health is committed to creating and sustaining high quality advising in the following four areas:

1. **Administrative Advising:** advising on course planning and scheduling, policies, procedures and benchmarks of the degree program/major, SPH, and the University.
2. **Academic Advising:** general guidance on topics related to program/major including, but not limited to program focus (may include identifying appropriate course work options), project selection and career planning.
3. **Field Experience/Internship/Practicum Advising:** specific and targeted advising for field experience/internship/practicum development, placement and completion.
4. **Masters Project/Thesis/Plan A&B/Dissertation Advising:** specific and targeted direction on a master's project or a PhD dissertation including, but not limited to development, completion and in some cases publication.

ADVISING EXPECTATIONS FOR STUDENTS

SPH students are expected to...

- Regularly read and respond to University email (ideally once per day); email is the official mode of communication at the University of Minnesota
- Review program objectives and educational documents at least once per semester, (i.e. Student Guidebook, etc.), or when directed by major coordinator or major chair/DGS; students are responsible for knowing the requirements of the degree program
- Actively contribute to a welcoming and supportive SPH climate
- Initiate meetings with advisor(s) at least once per semester; regularly communicate with faculty advisor(s) and/or major coordinator about program progress
- Respond to inquiries from faculty or staff in a timely manner (ideally within 5 – 7 business days)
- Behave in a professional and courteous manner; fulfill educational and advising commitments, such as appointments, project deadlines, etc.

SPH GRADUATE STUDENT ADVISING

Faculty Guide to Mission, Definitions and Expectations of Advising

MISSION STATEMENT

The School of Public Health strives to provide advising that promotes collaboration among students, staff and faculty to enhance students' academic and professional development in the field of public health. The School's goal is educational and experiential excellence that prepares students for successful careers improving the health of populations.

DEFINING ADVISING

The School of Public Health is committed to creating and sustaining high quality advising in the following four areas:

- 1.5. **Administrative Advising:** advising on course planning and scheduling, policies, procedures and benchmarks of the degree program/major, SPH, and the University.
- 2.6. **Academic Advising:** general guidance on topics related to program/major including, but not limited to program focus (may include identifying appropriate course work options), project selection and career planning.
- 3.7. **Field Experience/Internship/Practicum Advising:** specific and targeted advising for field experience /internship/practicum development, placement and completion.
- 4.8. **Masters Project/Thesis/Plan A&B/Dissertation Advising:** specific and targeted direction on a master's project or a PhD dissertation including, but not limited to development, completion and in some cases publication.

ADVISING EXPECTATIONS FOR FACULTY

Faculty advisors are expected to...

- Refer advisee to Major Coordinator for course planning/scheduling, policy and procedural information
- Review program objectives and educational documents at least on an annual basis, (i.e. Student Guidebook, etc.), or when directed by major coordinator or major chair/DGS
- Actively contribute to a welcoming and supportive SPH climate
- Initiate meetings with advisee at least once per semester; regularly communicate with students on program progress
- Respond to student inquiries in a timely manner (ideally within 5 – 7 business days)
- Provide reasonable office hours and/or appointments and be generally available to student inquiries; communicate with students about extended absences or travel
- Serve as a model and example of respectful behavior

Provide referrals to school and university resources when appropriate (e.g. Student Mental Health Services)

PUBLIC HEALTH CORE COURSES (14–15 CREDITS)

- PubH 6020 Fundamentals of Social and Behavioral Science (3)
PubH 6101 Environmental Health (2) **OR** PubH 6102 Issues in Environmental and Occupational Health (2)
PubH 6320 Fundamentals of Epidemiology (3) **OR** PubH 6341 Epidemiologic Methods I (3)
PubH 6414 Biostatistical Methods I (3) **OR** PubH 6450 Biostatistics I (4)
PubH 6741 Ethics in Public Health: Professional Practice (1) **OR** PubH 6742 Ethics in Public Health: Research and Policy (1)
PubH 6751 Principles of Management in Health Services Organizations (2)

***Courses are offered every enrollment term and online at least once per academic year.*

PHAP REQUIRED CORE COURSES (21 CREDITS)

- PubH 6700 Foundations of Public Health (3) *Fall*
PubH 6705 Community Health Assessment (3) *Spring*
PubH 6724 The Health Care System and Public Health (3) *Fall*
PubH 6755 Budgeting and Planning for Public Health (2) *Fall*
PubH 6758 Managing Public Health Systems (2) *Spring*
PubH 6806 Principles of Public Health Research (2) *Fall*
PubH 7784 Master's Project Seminar (1) *Fall (students take two semesters of the seminar; Fall and Spring)*
PubH 7784 Master's Project Seminar (1) *Spring*
PubH 7794 Master's Project (2) *offered every enrollment period*
PubH 7796 Field Experience (2) *offered every enrollment period*

SPECIALTY AREA

Management (8 Credits)

- Select 8 credits from the following
PubH 6727 Health Leadership and Effecting Change (2) *Spring and Summer*
PubH 6547 Healthcare Human Resource Management (2) *Spring, second half*
PubH 6711 Public Health Law (2) *Spring and Summer*
PubH 6721 Leading Collaborations (1) *Spring*
PubH 6723 Lean Management in Health Care (1) *Spring*
PubH 6835 Health Services Policy (2) *Spring*
PubH 6560 Operations Research and Quality in Healthcare (2) *Fall*** **OR** PubH 6765 Continuous Quality Improvement: Methods and Techniques (3) *Fall and Spring***

***Students will not receive credit for both courses towards the specialty*

Analysis (8 Credits)

- Required (Choose 2 of the following 3)
PubH 6717 Decision Analysis for Health Care (2) *Fall*
PubH 6845 Using Demographic Data in Policy Analysis (3) *Spring#*
PubH 68XX Health Disparities Research: Measures, Methods and Data (2) *Offered every other Fall (odd years)*
Select from the following for remaining credits:
PubH 6802 Managing Electronic Health Information (3) *Fall*
PubH 6342 Epidemiologic Methods II (3) [prerequisite 6341] *Spring*
PubH 6343 Epidemiologic Methods III (4) [prerequisite 6341 & 6342]
PubH 6344 Epidemiologic Methods IV (2) [prerequisite 6341, 6342 & 6343]

Continued next column

- PubH 6112 Risk Analysis: Application to Risk-Based Decision Making (3) *Fall*
PubH 6732 Topics and Methods in Global Health Assessment (2) *Spring*
PubH 6852 Program Evaluation in Health and Mental Health Settings (3) [prerequisite 6806] *Spring*
PubH 6862 Cost-Effectiveness Analysis in Health Care (3) *Spring*

***Other courses may be substituted upon approval.
#To be taken during final Spring semester*

Policy (8 Credits)

- Required
PubH 6711 Public Health Law (2) *Spring and Summer*
PubH 6835 Health Services Policy (2) *Spring*
Select at least 4 credits from the following:
PubH 6078 Public Health Policy as a Prevention Strategy (2) *Fall*
PubH 6564 Managed Care (3) *Fall, second half*
PubH 6634 Advocating for Change for Children (2) *Spring*
PubH 6717 Decision Analysis for Health Care (2) *Fall*
PubH 6726 Medical Device Industry: Business and Public Policy (3) *Spring*
PubH 6845 Using Demographic Data in Policy Analysis (3) *Spring#*
PubH 6861 Health Insurance (2) *Spring*
PubH 8803 Long Term Care: Principles, Programs and Policies (2) *Spring, alternate odd years*

***Credits over 8 from specialty area can count towards electives.
#To be taken during final Spring semester*

ELECTIVES (1–4 CREDITS IF NECESSARY)

Students select the remaining credits from other 5xxx, 6xxx, 7xxx and 8xxx level courses. Courses may be taken outside of SPH as long as they begin with 5xxx or above.

SPH INTERDISCIPLINARY CONCENTRATIONS (12 CREDITS) - OPTIONAL

Students can opt to complete an interdisciplinary concentration in place of electives in one of the following areas: Complementary and Alternative Medicine, Global Health, Health Disparities, or Public Health Policy. Curricula are provided separately by request, or can be found at <http://www.sph.umn.edu/education/home.htm>.

FIELD EXPERIENCE

All Public Health Administration and Policy students are required to participate in a field experience. The purpose is to develop practical skills and competencies in public health administration and policy and to provide an opportunity for the student to accumulate experience that will enhance job competence and/or placement following completion of the program.

MASTER'S PROJECT

The Master's Project is a major research paper. Its purpose 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. Students may select topics as a result of prior experience, field experience, coursework, or other meaningful and relevant area of interest.

Public Health Administration and Policy INTERNATIONAL PROGRAM

Includes PHAP Required Core, Public Health Core, Specialty Area Core
and 1-4 credits of electives to total 44 or more credits [credits in ()]

2008 - 2009

PUBLIC HEALTH CORE COURSES (14-15 CREDITS)

- PubH 6020 Fundamentals of Social and Behavioral Science (3)
PubH 6101 Environmental Health (2) **OR** PubH 6102 Issues in Environmental and Occupational Health (2)
PubH 6320 Fundamentals of Epidemiology (3) **OR** PubH 6341 Epidemiologic Methods I (4)
PubH 6414 Biostatistical Methods I (3) **OR** PubH 6450 Biostatistics I (4)
PubH 6741 Ethics in Public Health: Professional Practice (1) **OR** PubH 6742 Ethics in Public Health: Research and Policy (1)
PubH 6751 Principles of Management in Health Services Organizations (2)

***Courses are offered every enrollment term and online at least once per academic year.*

PHAP REQUIRED CORE COURSES (21-22 CREDITS)

- PubH 6700 Foundations of Public Health (3) *Fall*
PubH 6724 The Health Care System and Public Health (3) *Fall* **OR** PubH 6556 Health and Health Systems (2) *Fall*
PubH 6755 Budgeting and Planning for Public Health (2) *Fall*
PubH 6758 Managing Public Health Systems (2) *Spring*
PubH 6780 International Project Planning and Management (2) *Fall*
PubH 6806 Principles of Public Health Research (2) *Fall*
PubH 6730 International Comparative Health Systems (2) *Spring*
PubH 7784 Master's Project Seminar (1) *Fall*
PubH 7784 Master's Project Seminar (1) *Spring*
PubH 7794 Master's Project (2) offered every enrollment period
PubH 7796 Field Experience (2) offered every enrollment period

GLOBAL HEALTH SPECIALTY COURSES (8 CREDITS)

Required courses

- PubH 6131 Working in Global Health (2) *Fall*
PubH 6133 Global Health Seminar(1) *Spring*

Choose at least 5 more credits from the following courses

- PubH 6000 Topics: Community Health Education - HIV/AIDS Epidemiology & Public Health Interventions (2) *Fall*
PubH 6085 Prevention and Control of Tobacco and Alcohol Problems (3) *Fall*
PubH 6100 Topics: Environmental Health - Global Environmental Health (2) *Spring*
PubH 6180 Ecology of Infectious Diseases (3) *Fall*

- PubH 6132 Air, Water and Health (2) *Fall*
PubH 6281 Immigrant Health Issues (3) *Fall*
PubH 6732 Topics and Methods in Global Health Assessment (2) *Spring*
PubH 6906 Global Nutrition(2) *Spring*
PubH 7200 Topics: Public Health Practice - Application of EpiInfo Software (1) *Summer*

ELECTIVES (1-4 CREDITS IF NECESSARY)

Students select the remaining credits from other 5xxx, 6xxx, 7xxx and 8xxx level courses. Courses may be taken outside of SPH as long as they begin with 5xxx or above.

SPH INTERDISCIPLINARY CONCENTRATIONS (12 credits) - *OPTIONAL*

Students can opt to complete an interdisciplinary concentration in place of electives in one of the following areas: Complementary and Alternative Medicine, Global Health, Health Disparities, or Public Health Policy. Curricula are provided separately by request, or can be found at <http://www.sph.umn.edu/education/home.htm>.

FIELD EXPERIENCE

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MASTER'S PROJECT

The Master's Project is a major research paper. Its purpose 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. Students may select topics as a result of prior experience, field experience, coursework, or other meaningful and relevant area of interest.

Public Health Administration and Policy JD/MPH DUAL DEGREE PROGRAM

Includes PHAP Required Core, Public Health Core, Specialty Area Core
and up to 12 credits double-counted between programs to total 44 or more credits [credits in ()]

2008 - 2009

PUBLIC HEALTH CORE COURSES (14-15 CREDITS)

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PubH 6101 Environmental Health (2) **OR** PubH 6102 Issues in Environmental and Occupational Health (2)
PubH 6320 Fundamentals of Epidemiology (3) **OR** PubH 6341 Epidemiologic Methods I(4)
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***Courses are offered every enrollment term and online at least once per academic year.*

PHAP REQUIRED CORE COURSES (21 CREDITS)

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PubH 6755 Budgeting and Planning for Public Health I (2) *Fall*
PubH 6758 Managing Public Health Systems (2) *Spring*
PubH 6806 Principles of Public Health Research (2) *Fall*
PubH 7784 Master's Project Seminar (1) *Fall (students take two semesters of the seminar; Fall and Spring)*
PubH 7784 Master's Project Seminar (1) *Spring*
PubH 7794 Master's Project (2) *offered every enrollment period*
PubH 7796 Field Experience (2) *offered every enrollment period*

SPECIALTY AREA (8 CREDITS DOUBLE-COUNTED BETWEEN THE JD/MPH PROGRAMS)

Management

Select 8 credits from the following

PubH 6727 Health Leadership and Effecting Change (2) *Spring and Summer*
PubH 6547 Healthcare Human Resource Management (2) *Spring, second half*
PubH 6711 Public Health Law (2) *Spring and Summer*
PubH 6721 Leading Collaborations (1) *Spring*
PubH 6723 Lean Management in Health Care (1) *Spring*
PubH 6835 Health Services Policy (2) *Spring*
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***Students will not receive credit for both courses towards the specialty*

Analysis

Required (Choose 2 of the following 3)

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PubH 6845 Using Demographic Data in Policy Analysis (3) *Spring#*
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PubH 6344 Epidemiologic Methods IV (2) [prerequisite 6341, 6342 & 6343]
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PubH 6732 Topics and Methods in Global Health Assessment (2) *Spring*
PubH 6852 Program Evaluation in Health and Mental Health Settings (3) [prerequisite 6806] *Spring*
PubH 6862 Cost-Effectiveness Analysis in Health Care (3) *Spring*
#To be taken during final Spring semester

Policy

Required

PubH 6711 Public Health Law (2) *Spring and Summer*
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Select at least 4 credits from the following:
PubH 6078 Public Health Policy as a Prevention Strategy (2) *Fall*
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PubH 6634 Advocating for Change for Children (2) *Spring*
PubH 6717 Decision Analysis for Health Care (2) *Fall*
PubH 6726 Medical Device Industry: Business and Public Policy (3) *Spring*
PubH 6845 Using Demographic Data in Policy Analysis (3) *Spring#*
PubH 6861 Health Insurance (2) *Spring*
PubH 8803 Long Term Care: Principles, Programs and Policies (2) *Spring, alternate odd years*

***Credits over 8 from specialty area can count towards electives.*

#To be taken during final Spring semester

ELECTIVES (1-4 CREDITS IF NECESSARY)

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SPH INTERDISCIPLINARY CONCENTRATIONS (12 CREDITS) - OPTIONAL

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3.5 Field Experience

The purpose of the field experience is to develop practical skills and competencies in public health administration 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 Spring Semester meeting is held to discuss the field experience.

An important consideration of the field experience is the choice of organization; students should work to identify an agency that complements career goals, interests and abilities. The experience can provide a foundation for future employment and resume building. **Please read the following guidelines and procedures carefully.**

Minimum Requirements

1. All students must successfully complete a field experience with a **public** health orientation (no clinical practicum, etc.). No waivers will be granted on the basis of prior professional experience.
2. Field experiences can be completed at the student's place of current employment, but must be fundamentally separate from his or her full-time work.
3. Field experience requires a minimum of 120 hours and may be fulfilled on either a full-time or part-time basis.

Registration

Students will only receive credit for completing the field experience if the requisite credits have been registered and a grade assigned. All students should register for PubH 7796, for 2 credits and opt for an S/N grading basis (grading is judged on a satisfactory/unsatisfactory grading basis). Please contact your academic coordinator if you began the PHAP program prior to Fall 2004, or if you intend to register the field experience credits during a different term than the completion of the work.

Procedures

1. The registration process is mutually exclusive of the completion of the remaining procedures related to the field experience. Students may register for the credits long before they know the particular community site where the field experience will be completed. While the work may happen in more than one term, the student should register for the credits in at least one term during which the field experience work is taking place. Students should register the credits in the term closest to the actual completion of the work.

Permission is set up electronically and students can simply contact the major coordinator for a request for permission when registration is desired.
2. Students are assisted with identifying and selecting an appropriate field experience site. PHAP also helps to identify and assign a faculty advisor, as well as determine appropriate organizations that will fulfill students' stated objectives. The organization and preceptor should provide opportunities to engage in public health administration knowledge, skills, and activities.
3. The student, in consultation with the PHAP faculty member, is responsible for designing objectives, learning activities and evaluation methods for the field experience (see Field Experience Objectives Worksheet on pg. 25). These should describe what the student hopes to gain from the field experience and must be related to **public health administration and policy**.
4. The PHAP faculty supervisor will help the student 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.
5. After the student, supervising PHAP faculty member and community preceptor have agreed to pursue the field experience, the student should initiate a Field Experience Contract online by visiting <http://www.ahc.umn.edu/sphfieldexp/>. Both the community preceptor and the faculty advisor are sent email notifications of the contract and are asked to give online approval. The major coordinator is sent an email at every stage of the contract, however, it is the student's responsibility to work with the preceptor and faculty supervisor to complete the contract. Students should contact the major coordinator with any questions or difficulties.
6. Once the 120 hours of field experience work has been completed, or the date range of the online contract has passed, an evaluation will be made available online for both the student and the preceptor to complete. Preceptors are not able to view student evaluations of the community site.

7. The community preceptor completes an evaluation report of the student's work at the end of the field experience on the same online interface as the field experience contract. This evaluation is based on the terms of the field experience contract. Students also complete an online evaluation of the field experience.
8. Once the community preceptor submits the online evaluation, including a recommendation for a grade, the PHAP faculty supervisor will then review the evaluation. The PHAP faculty supervisor meets with the student per the terms of the contract and at the close of the experience for evaluation. The faculty supervisor should then post an actual grade for PubH 7796 in whichever term the student has registered for the credits. This is a step that is often left incomplete; students should be aware of the necessity for the grade and follow up with the faculty advisor to ensure one is posted.
9. Although 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, both paper and electronic, students should ALWAYS keep copies of any and all documents relating to his or her degree progression.
10. Students are responsible for sending a formal letter of thanks to their field preceptor.

Please be aware that Minnesota law requires certain facilities to submit paperwork for a criminal background check for all personnel with direct, unsupervised client contact. If you are placed in such a facility, you may be asked by the institution to submit paperwork, or the institution may require that you have this check facilitated by the School of Public Health. The School is prepared to assist you. Facilities covered by this law are hospitals, boarding care homes, outpatient surgical centers, nursing homes, home care agencies, residential care homes, and board/lodging establishments providing health supervision services. Client contact must be direct and unsupervised (outside the hearing or vision of a supervisor at the facility).

In the unlikely event that this situation arises, please call the School of Public Health Student Services Center at 612/626-3500, or come to D305 Mayo for assistance. If you are outside the metro area, please feel free to call 1-800-774-8636.

Field Experience – Objectives Worksheet

This list of objectives is by no means exhaustive or comprehensive. Students may use it as a tool to develop objectives specific to the chosen field experience.

Learning Objectives	2 or 3 Proposed Activities	Learning Resources and Strategies
Assessment of community needs	<ul style="list-style-type: none"> • Conduct local needs assessment • Review existing local data sources • Attend community meetings and assess use of local resources to determine community objectives 	<ul style="list-style-type: none"> • Apply principles and techniques from PHAP Community Assessment class • Use of existing state and local data resources including MDH, DHS and SPH • Use of existing national data available at local level including Census, HRSA Area Resource File, etc.
Exposure to political process as it relates to public health	<ul style="list-style-type: none"> • Research policy initiatives • Develop background papers/memos • Attend legislative hearings • Attend strategy meetings to discuss policy initiatives 	<ul style="list-style-type: none"> • Apply foundations and principles of public health practice obtained from PHAP Foundations of PH Practice class • Apply understanding of policy process and political strategies learning from PHAP Health Services Policy Class • Legislative Reference Library and resources to obtain information on legislative process and current legislation and bill status • House research and other committee staff • HPM Policy Faculty

Understanding of how a county/state/ health department or local non-profit operates	<ul style="list-style-type: none"> Attend staff meetings of agency staff and summarize communication and leadership strategies Develop background materials to analyze management/budget issue Participate in program planning meetings Work on program strategic planning document 	<ul style="list-style-type: none"> PHAP Management, Leadership and Finance classes Agency Human Resource Departments including training opportunities Writing workshops/seminars UofM writing resources
Development of community partnerships	<ul style="list-style-type: none"> Attend community meetings and participate in advocacy and training opportunities in the community Conduct site visits to local community agencies and non-profits Conduct informational interviews of leaders/providers in community agencies Develop cooperative strategic plan for collaborative community activity 	<ul style="list-style-type: none"> HPM networking opportunities MDH Office of Minority Health SPH Office of Minority Health
Development of programs	<ul style="list-style-type: none"> Conduct needs assessment and identify problems/needs for specific program Develop program objectives Conduct SWAT analysis Develop strategic plan laying out program objectives, milestones, budget etc... 	Apply management and strategic planning skills obtained in PHAP management and financing courses
Administration of an existing or developing program	<ul style="list-style-type: none"> Develop program budgets and review processes Develop evaluation plan Identify key program objectives and current strengths and weakness (SWOT) Assess current management and leadership structure and areas for improvement 	Apply management and strategic planning skills obtained in PHAP management and financing courses

3.6 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.

Forms Associated with Master's Project

- Master's Project Approval Form (Appendix E)*
- Master's Project Completion Form (Appendix F)*
- Section III of Master of Public Health Study Plan – Oral Examination (Appendix A)*

Project Supervision

Students must have the project supervised by a member of the HPM Faculty. A list of appropriate faculty will be distributed in the Master's Project Seminar course, PubH 7784, as well as assistance in determining a suitable supervisor. The faculty person supervising the Master's Project does not need to be the student's academic/field experience advisor.

Registration

Students are required to discuss the Master's Project with their PHAP faculty advisor prior to registration. An email or Master's Project Approval Form will then be submitted to the PHAP and register for the appropriate section of PubH 7794, 2 credits, S/N grading basis. **The Master's Project must be completed for 2 credits unless the student began the PHAP program before Fall 2003.**

Project Options

Master's projects are developed in conjunction with the Master's Project Seminar course (PubH 7784) and under the direction of the faculty project supervisor. 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 (e.g. specialty area).

Although not a comprehensive list, master's project options might include:

- **Critical Literature Review:** 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.
- **Research Project:** This option is available for students who would like to apply research skills and analyze data. Students may collect their own data or perform secondary analysis of existing data. Quantitative or qualitative analyses are appropriate. This project focuses on pertinent questions or issues relating to public health administration and policy. Community needs assessment and program evaluation also constitute a research project.
- **Policy Analysis:** Policy analysis systematically examines policy alternatives to a public health issue or problem. Students evaluate the potential for various policies to achieve stated goals and objectives. Sometimes students include qualitative data collection (e.g. focus groups or key informant interviews) or secondary analysis of data as part of their policy analysis.
- **Continuous Quality Improvement Project:** This option provides the student the opportunity to conduct a quality improvement project in a health care setting or public health agency using the methods and techniques of quality improvement. Such projects include but are not limited to process mapping, statistical process control, lean and six sigma analysis, and rapid cycle improvement.

Project Ethics

Students are expected to abide by the University's Student Conduct Code in completing their Master's Project. Please refer to *section 5.11* of this handbook for information on ethical research standards and resources.

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. Depending on the nature and methodology of the project, students may be able to file for exemption from the Committee review. For complete details on IRB review and exemption, as well as forms please visit the IRB office in D528 or online at www.irb.umn.edu. IRB review is also a topic covered in the PHAP Master's Project Seminar (PubH 7784).

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

At least three readers need to read and evaluate the Master's Project. At least one of the other readers must be a faculty member from the SPH. The third reader may be a faculty member from the SPH, elsewhere in the University 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 Faculty Project Advisor, will select the other two readers.

Master's Project Seminar Series (PubH 7784)

Students are required to take a seminar course designed to assist the completion of the master's project. PubH 7784. The course is comprised of two consecutive sections; one credit is taken during Fall and one credit during the following Spring. Full-time students should take each section of the seminar during the second year of the program, and part-time students should complete at least 24 credits prior to taking the seminar series. Students in the Accelerated option should contact Major Coordinator for assistance in planning the completion of PubH 7784. Students complete the Oral Examination requirement of the *Master of Public Health Study Plan* (see Appendix A) as a part of the seminar.

Completion Timetable

In order to begin working on the master's project students must have the approval of both the Faculty Project Advisor and Readers. After choosing a topic, students should prepare an outline for the project and submit it along with the *Master's Project Approval Form* (see Appendix E) to the Faculty Project Advisor, with a copy for the PHAP Coordinator. Each student should allow a minimum of 120 hours to complete the tasks involved in preparing the final draft of the project after the outline has been approved. The purpose of establishing the 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.

Students should consider a topic before beginning the master's project seminar series, but may begin PubH 7784 prior to completing the *Master's Project Approval Form*.

Standards for completing the course may be found in the PubH 7784 course syllabus. Students must also have the faculty project supervisor and readers sign the *Master's Project Completion Form* (see Appendix F) and submit an official copy to the PHAP Program Office. Please remind project supervisor to assign a grade for the Master's Project Credits (PubH 7794). Finally, students are asked to submit two bound copies of the final approved version of the project; one copy should be given to the project advisor and the second copy will be retained in the PHAP Program Office. Please have the paper bound with a Velo Bind Cover with a clear cover and a black vinyl back. No grade will be assigned for PubH 7794 until the student has complied with this request. Complete Master's Projects are available for review by any PHAP student upon request.

3.7 Graduate Follow-up Survey

Students must submit the Graduate Follow-Up Survey prior to receiving their degree or certificate. Students may complete the process online at the appropriate link on the current student Web page www.sph.umn.edu/students/current/. Upon submitting the electronic survey, the student's relevant major coordinator will be notified by e-mail. Coordinators may opt to have the student complete a paper copy, and then enter the information for the student using the online form.

All graduates will receive a three-month and six-month e-mail message asking them to update survey information (e.g., employment). This is through secure access and coordinators will not be able to input on students' behalf.

3.8 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.

The **PHAP OUTSTANDING MASTER'S PROJECT AWARD** is given to a graduating PHAP student who demonstrates exceptional scholarship on the master's project.

The **PHAP OUTSTANDING MASTER'S PROJECT PRESENTATION AWARD** is given to a graduating PHAP student who is voted to have given the best final project presentation in the PHAP Master's Project Seminar.

3.9 PHAP Community Leaders Advisory Council

The PHAP Community Leaders Advisory Council assists the PHAP program in a variety of ways, including program evaluation, field experience and job placement, and student professional development.

Donna Anderson

Ex-Officio
Public Health Director of Dakota County (retired)
1658 Jefferson Ave, St. Paul MN 55105
Phone: 651.690.1357
E-mail: annodan@att.net

John R. Baird, M.D.

State Medical Officer
North Dakota Department of Health
600 E. Boulevard Ave., Dept 301
Bismarck, ND 58505-0200
Phone: (701) 328-2372
FAX (701) 328-4727
e-mail: jbaird@state.nd.us

Anne Barry

Deputy Commissioner of Finance
Department of Finance
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Janny Dwyer Brust

Director of Community Affairs and Medical Policy
Minnesota Council of Health Plans
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Fax: 651.645.0098
E-mail: Brust@mnhealthplans.org

Rob Fulton

Director
St. Paul-Ramsey County Dept. of Public Health
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Gretchen Musicant

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John Oswald

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Linda Stein

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Paul Terry

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Park Nicollet Institute
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E-mail: terryp@parknicollet.com

Appendix A

UNIVERSITY OF MINNESOTA School of Public Health Master of Public Health (MPH) Study Plan

ID #	Name (Last, First, MI)		
Major	Dual Degree with (Major/Degree)		
Date Application for Degree Filed	Term/Year of Intended Graduation	Date Study Plan Filed	

Your advisor must approve this form. It will be kept in the major office for revision and final review. Upon completion of degree requirements the form will be reviewed, signed by the major chairperson, and forwarded to the Student Services Center for degree clearance.

Please complete sections I. and II. In the designated sections below list all course work that has been or will be completed to fulfill degree requirements.

I. Course work for fulfillment of degree requirements

A. Core Requirements: Please denote how requirement was met by: listing course number, term, and year taken; or equivalency exam date taken; or petitioned course number, term, and year taken. Please *ATTACH* copies of documentation for equivalency exam(s) and/or petitioned courses.

Core Area Requirement	Public Health Course (number/term/year)	Equivalency Exam (date)	Petitioned Course (number/term/year)
1. Administration			
2. Behavioral Science		Not available	
3. Biostatistics			
4. Environmental Health			
5. Epidemiology			
6. Ethics		Not available	

B. Field Experience: Please state how requirement was met. (Effective for students entering 9/97 or after).

Designator and Course Number	Term/Year	Preceptor	Number of Hours
Advisor		Preceptor	
Name of Organization			
Street Address			
City/State/Zip			
Telephone and/or e-mail			
Name:	Major:	Advisor:	

Name:

Major:

Advisor:

II. List MPH project (s) completed, advisor, and date accepted.

Project Title	Project Advisor	Date Accepted

III. Enrollment Status and Course Requirements

Major will complete this portion prior to submitting to the Student Services Center for clearance.

Term/Year Admitted	
Degree Candidate Credits	
Credits Transferred	
Total Credits	
Cumulative GPA	

Oral Examination Committee Members (Please Print or type names)	Signature	Date

Written Examination Date	
--------------------------	--

Advisor Signature	Date
-------------------	------

Major Chair Signature	Date
-----------------------	------

Date Degree Awarded	
---------------------	--

Appendix B

UNIVERSITY OF MINNESOTA

PETITION FOR STUDENTS IN UNDERGRADUATE AND PROFESSIONAL PROGRAMS

This petition is used to request an exception to college or University academic policies. Before submitting this petition, contact your college about any required documentation and/or timing of the process. Emergency problems requiring faster action should be called to the attention of your college's Committee on Student Scholastic Standing. You should also meet with an advisor to discuss options, including taking incompletes in your courses. Do not assume approval of your request until you have received it. If an appeal is approved, W (for Withdrawal) will remain on your academic record for each cancelled course. **Student Athletes:** Meet with your athletic counselor in Intercollegiate Athletics (Bierman) before initiating this petition.

To fill in this form online, place the text tool in a field and type. Print the completed form to add the required signature(s).

last name		first name		middle name		ID number	
street address				city		zip code	
college		major		e-mail address		telephone number	
Expected Term and Year of Graduation: <input type="checkbox"/> fall <input type="checkbox"/> spring <input type="checkbox"/> summer year _____							
Request:							
Reason/explanation (attach a separate sheet if more space is needed)							
Add Classes: Term/Year: _____				Cancel Classes: Term/Year: _____ <input type="checkbox"/> Cancel All Classes			
class number (call number) (54321, etc.)	grade basis A-F or S/N	units (credits)	subject, catalog number, section (Hist 1001, sec 2, C02, etc.)	class number (call number) (54321, etc.)	grade basis A-F or S/N	units (credits)	subject, catalog number, section (Hist 1001, sec 2, C02, etc.)
student signature						date	

INSTRUCTOR

instructor comments/recommendation		
instructor signature	printed name	date

DEPARTMENT

adviser/department recommendation		
signature	printed name	date

COLLEGE

committee comments		committee action:
		<input type="checkbox"/> approved
		<input type="checkbox"/> not approved
signature		date

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OTR172 01/05 distribution: original—college; canary—advisor; pink—student

**University Of Minnesota
Master of Public Health or Master of Healthcare Administration
APPLICATION FOR DEGREE**

Submit this application to one of the addresses listed below. To graduate at the end of the specified month, you must apply on or before the first workday of that month and complete all requirements by the last workday of that month.

Diplomas (8 1/2" x 11") are mailed two to three months after graduation. If you have not received your diploma after four months, you are responsible for checking on it. **NOTE:** If you want your diploma mailed outside of the United States, Canada, or Mexico, submit \$5 for postage, payable to the Registrar in your order to the University Of Minnesota.

SAMPLE

Name (first, middle, last) as you want it to appear on the diploma		Student ID number
Current mailing address (street, city, state, Zip Code)		
Address that diploma should be mailed to 3-4 months after graduation (street, city, state, Zip Code, country)		
Degree <input type="checkbox"/> MPH <input type="checkbox"/> MHA	Major	School of Public Health - PubH
Desired month and year of graduation (check one and specify year):		
20__	<input type="checkbox"/> January	<input type="checkbox"/> February
	<input type="checkbox"/> July	<input type="checkbox"/> August
	<input type="checkbox"/> March	<input type="checkbox"/> September
	<input type="checkbox"/> April	<input type="checkbox"/> October
	<input type="checkbox"/> May	<input type="checkbox"/> November
	<input type="checkbox"/> June	<input type="checkbox"/> December

Student signature	Day phone number	Date signed
E-mail address		

For office use only

Degree entered (name, date)	Degree conferred
Month applied	Processed by
Backdate term	
_____ applied row _____ DCBD _____ DCAN _____ term activ	

Students submit form to either:

**University Of Minnesota
Office of the Registrar (OTR)
130 Coffey Hall
1420 Eckles Avenue
Saint Paul, MN 55108
Fax: 612-624-4943
Telephone: 612-624-3731**

**University Of Minnesota
Office of the Registrar (OTR)
200 Fraser Hall
106 Pleasant Street S.E.
Minneapolis, MN 55455
Fax: 612-625-3002
Telephone: 612-624-1111**

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Appendix C

Public Health Administration and Policy
MASTER'S PROJECT APPROVAL FORM

Students must have the PHAP Master's project supervised by a member of the Division of Health Policy and Management (HPM) Faculty. The faculty person supervising the Master's Project can be the student's HPM faculty advisor or any member of the HPM faculty that agrees to supervise the project. Students are assisted with identification and selection of an appropriate faculty member in the PHAP Master's Project Seminar (PubH 7784).

Students are required to discuss the Master's Project with their PHAP faculty project advisor prior to registration. Students need permission to register for the appropriate section of PubH 7794, and should contact the Major Coordinator before the desired term of registration. Students will register for 2 credits on an S/N grading basis. **The Master's Project must be completed for 2 credits** unless the student began the PHAP program before Fall 2003.

At least two readers need to read and evaluate the Master's Project. One reader must be the Faculty Project Advisor and 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 Faculty Project Advisor, will select the other reader.

Student's Name _____

Project Title _____

PHAP Faculty Advisor - Name _____

Phone _____

Email _____

Signature _____

First Reader - Name _____

Phone _____

Email _____

Signature _____

Second Reader - Name _____

Phone _____

Email _____

Signature _____

Attn: Drew Hatton
Division of Health Policy and Management
School of Public Health, University of Minnesota
MMC 510, 420 Delaware St SE, Minneapolis, MN 55455

Public Health Administration and Policy (PHAP)

PROJECT PROPOSAL CONTRACT

Purpose of the contract: This contract is meant to be a brief outline of the project that the student plans to complete in partial fulfillment of their MPH degree in PHAP. It is intended to provide enough details so that the advisor and committee can judge whether the project will meet expectations for the MPH degree and is reasonable in scope. Provide as many details of the project as possible. The student and committee should be confident that this project can be completed as proposed in a reasonable time-frame. If the project substantially changes after the contract has been signed, a new project proposal must be submitted)

Project Proposal (1-2 pages)

TYPE OF PROJECT: Critical Review Policy Analysis Research Project Quality Improvement Project

Objectives

Describe the objectives of the project. What are they questions you plan to answer? What is the scope? What topics are beyond the scope of this project? Do you have hypotheses? Etc.

Public health significance

Describe the significance to public health research, policy or practice? How will the proposed project make a contribution? Etc.

Methods

Describe the methods in sufficient detail so that their adequacy to reach the research objectives can be assessed. If sophisticated methods are proposed, the student should demonstrate that they have the skills and infrastructure (computing) necessary to complete the project. If data is necessary, the student should specify when it will be available. Etc.

Human Subjects Protection

If human subjects protection is unnecessary, describe why. Otherwise, describe steps that will be taken to address human subjects projection before the project begins.

Additional Items

Enter additional items you feel are necessary for evaluating this proposal.

Public Health Administration and Policy
MASTER'S PROJECT COMPLETION FORM

Students are asked to submit two bound copies of the final approved version of the project; one copy should be given to the project advisor and the second copy will be retained in the PHAP Program Office. Please have the paper bound with a Velo Bind Cover with a clear cover and a black vinyl back. No grade will be assigned for PubH 7794 until the student has complied with this request. Complete Master's Projects are available for review by any PHAP student upon request.

Please remind project supervisor to assign a grade for the Master's Project Credits (PubH 7794).

Please refer to the *2008 – 2009 PHAP Student Guidebook* for complete policies and procedures.

Student's Name _____

Project Title _____

PHAP Faculty Advisor - Name _____

Phone _____

Email _____

Signature _____

First Reader - Name _____

Phone _____

Email _____

Signature _____

Second Reader - Name _____

Phone _____

Email _____

Signature _____

Attn: Drew Hatton
Division of Health Policy and Management
School of Public Health, University of Minnesota
MMC 510, 420 Delaware St SE, Minneapolis, MN 55455