

HPM
Master's Student Guide
2011-2012

Master of Healthcare Administration (MHA)

Master of Science in Public Health (MSPH)

Master of Public Health (MPH)



UNC

**GILLINGS SCHOOL OF
GLOBAL PUBLIC HEALTH**

GENERAL INFORMATION

WELCOME
IMPORTANT SITES AND SERVICES
HEALTH POLICY AND MANAGEMENT OFFICES AND PROGRAM

FACULTY

IMPORTANT OFFICES

THE STUDENT SERVICES OFFICE
Services Provided
FINANCIAL AID

ACADEMIC INFO

COMPETENCIES
CURRICULUM AND DEGREE REQUIREMENTS
School of Public Health Core
Department Core
General Master's Degree Requirements

MASTER OF SCIENCE IN PUBLIC HEALTH (MSPH)

MASTER OF HEALTHCARE ADMINISTRATION (MHA)

MASTER OF PUBLIC HEALTH (MPH)

CURRICULUM SEQUENCING FOR ALL MASTER'S DEGREES
Course Sequence: MPH Degree
Course Sequence: MSPH Degree
Course Sequence: MHA Degree

CONCENTRATIONS
MHA Concentrations
MSPH Concentrations

ELECTIVES
PRACTICUM

KEY UNIVERSITY POLICIES

APPENDIX A: COURSE WORKSHEETS

GENERAL INFORMATION

WELCOME

Welcome to the Department of Health Policy and Management. This guide highlights many of the rules, regulations, policies, and procedures of the Master's Program, as established by the department faculty and by the actions of the Administrative Board of the Graduate School. Each student should become familiar with the material pertaining to his or her degree program, and, together with a faculty advisor, make certain that the selected plan of study complies with the pertinent requirements.

This guide is intended to complement the information contained in the *Graduate School Handbook*. In instances of discrepancy between these guidelines and the *Graduate School Handbook*, the latter takes precedence.

IMPORTANT SITES AND SERVICES

SERVICES	LOCATION	PHONE	WEB SITE
Chapel Hill Transit			www.ci.chapel-hill.nc.us/transit
Disability Services Email	05 Steele 022 Undergraduate Library	962-8300 962-4357	http://disabilityservices.unc.edu https://onyen.unc.edu/
Graduate School - forms Graduate School - Handbook Health Sciences Library International Student & Scholar Services	Columbia Street Fed Ex Global Education Center 301 Pittsboro Street	966-0800 962-5661	http://gradschool.unc.edu/forms.html http://gradschool.unc.edu/publications.html http://www.hsl.unc.edu http://oiiss.unc.edu
UNC Funding Opportunities HPM Web Site NC Resident Status Registration Scholarships & Student Aid My UNC Tuition Rates	SASB North SASB North SASB North 300 Pettigrew	843-8392 962-6324 962-3954 962-8396	http://gradschool.unc.edu/funding/ http://www.sph.unc.edu/hpaa/ http://www.unc.edu/depts/grad/residency/ncred.html http://regweb.unc.edu http://studentaid.unc.edu/ http://accesscarolina.unc.edu/dt http://finance.unc.edu/student-accounts-and-university-receivables/student-account-services/student-billing.html#Charges_for_Attendance
UNC One Card (ID) Finance Division (Cashier's)	Daniels Bldg SASB North SASB North	962-1385 962-1568 (info) 962-6824 (pmt)	http://www.onecard.unc.edu http://www.unc.edu/finance/cashiers/cashiers.htm (Note: credit card payments incur 2% transaction fee)

Health Policy and Management Offices and Program

ADMINISTRATIVE OFFICES OF HEALTH POLICY AND MANAGEMENT

CHAIR'S OFFICE	Peggy Leatt, Chair	843-2748
	Laurel Files, Associate Chair	966-7353
	Danielle Kelly , Assistant to the Chair	966-9122
BUSINESS OFFICE	David Collins, Assistant to the Chair for Resource Management	966-7392
	Karen Capps, Human Resources Manager	966-7394
	Sarah Hamilton, Accounting Technician	966-7393
Ph.D. DOCTORAL PROGRAM	Morris Weinberger, Director	966-7385
Dr.P.H. DOCTORAL PROGRAM	Suzanne Havala Hobbs, Director	843-4621
MASTER'S PROGRAM	Bruce Fried, Director	966-7355
EXECUTIVE PROGRAMS	James Porto, Director	966-7354
	Bill Gentry, Director, Community Preparedness & Disaster Management	966-4228
	Kim Sieler, Executive Programs Manager	966-7364
UNDERGRADUATE PROGRAM	Melanie Studer, Director	843-1219
STUDENT SERVICES	Lynnette Jones, Student Services Manager/Registrar	966-7391
	Jackie Siler-Coleman, Assistant Registrar	966-4609
PROFESSIONAL DEVELOPMENT	Jeffrey Simms, Director of Professional Development and Alumni Relations	966-7380
	Cathy Padgett, Career Services Coordinator	966-7390
SYSTEMS SPECIALIST	Paul Barrett, Systems Specialist	966-6445

FACULTY

<u>Phone</u>	<u>Name</u>	<u>Email</u>	<u>Room</u>
966-6394	Baker, Ed	elbaker@email.unc.edu	1107-E
966-7377	Biddle, Andrea K.	Andrea_Biddle@unc.edu	1105-E
843-4846	Brooks, Edward	brookse@email.unc.edu	1101-G
966-6328	Carpenter, William R.	Wrc4@email.unc.edu	1102-A
843-2494 / 966-8138	Dilworth-Anderson, Peggye	dilworth@email.unc.edu	1102-D
966-3891	Domino, Marisa E.	domino@unc.edu	1104-G
966-7353	Files, Laurel A.	files@email.unc.edu	1101-B
966-7355	Fried, Bruce J.	Bruce_Fried@unc.edu	1104-E
966-4228	Gentry, William B.	wgentry@email.unc.edu	115 Rosenau
966-0993	Greene, Sandra B.	SandraB_Greene@unc.edu	Sheps Center
966-7361	Harris, Dean M.	Dean_Harris@unc.edu	1104-A
843-4621	Hobbs, Suzanne Havala	havala@email.unc.edu	1103-D
966-0202	Holmes, Mark	Mark_holmes@unc.edu	1104-B
612-922-0220	Leatherman, Sheila	sheilaleatherman@aol.com	
843-2748	Leatt, Peggy	leatt@email.unc.edu	1101-A
843-9932	Lich, Kristen Hassmiller	hassmill@email.unc.edu	1104-D
843-2576 / 966-5829	Morrissey, Joseph	Joe_morrissey@unc.edu	1105-C
966-6296	Oberlander, Jonathan	Jonathan_Oberlander@med.unc.edu	1120
966-7373	Paul, John E.	paulj@email.unc.edu	1102-B
843-2728 / 966-1457	Pink, George	gpink@email.unc.edu	1105-D
966-7354	Porto, Jim V.	jporto@email.unc.edu	114 Rosenau
843-8793	Reeve, Bryce	Bryce_reeve@email.unc.edu	1101-D
843-8619	Reiter, Kristin	reiter@email.unc.edu	1104-H
966-7368	Remmy, Danielle	remmy@email.unc.edu	1107-B
966-5541	Ricketts, Thomas C. III	tom_ricketts@unc.edu	Sheps Center
966-7388	Rozier, R Gary	gary_rozier@unc.edu	1105-F
966-1938	Shea, Chris M.	chris_shea@unc.edu	1106-A
401-6599 x23	Silberman, Pam C.	pam_silberman@unc.edu	5501 Fortunes Ridge Dr.
966-7380	Simms, Jeffrey	jsimms@email.unc.edu	117 Rosenau
843-2590	Stearns, Sally	sally_stearns@unc.edu	1104-C
843-1219	Studer, Melanie	mstuder@email.unc.edu	116 Rosenau
966-9756	Thirumurthy, Harsha	harsha@unc.edu	1101-E
843-1222	Thomas, Marci	marci@unc.edu	111 Rosenau
966-8930	Vernon, John	Vernon@email.unc.edu	1101-C
	Waters, Benet	jbwaters@unc.edu	
966-7385	Weinberger, Morris	mweinber@email.unc.edu	1105-B
966-7375	Weiner, Bryan	weiner@email.unc.edu	1102-C
966-7384	Wells, Rebecca	rswells@email.unc.edu	1104-F
966-7374	Wheeler, Stephanie	Stephanie_wheeler@unc.edu	1103-C
843-4998	Zeldin, Leslie	Leslie_zeldin@unc.edu	1102-E
966-7387	Zelman, Bill	WZelman@unc.edu	1105-A

Department of Health Policy and Management Faculty Primary Areas of Interest

Edward Baker	Research Professor and Director, NC Institute for Public Health	<ul style="list-style-type: none"> • Workforce Development • Information Systems • Public Health Policy
Andrea K. Biddle	Associate Professor	<ul style="list-style-type: none"> • Access to healthcare for children • Childhood vaccination • Healthcare reform • Pharmaceutical economics
Edward F. Brooks	Clinical Associate Professor	<ul style="list-style-type: none"> • Health Services Policy • Rural health services • Alternative forms of medicine • Health care access
Peggye Dilworth-Anderson	Professor and Associate Director Aging and Diversity, Institute on Aging	<ul style="list-style-type: none"> • Family care giving and aging • Health disparities • Long-term care • Dementia and care giving
Marisa E. Domino	Associate Professor	<ul style="list-style-type: none"> • Health economics • Mental health economics and policy • Medicaid policy
Laurel A. Files	Associate Professor and Associate Chair	<ul style="list-style-type: none"> • Organizational development and change • Strategic planning • Graduate education
Bruce J. Fried	Associate Professor and Director, Master's Program	<ul style="list-style-type: none"> • Human resources management in healthcare • Mental health services research • Global health • Comparative health systems • Strategic Planning •
William Gentry	Lecturer and Director of CPDM Program	<ul style="list-style-type: none"> • Disaster management • Operations planning • Disaster consequences • Public Health roles in disasters
Dean M. Harris	Clinical Associate Professor	<ul style="list-style-type: none"> • Healthcare law and ethics • Health administration ethics • Antitrust law and policy • Certificate of need regulation • Healthcare regulation in developing countries
Suzanne Havala Hobbs	Clinical Assistant Professor and Director, Doctoral Program in Health Leadership	<ul style="list-style-type: none"> • Food and nutrition policy (domestic and international) • Dietary guidance policy • Health communication • Cultural proficiency in health services delivery • Alternative and complementary health services
Mark Holmes	Assistant Professor	<ul style="list-style-type: none"> • Rural healthcare • Patient-centered outcomes research • Policy implementation and policy development • Workforce

Sagar C. Jain	Professor (Emeritus Faculty)	<ul style="list-style-type: none"> • Global Education • Organization behavior
Sheila Leatherman	Research Professor	<ul style="list-style-type: none"> • Quality of care • Health systems performance • International health policy • Managed care
Peggy Leatt	Professor and Chair	<ul style="list-style-type: none"> • Organizational behavior • Health system reform • Quality improvement • Outcomes research
Jessica Lee	Research Assistant Professor and Associate Professor, Pediatric Dentistry, School of Dentistry	<ul style="list-style-type: none"> • Access to care for children • Evidence-based practice of dentistry • Program evaluation • Dental Public Health
Kristen Hassmiller Lich	Assistant Professor	<ul style="list-style-type: none"> • Applying operations research complex systems and econometrics tools to problems in health and health care • Tobacco policy (domestic and international) • Tuberculosis control • Infectious disease modeling
Felicia Mebane	Clinical Assistant Professor and Assistant Dean for Student Affairs	<ul style="list-style-type: none"> • Health politics • Long-term care and aging policy • Health policy and communication
Joseph Morrissey	Professor and Deputy Director for Research, Sheps Center for Health Services Research	<ul style="list-style-type: none"> • Mental health • Substance abuse • Justice services/policy • International systems • Managed care • Depression in primary care • Families and autism
Jonathan Oberlander	Associate Professor	<ul style="list-style-type: none"> • Medicare • American politics and public policy • Health politics and policy • Health care reform • Medicaid • Aging and public policy
John Paul	Clinical Associate Professor	<ul style="list-style-type: none"> • Organizational behavior in healthcare • Pharmaceutical development and pharmaeconomics • Health outcomes research • Organization and delivery healthcare in developing countries
George H. Pink	Associate Professor	<ul style="list-style-type: none"> • Performance measurement • Integrated health care • Health services accounting and finance
James V. Porto	Clinical Assistant Professor and Director, Executive Programs	<ul style="list-style-type: none"> • Substance abuse treatment • Comparative evaluation methodology • Public policy development and assessment
Bryce Reeve	Associate Professor	<ul style="list-style-type: none"> • Health-Related Quality of Life Research • Patient-Reported Outcomes Measurement • Psychometrics • Survey Development Methods • Cancer Outcomes Research

Kristen Reiter	Assistant Professor	<ul style="list-style-type: none"> • Healthcare financial management • Healthcare accounting • Hospital pay-for-performance
Thomas C. Ricketts	Professor and Director, NC Rural Health Research Programs	<ul style="list-style-type: none"> • Rural healthcare • Primary care • Regionalization of services • Political philosophy • Policy implementation and development
R. Gary Rozier	Professor	<ul style="list-style-type: none"> • Oral epidemiology • Dental public health • Fluoride exposures and outcomes
Christopher M. Shea	Clinical Instructor and Director, BSPH Program	<ul style="list-style-type: none"> • Organization studies • Information system adoption and implementation • Business communication
Pam Silberman	Research Associate and President, NC Institute of Medicine	<ul style="list-style-type: none"> • Managed care • Uninsured • Medicaid • State child health insurance program • State health policy • Rural health
Jeffrey Simms	Director of Professional Development and Alumni Relations	<ul style="list-style-type: none"> • NC Community Care • Medicaid • Rural Health
Sally C. Stearns	Associate Professor	<ul style="list-style-type: none"> • Health economics • Health policy • Applied statistical methods
Melanie Studer	Clinical Instructor	<ul style="list-style-type: none"> • Human Resources • Health Care Quality • Healthcare purchasers and payers
James E. Veney	Professor (Emeritus Faculty)	<ul style="list-style-type: none"> • International health • Evaluation design and methodology • Strategies for health planning
John Vernon	Assistant Professor	<ul style="list-style-type: none"> • Finance • Economics • Pharmaceuticals • Decision Analysis • FDA • Regulation of Healthcare markets
J. Bennet Waters	Clinical Assistant Professor	<ul style="list-style-type: none"> • Emergency preparedness/disaster management • Fiscal and operational performance management • Organizational structure/governance • Leadership/administering change in healthcare
Morris Weinberger	Professor and Director, Doctoral Program	<ul style="list-style-type: none"> • Health services research • Primary care • Patient-centered outcomes research • Pharmaceutical care • Quality of care
Bryan J. Weiner	Associate Professor	<ul style="list-style-type: none"> • Governance in health care • Quality improvement implementation • Community health partnerships

Rebecca Wells	Assistant Professor	<ul style="list-style-type: none"> • Strategy process development • Health and human service organizations serving vulnerable populations • Community health centers • Drug abuse treatment centers • Child welfare agencies
Stephanie Wheeler	Assistant Professor	<ul style="list-style-type: none"> • Medical decision making • Health disparities • Cancer outcomes research • Reproductive health • Comparative effectiveness research
William N. Zelman	Professor	<ul style="list-style-type: none"> • • Healthcare financial management • Cost management • Institutional performance measures • Instructional design • Distance learning

IMPORTANT OFFICES

THE STUDENT SERVICES OFFICE

The Student Services Office is an excellent source of important information at all points in your academic career. This includes admission, curriculum requirements, and graduation. If you need an answer fast, can't find your advisor, or no one else seems to know the answer, your best bet is to look here. Our office hours are 8:00am – 5:00pm.

Services Provided

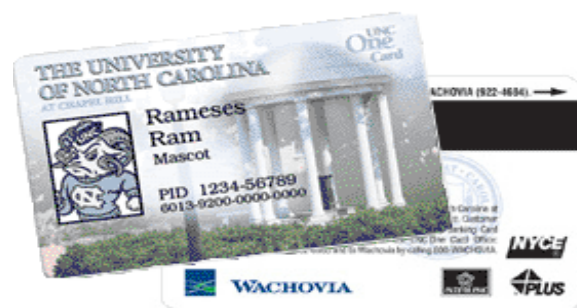
Communication: The Student Services Office will communicate important information (registration and graduation deadlines) to all students via email, using the listserv. It is your responsibility to sign-up for the Master's Program listserv. Please contact the Student Services Office for listserv instructions.

Registration: All incoming students are automatically registered for their first semester. ***Continuing students register for subsequent semesters online via MYUNC*** . General registration instructions and an online directory of classes are available at <http://my.unc.edu/dt> . NOTE: If you register on or after the 1st day of class you will be charged a \$20.00 late fee.

Tuition and Fees: In accordance with state law, tuition and fees are assessed on a semester basis and are due *prior to registration*. Payment (*estimated, based upon anticipated course load*) can be made in person, by mail to the University Cashier, or by phone via credit card. Installment plan information is available from the University Cashier. However, students who register during the early registration period have until the deadline indicated on the bill to pay tuition and fees or to complete the Tuition and Fees Deferment Form (see bill). Non-payment by the due date **will** result in cancellation of registration. Recipients of financial aid, or individuals with service appointments who will have their tuition expenses paid or payroll deducted, must submit verification of aid/payment to the University Cashier.

ID Cards: The UNC One Card is the official ID card for students, faculty, and staff. Your One Card is a multipurpose identification and online account card that provides access to certain facilities & events, and also serves as your UNC Library card. To obtain your card, take a current picture-ID to the One Card Office where your card will be issued.

Mailboxes: Student mailboxes are located in alphabetical order in the hall outside suites 1102 and 1107. Remember to check your mailbox regularly.



The Graduate School: The Student Services Office and the Graduate School work closely together to guide graduate students as they work towards completion of their degree. We encourage all students to refer to the *Graduate School Handbook* (<http://gradschool.unc.edu/handbook/>). Our office is governed by Graduate School policies. If you have questions in regards to transferring credits, taking courses at another university, changing your degree, graduation, etc. please refer to the *Graduate School Handbook* and feel free to contact our office.

[The University's Policy on Prohibited Harassment and Discrimination](#) prohibits discrimination or harassment on the basis of an individual's race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Appendix B of this Policy provides specific information for students who believe that they have been discriminated against or harassed on the basis of one or more of these protected classifications.

Students who want additional information regarding the University's process for investigating allegations of discrimination or harassment should contact the Equal Opportunity/ADA Office for assistance:

Equal Opportunity/ADA Office
The University of North Carolina at Chapel Hill
100 E. Franklin Street, Unit 110
Campus Box 9160
Chapel Hill, North Carolina 27599
Telephone: (919) 966-3576
Fax: (919) 962-2562
Email: equalopportunity@unc.edu

Any administrator or supervisor, including a department chair, associate dean or other administrator, who receives a student's complaint about prohibited harassment or discrimination must notify the Equal Opportunity/ADA Office within five (5) calendar days of receiving the complaint. If a student raises a claim of prohibited harassment or discrimination during an academic appeal, an investigation of the student's claim must be performed under the direction of the Equal Opportunity/ADA Office. The school or department must await the results of the harassment or discrimination investigation before deciding the student's academic appeal.

FREQUENTLY ASKED QUESTIONS

Answers to many of the questions below can also be found by reading the *Graduate School Handbook* (<http://gradschool.unc.edu/handbook/>)

How many credits can I register for each semester?

Graduate students are permitted to register for no more than 16 hours in any semester. Overload requests are considered on an exceptional basis and must be approved by the Master's Program Director, Dr. Bruce Fried, and the Student Services Office. Registration for a minimum of 9 hours is required to maintain status as a full-time student.

How soon do I have to decide which degree I want?

During the application process, students are expected to have researched the degree programs offered, and to have made an informed decision of which program to pursue. However, we recognize that interests occasionally do shift. The department expects its two-year degree students to have confirmed their intended degree path by the end of their first semester. This is necessary because the courses taken second semester are different for students in the MHA and MSPH programs. If, during the summer between your first and second year, you may decide to change your degree program, it *may* be possible to change degrees and take the necessary courses within the two-year period. However, this may limit your concentration opportunities.

Can I get more than one degree from this department?

It is not possible to receive more than one master's degree from this department during the same time period, or by double-counting courses. However, if you complete the requirements for both degrees, it *may* be possible to receive one degree and also receive a letter stating that you have fulfilled the requirements for the other degree. See your advisor or the student services manager for further information.

Can I take courses for credit at other universities?

Under certain conditions, students registered for at least three credit hours on this campus may take a maximum of two graduate-level courses, during a fall or spring term, or a maximum of one graduate-level course during a summer term, at any of the following schools:

- UNC-Greensboro
- Duke University
- NC State University
- UNC-Charlotte
- North Carolina Central University

A student must complete a "Request for Inter-Institutional Registration" form, which is available from the University Registrar's Office. The student's advisor must sign the form certifying certain qualifications.

Can credits/grades transfer from other institutions?

With the approval of the program, graduate students are allowed to transfer in up to 20% of the credits required for the degree. Such work must represent graduate-level course work relevant to the degree being sought, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the current program. Grades earned on transferred work must be equivalent to B or better (B- is not equivalent to B). Transferred work will not be included in residence credit calculation.

Requests for course work to be transferred for credit toward a graduate degree are reviewed by the Graduate School upon recommendation by the student's department.

What grades are assigned for graduate courses?

The University uses a non-traditional grading scheme of H, P, L, and F for all graduate programs/students. This scheme does not recognize "+" or "-", and differs significantly from grades awarded by UNC-CH professional programs (Law, Medicine, Dentistry). Consequently, an official University transcript will reflect only the following graduate grades for courses taken within your School of Public Health graduate program:

H	High Pass
P	Pass
L	Low Pass
F	Fail
F*	Fail, administratively assigned
S	Satisfactory progress on research courses, field training, theses, and master's paper; must be followed by a permanent grade before graduation
IN	Work incomplete (automatically becomes an F* within 12 months)
AB	Absent from final examination (automatically becomes an F* within 12 months)
PS	Pass/Fail, All required graduate courses, including those taken on this campus or elsewhere (via inter-institutional registration, Study Abroad, etc.), may not be taken on a pass/fail basis. Students who wish to take a non-graduate level course pass/fail should contact The Graduate School.

Can I calculate a grade point average?

Due to the non-traditional graduate grading scheme, which does not assign numerical values to H, P, and L grades, no official grade point average is calculated for graduate students. However, the department does assign point values to grades solely for the purpose of determining an "internal" grade point average and class ranking for nominations to Delta Omega, the Public Health Honorary Society. These grade point averages and class rankings are for internal use only and are *not* released to other organizations.

What grade do I need to maintain academic eligibility?

In order to pass a course, a student must, at minimum, receive a low pass (L) grade; no grade falling below the standard represented by the grade of L is counted for graduate credit. A student who receives a grade of F, or nine or more semester hours of L, is ineligible to continue graduate study.

After each semester, the student services manager furnishes the program director and advisors with a list of students who have received one or more Ls or Fs in the program so that students who are "at risk" can be identified. Discussions are held with the advisor, course instructors, and/or the associate chair to decide a course of action. In the case of multiple Ls, if remedial action seems necessary, the student is encouraged either to obtain additional help in future courses, such as tutoring, or to take a lighter course load.

When special circumstances warrant, students made ineligible under the conditions stated above may be reinstated upon petition by the student to the Graduate School. Forms are available in Student Services Office or <http://gradschool.unc.edu/pdf/wrenstmt.pdf>. The form is submitted to the chair, who must forward the petition to the Graduate School, together with a statement endorsing or declining to endorse the student's request. After

reinstatement, any additional grade below “P” will result in the student becoming ineligible once again.

What should I do to be reinstated after becoming academically ineligible?

When a Health Policy and Management graduate student is made academically ineligible, s/he may petition the department for reinstatement by submitting the “Request for Reinstatement to Graduate School Form” to the department chair. The chair convenes the department’s Student Appeals Committee to review the student’s request.

The Student Appeals Committee is chaired by a full professor and includes the associate department chair and two additional members of the faculty. In situations where any of these individuals would have a conflict of interest, the committee chair will consult with the department chair to assign another faculty member(s) to the committee.

The committee gathers all relevant information from the instructor(s) who assigned the grade(s) that made the student ineligible, the student, and others.

The committee makes a recommendation to the chair to endorse or decline to endorse the student’s request for reinstatement, but the final decision is made by the chair and is forwarded to the Graduate School. Final approval rests with the Graduate School.

Do withdrawals show up on my transcript?

In order to withdraw from a class (i.e., drop a class) and NOT have the withdrawal indicated on your transcript, you must drop the class prior to the "last day for drops" as established by the Graduate School. The date varies each term but is generally prior to the last two weeks of a semester. If you withdraw from a class after the drop date, a W will be displayed on your transcript.

NOTE: Single course withdrawal (drop) is not to be confused with withdrawing from the University, which is required when ALL classes are to be dropped.

Student Services Office
120 Rosenau Hall
Office Hours 8:00am – 5:00pm

STAFF

Lynnette Jones
Student Services Manager/Registrar
(919) 966 7391
ljones3@email.unc.edu

Jackie Siler-Coleman
Assistant Registrar
(919) 966-4609
jsiler@email.unc.edu

Kim Sieler
Executive Programs Manager
(919) 966-7364
KRSieler@email.unc.edu

Career Services Office

Cathy Padgett
Career Services Coordinator
(919) 966-7390
Cathy_padgett@unc.edu

FINANCIAL AID

Financial aid is available through the university, the department, and various organizations nationwide. University support includes awards from the Graduate School, based on nominations by the department. There is NO application process for these awards, which are available only to entering students. For information about federal and other loan programs contact the Office of Scholarships and Student Aid, 300 Vance Hall, 962-8396. Information about departmental financial aid is available below. Contact Mr. David Collins, Assistant to the Chair for Resource Management, for additional details.

Graduate Assistantships

The department's primary mechanism for providing financial aid to master's students is the graduate assistantship either research assistantship or teaching assistantship. These assistantships are limited service awards made for the performance of specific research or teaching tasks. Appointments are made on the basis of the student's suitability for the position, academic excellence, and financial need. Interested students *must* submit the HPM Financial Aid Form to be considered; forms are distributed in the spring semester for the following academic year.

Assistantships appointments are made on a semester-by-semester basis. Selection of TAs and RAs is made through the Chair's Office, in consultation with the faculty who will supervise the students. Most appointments are announced after the department budget is finalized and approved, which can range in time from mid-summer to the opening of the fall semester. Additional awards may continue to be made during the year, depending on department needs and the availability of funds.

Additional research assistantships, funded from research contracts and grants made to individual department faculty members, are also awarded. The faculty principal investigators make final selections for grant-supported assistantships, usually with some consultation with the Chair's Office. A high level of statistical analysis and writing skills is usually required for these positions.

Public Health Service Traineeships

Public Health Traineeships are non-service awards funded by the Health Resources and Service Administration of the U.S. Department of Health and Human Services. HPM makes awards to graduate students in amounts ranging from \$1,000 - \$2,000. The primary factors considered by the departments in selecting students for these traineeships are need and merit; minority student retention and support for practicum placements in shortage areas, in underserved communities, or with organizations that can't afford to pay suitable stipends are also considerations. There is an application process early in the fall semester; the HPM financial Aid Form must also have been submitted. These are one- year awards; with new application necessary for the second year of study

Tuition Awards

Students holding stipend-based graduate teaching and research assistantships are eligible for tuition awards; funds for out-of-state students are limited and usually are not sufficient for awards to all eligible students. Selection is made by the Chair's Office on the basis of academic performance and need. North Carolina students holding graduate assistantships usually qualify for, and receive, an in-state tuition award. There are no applications for tuition awards, other than submitting the HPM Financial Aid Form.

Stipend Payment Procedures

Assistantship stipends are disbursed in monthly installments, through the HPM Business Office located in 1107 McGavran-Greenberg Hall. The first paycheck or direct deposit stub must be picked up in 1107-B, from Karen Capps, Human Resources Manager, on the last workday of the month. Subsequent payment documents are distributed to the student's mailbox on the last workday of the month. Questions concerning paperwork or your checks should be directed to Karen Capps or the Assistant to the Chair for Resource Management, David Collins.

Health Insurance

Student health insurance is available to eligible TAs and RAs (students registered full-time and holding a qualifying assistantship -- \$5,350 **stipend**/semester for TA's, \$5,000/semester for RA's). Forms are distributed by Karen Capps, who can help with any questions.

UNC-CH EMAIL

What is an ONYEN?

What does the acronym **ONYEN** (pronounced just like *onion*) stand for? It means the **Only Name You'll Ever Need**, and it refers to the user ID you are given to access the academic computer systems here at UNC. This single ID (and the password connected to it) enable you to access your email account (which is automatically generated at the time of the creation of your ONYEN), your Blackboard or Sakai distance learning courseware, MYUNC portal and most other computer systems that you will use while you are a student here. Your ONYEN is also your identifier for your email address (email addresses are always yourONYEN@email.unc.edu), and will allow you to make changes in your contact information in the UNC online Campus Directory.

IMPORTANT NOTE: While the ONYEN user ID is public knowledge, no one but you knows your password!! Try not to forget it or lose it, because it cannot be retrieved, and can only be reset by a few people who are authorized to do so.

There is a wide range of services available to you via your ONYEN. Via the URL below, you can manage all aspects of your account:

https://onyen.unc.edu/cgi-bin/unc_id/services

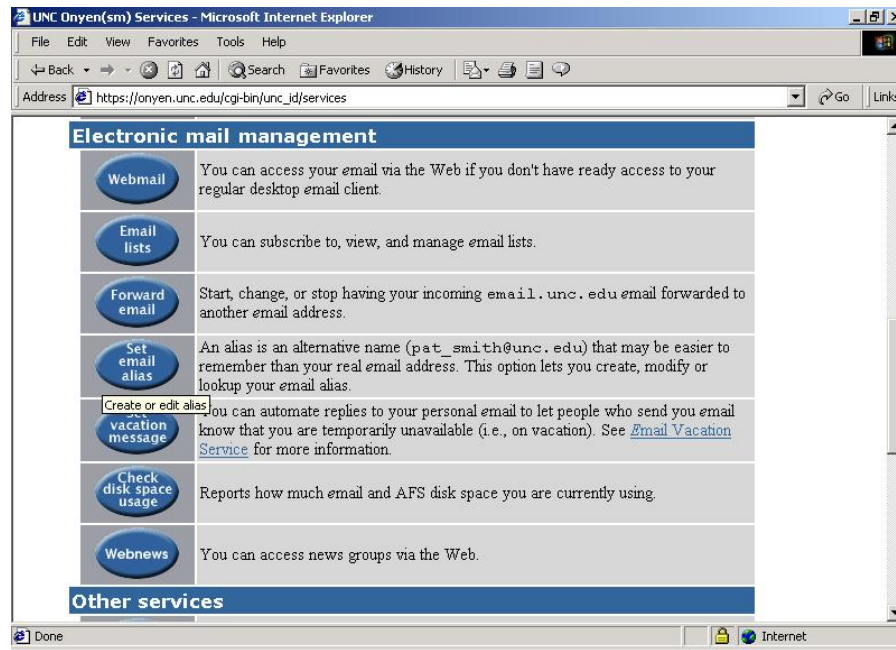
The top of the page looks like this:



You can come to this page if you have forgotten your ONYEN user ID, if you would like to change your password, or if you need to access or make changes to your email account.

Accessing and Managing ONYEN Email Accounts

An entire section of the web page above is devoted to assisting you with accessing and managing the email account that is automatically created at the time your ONYEN is assigned. The mail management section is in the middle of the page and it looks like this:



Accessing your UNC mail account via Webmail

One of the functions available on this page is Webmail, an Internet-based email system that allows you to view and read your UNC email. Just click the Webmail button, access your email browser, enter your ONYEN user ID and password, and you will be taken to your Inbox.

IMPORTANT NOTE: Your UNC email account is considered the default account for all University communications, so it is important to check your email regularly.

ACADEMIC INFORMATION

Competencies. The Master's Program has developed a set of broad competencies that we address at multiple points during the program. These are listed below, with broad definitions. These competencies help guide the program's priorities as well as the design of individual courses.

MHA and MSPH Program Competencies Department of Health Policy and Management University of North Carolina at Chapel Hill

1. Accountability

DEFINITION: The ability to hold people accountable to standards of performance or ensure compliance using the power of one's position or force of personality appropriately and effectively, with the long-term good of the organization in mind.

2. Achievement Orientation

DEFINITION: Articulates and works toward meeting and surpassing standards of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals, or something that has not been done previously (innovation).

3. Analytical Thinking

DEFINITION: The ability to understand a situation, issue, or problem by breaking it into smaller pieces or tracing its implications in a step-by-step way. It includes organizing the parts of a situation, issue, or problem systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships.

4. Change Management

DEFINITION: Ability to recognize the need for change, to determine what and how to change, and to effect, manage, and lead change.

5. Communication Skills

DEFINITION: Communicates effectively orally and in writing with a wide range of people in varying settings.

6. Community and Public Health Orientation

DEFINITION: The ability to identify and align one's professional priorities with the needs and values of the community in promotion of the public's health.

7. Financial Skills

DEFINITION: Understands and communicates financial and accounting information, evaluates budgets, and makes sound long-term investment decisions.

8. Human Resource Management

DEFINITION: The ability to implement staff development and other management practices that represent contemporary best practices, comply with legal and regulatory requirements, and optimize the performance of the workforce, including performance assessments, alternative compensation and benefit methods, and the alignment of human resource practices and processes to meet the strategic goals of the organization.

9. Information Seeking

DEFINITION: Displays curiosity and desire to know more about things, people, or issues, including the desire for knowledge and staying current with health, organizational, industry, and professional trends and developments. Presses for exact information, resolving discrepancies by asking a series of questions, and scanning for potential opportunities or information that may be of future use, as well as staying current and seeking best practices for adoption.

10. Information Technology

DEFINITION: Sees the potential in and understands the use of administrative and clinical technology and decision-support tools in process and performance improvement. Actively sponsors their utilization and the continuous upgrading of information management capabilities.

11. Initiative

DEFINITION: The ability to identify a problem, obstacle or opportunity and take action to address it proactively.

12. Innovative Thinking

DEFINITION: The ability to apply complex concepts, develop creative solutions, or adapt previous solutions in new ways.

13. Interpersonal Awareness and Emotional Intelligence

DEFINITION: Exhibits a high level of sensitivity to and awareness of the emotional needs of self and others.

14. Organizational Awareness

DEFINITION: Ability to understand and learn the formal and informal decision-making structures and power relationships in an organization or industry (e.g., stakeholders, suppliers). This includes the ability to identify who the real decision-makers are and the individuals who can influence them, and to predict how new events will affect individuals and groups within the organization.

15. Performance Measurement

DEFINITION: The ability to understand and use statistical and financial methods and metrics to set goals and measure clinical as well as organizational performance; commitment to and employment of evidence-based techniques.

16. Political Savvy

DEFINITION: The skill to build ethically the critical mass of support necessary for an idea you care about.

17. Process Management and Organization Design

DEFINITION: Ability to analyze and design or improve an organizational process, including incorporating the principles of quality management and customer satisfaction.

18. Professionalism

DEFINITION: Demonstrates a high standard of ethics, sound professional practice skills, social accountability and community stewardship.

19. Project Management

DEFINITION: The ability to plan, execute and oversee a multi-year, large-scale project involving significant resources, scope and impact.

20. Reputation Management

DEFINITION: The process of tracking public reports of one's behavior and opinions and verifying that they are accurately portrayed.

21. Self-Confidence

DEFINITION: The belief in one's decisions, opinions and capability to effectively accomplish a task or solve a problem, including in increasingly challenging circumstances.

22. Strategic Orientation

DEFINITION: Ability to consider the business, demographic, ethno-cultural, political, and regulatory implications of decisions, and to develop strategies that continually improve the long-term success and viability of the organization.

23. Systems Thinking

DEFINITION: The ability to recognize system level properties that result from dynamic interactions among human and social systems and how they affect the relationships among individuals, groups, organizations, communities, and environments

24. Talent Development

DEFINITION Drives to build the breadth and depth of the group's human capability and professionalism, including supporting top-performing individuals and taking a personal interest in coaching, mentoring and support emerging leaders.

25. Team Dynamics

DEFINITION: The ability to work in a collaborative manner in a team setting, effectively assuming roles of participant and leader where appropriate, and consistently contributing in a manner that increases team performance, growth, and learning.

CURRICULUM AND DEGREE REQUIREMENTS

This section provides the structure and approach of our curriculum. It is organized as follows:

- general overview of the curriculum structure
- list of general requirements for the master's degrees
- concentration areas
- electives
- field training
- suggested course sequencing for each degree program
- capstone
- master's paper
- interdisciplinary certificates

Our master's curriculum structure is based on the School of Public Health and department requirements. Degree requirements involve coursework totaling a minimum total of **60 credits for MSPH and MHA** students and a total of **42 credits for MPH** students.

School of Public Health Core

The School of Public Health Core requirements are designed to ensure that students will "develop an understanding of the areas of knowledge which are basic to public health," as required by the national Council on Education for Public Health accreditation guidelines and the School of Public Health. All master's degree students in the School of Public Health are required to take at least one core course in Health Policy and Management, Epidemiology, Biostatistics, Environmental Sciences and Engineering, and Health Behavior and Health Education. For master's students in Health Policy and Management, these requirements are typically met through the following courses:

- Health Policy and Management: HPM 754
- Biostatistics: HPM 470 or BIOS 600
- Epidemiology: EPID 600
- Environmental Sciences and Engineering: ENVR 600
- Health Behavior and Health Education: HBHE 600
- --In lieu of these courses, certain higher-level alternative courses are available; consult the program director for further details. The School of Public Health curriculum checklist is available:
http://www.sph.unc.edu/images/stories/academic_programs/hpaa/documents/sph_check.pdf.

Department Core

The department core reflects the mission of the department as defined in its strategic plan, underscoring the role of healthcare systems in the achievement of the school's mission: *"The Department of Health Policy and Management studies and provides education on the organization, financing and operation of domestic and international healthcare systems."*

The department core for **MSPH and MHA** students consists of courses that provide both content and methodological foundations. The **MHA Core** focuses on knowledge and skills for those specializing in healthcare management. The **MSPH Core** provides knowledge and skills for those specializing in health policy analysis. Both cover building upon the introduction to the healthcare system, policy and politics, and health economics taught in the departmental core, and biostatistics required in the School of Public Health core.

The **MPH** core is designed to integrate the knowledge and skills acquired through department core and School of Public Health core courses.

General Master's Degree Requirements

The following is a list of the general degree requirements for the master's degree, as mandated by the Graduate School and the School of Public Health.

- At least two semesters in residence registered as a full-time student.
- Successful completion of 60 credit hours comprising School of Public Health, department, and degree core courses, and concentration and elective courses for MHA and MSPH students; 42 credit hours required for MPH students.
- Enrollment and passing grades in all required courses. A student receiving a grade of "F" in any course OR a student receiving nine hours of "L" (low pass) becomes ineligible to continue. An ineligible student must apply for, and receive, reinstatement before continuing.
- Successful completion of a 12-week practicum, HPM 704; 6 weeks is required for MPH students.
- Enrollment in 3 semesters of Professional Training, HPM 701, 702, and 703 for MSPH and MHA students. Enrollment in at least 1 semester of Professional Training HPM 701, for MPH students.
- Successful completion of a master's paper for MSPH students, which includes HPM 789 and HPM 992. Completion of the master's paper proposal substitutes for the comprehensive examination.
- MHA students are required to take HPM 734 and HPM 735 (the capstone prep course and the capstone) in their second year. -The capstone is approved as the substitute for a master's paper and comprehensive examination for MHA students.
- MPH students complete a master's paper which integrates coursework and the summer practicum. The paper may be an empirical study, a policy analysis, a technical report, a legal brief, or other approach that integrates course content with the practicum.
- MPH students take HPM 789 (Master's Paper Preparation) in the **spring** of their first year. This allows students a semester to acclimate, get to know faculty who may be involved as readers, and to have moved towards developing and confirming a practicum experience. The master's paper proposal is written during the **spring**

semester. At the earliest, the proposal is defended at the end of spring semester. Successful defense of the proposal meets the comprehensive examination requirement.

- Students take the master's paper course (HPM 992) during the **summer concurrent with the practicum.** The paper is completed during the summer, and if necessary, after the summer. Alternatively, students may register for HPM 992 in the following fall semester. In either case, the summer practicum is used as a backdrop for the master's paper. The master's thesis requirement is met upon faculty readers' signed approval of the master's paper.

Notes:

- As with MSPH students, early and continuous involvement of faculty readers is essential. The program director and faculty advisors will work with students to identify faculty members most appropriate to the master's paper topic and methods.
- This policy will go into effect for MPH students entering the program in Fall 2010. The policy is also an option for students who entered the program earlier who have not yet met master's paper and comprehensive requirements.
- At the discretion of the student and readers, students may have an informal developmental defense, i.e., a rehearsal, during spring semester. Students earn one credit for HPM 890, and three credits for HPM 992.
- Successful completion of the (see below) comprehensive examination equivalent specific to the degree see below).
- An Application for Graduation submitted no later than the deadline established by the Graduate School for that semester in which the student expects to graduate. The Application for Graduation can be found on the Graduate School website http://cfx.research.unc.edu/grad_appOnline/.
- All requirements for the degree must be met within 5 years from the date of matriculation.

Please refer to the *Graduate School Handbook* <http://gradschool.unc.edu/handbook/> and the Student Services Office for further information.

Comprehensive Examination and Master's Paper

The Graduate School requires that graduate students successfully complete a comprehensive examination and master's paper, or approved alternative requirements. The Graduate School has approved the following to meet the comprehensive examination and master's paper requirements for master's degree students in the Department of Health Policy and Management.

Master of Science in Public Health (MSPH) and Master of Public Health (MPH)

Comprehensive Examination: Successful writing and defense of a master's paper proposal, typically completed as part of HPM 789 during the fall semester of the student's second year in the program. The written proposal is presented orally to two master's paper readers during fall semester or early in spring semester. Approval of the master's paper proposal constitutes passing the comprehensive examination.

Master's Paper: Successful completion of a master's paper. A minimum of two readers must approve the paper. The paper is also presented as a poster during a research day during spring semester. MSPH students will register for HPM 992.

Master of Healthcare Administration (MHA)

Comprehensive Examination: Successful completion and oral presentation of a business plan, currently done under the auspices of HPM 735, "Advanced Concepts and Applications in Health Policy and Management."

Master's Paper: Achieving a passing grade on three business cases, currently done under the auspices of HPM 735, "Advanced Concepts and Applications in Health Policy and Management."

2011 MPH CURRICULUM SEQUENCE

Semester	Number	Short Title	Credit Hours	Required
FALL 1	HPM 470 ¹	Statistical Methods for Health Policy and Administration	3.0	SPH Core
	HPM 701 ²	Professional Training I <i>\$550.00 fee (in addition to University Fees)</i>	N/A	Dept Core
	HPM 730	Leadership and Management of Health Care Organizations	3.0	Dept Core
	HPM 740	Introduction to Health Care Financial Management	3.0	Dept Core
	HPM 754	Health Care in the US Structure and Policy	4.0	Dept Core
	Electives	Elective Courses	Variable	Electives
SPRG 1	HPM 789 ³	Master's Paper Development	1.0	Dept Core
	ENVR 600	Survey of Environmental Problems	3.0	SPH Core
	EPID 600	Principles of Epidemiology	3.0	SPH Core
	HBHE 600	Social and Behavioral Sciences in Public Health	3.0	SPH Core
	Electives	Elective Courses	Variable	Electives
SUMM 1	HPM 704 ²	Practicum <i>\$450.00 fee (in addition to University Fees)</i>	1.0	Dept Core
	HPM 992 ³	Master's Paper	3.0	Dept Core

TOTAL CREDITS REQUIRED: 42

¹ MPH students may take BIOS 600 in lieu of HPM 470.

² Required Fees (in addition to University Fees)
Professional Training Fee HPM 701 (\$550)
Practicum Fee HPM 704 \$450.00

³ Successful completion of HPM 789 and HPM 992 meets the Graduate School requirement for the master's paper and comprehensive examination.

2011 MSPH CURRICULUM SEQUENCE

Semester	Number	Short Title	Credit Hours	Required
FALL 1	BIOS 600	Biostatistics	3.0	Dept Core
	HPM 601	Issues in Health Care	1.0	Dept Core
	HPM 730	Leadership and Management of Health Care Organizations	3.0	Dept Core
	HPM 740	Introduction to Health Care Financial Management	3.0	Dept Core
	HPM 754	Health Care in the US Structure and Policy	4.0	Dept Core
	HPM 701 ¹	Professional Training I \$550.00 fee (in addition to University Fees)	N/A	Dept Core
	HPM 496(55) ²	Math Module (Optional)	1	Optional
SPRG 1	HPM 472	Program Evaluation	3.0	MSPH Core
	HPM 760	Information and Quality Management	3.0	Dept Core
	HPM 770	Introduction to Operations Research for Healthcare Systems	3.0	Dept Core
	EPID 600	Principles of Epidemiology	3.0	SPH Core
	HPM 881 ²	Linear Regression Models (optional)	3.0	Optional
	Concentration and elective courses	Concentration courses and electives	Variable	Dept Core
SUMM 1	HPM 704 ¹	Internship \$450.00 fee (in addition to University Fees)	2.0	Dept Core
FALL 2	HPM 702 ¹	Professional Training II \$500.00 fee (in addition to University Fees)	N/A	Dept Core
	HPM 710	Health Law	3.0	Dept Core
	HPM 715	Health Economics for Policy and Administration	3.0	Dept Core
	HPM 772 ²	Methods for Health Policy Analysis and Technology Assessment	3.0	MSPH Core
	HPM 789	Master's Paper Development	1.0	MSPH Core
	SPH Core Course	ENVR 600 or HBHE 600	3.0	SPH Core
	Concentration and elective courses	Concentration courses and electives	Variable	Dept Core
SPRG 2	HPM 703 ¹	Professional Training III \$500.00 fee (in addition to University Fees)	N/A	Dept Core
	HPM 992	Master's Paper	3.0	MSPH Core
	SPH Core Course	ENVR 600 or HBHE 600	3.0	SPH Core
	Concentration and elective courses	Concentration courses and electives	Variable	Dept Core

TOTAL CREDITS REQUIRED: 60

¹Required Fees (in addition to University Fees)

Professional Training Fees: HPM 701 (\$550) HPM 702 & 703 (\$500 each)

Field Training: \$450

² MSPH students with a particular interest in health services research may opt to take HPM 881 in spring 2012, which is a doctoral-level course. If so, then students should plan to take the one-credit math module, HPM 496 (55), in fall 2011. This is a preparatory course for HPM 881. This will be discussed during orientation and you should also discuss this with your advisor.

2011 MHA CURRICULUM SEQUENCE

Course Sequence: MHA Degree

Semester	Number	Short Title	Credit Hours	Required
	HPM 470	Statistical Methods for Health Policy and Administration	3.0	SPH Core
	HPM 601	Issues in Health Care	1.0	Dept Core
	HPM 701 ¹	Professional Training I \$550.00 fee (in addition to University Fees)	N/A	Dept Core
	HPM 730	Leadership and Management of Health Care Organizations	3.0	Dept Core
	HPM 740	Introduction to Health Care Financial Management	3.0	Dept Core
	HPM 754	Health Care in the US Structure and Policy	4.0	Dept Core
SPRG 1				
	HPM 725	Healthcare Strategy and Marketing	3.0	MHA Core
	HPM 741	Management Accounting for Health Administrators	3.0	MHA Core
	HPM 760	Information and Quality Management	3.0	Dept Core
	HPM 770	Introduction to Operations Research for Healthcare Systems	3.0	MHA Core
	SPH Core Course	EPID 600, ENVR 600 or HBHE 600	3.0	SPH Core
SUMM 1				
	HPM 704 ¹	Internship \$450.00 fee (in addition to University Fees)	2.0	Dept Core
FALL 2				
	HPM 702 ¹	Professional Training II \$500.00 fee (in addition to University Fees)	N/A	Dept Core
	HPM 710	Health Law	3.0	Dept Core
	HPM 715	Health Economics for Policy and Administration	3.0	Dept Core
	HPM 720	Management of Human Resources in Health Organizations	3.0	MHA Core
	HPM 734	Approaches to Business Plan Development	1.0	MHA Core
	SPH Core Course	EPID 600, ENVR 600 or HBHE 600	3.0	SPH Core
	Concentration/ Electives	Refer to student manual for a list of concentrations and HPM website for course offerings	Variable	Concentration/ Electives
SPRG 2				
	HPM 703 ¹	Professional Training III \$500.00 fee (in addition to University Fees)	N/A	Dept Core
	HPM 735	Advanced Concepts and Applications in Health Policy and Administration (CAPSTONE)	3.0	MHA Core
	SPH Core Course	EPID 600, ENVR 600 or HBHE 600	3.0	SPH Core
	Concentration/ Electives	Refer to student manual for a list of concentrations and HPM website for course offerings	Variable	Concentration/ Electives

TOTAL CREDITS REQUIRED: 60

¹Required Fees (in addition to University Fees)

Professional Training Fees: HPM 701 (\$550) HPM 702 & 703 (\$500.00 each)

Field Training Fee: \$450.00

Concentrations

A concentration is a focused area of study through which students pursue their academic and career interests. In selecting a concentration students should select an area in which:

- 1) they have an interest;
- 2) they can feel confident in their ability to gain relevant skills and knowledge; and
- 3) the skills and knowledge base will enhance their competitiveness in the job market.

MHA concentration areas are: Financial Management, Health Policy Communications, Health Economics, Global Health and Population, Managed Care, Long-Term Care Policy, Marketing, Quality Management, Information Management,

MSPH concentrations are: Health Economics, Global Health and Population, Quality Management, Disease Management, Policy Analysis, Long Term Care Policy, Health Policy Communications, and Pharmaceutical Policy.

Note: Courses specified as core courses in the School of Public Health or Department of Health Policy and Management, or courses required to meet degree requirements, do **not** count as concentration courses. Concentration courses are by definition elective courses.

The following are suggested courses and do not represent an exhaustive list. Additional graduate level courses can be approved by your advisor. Please note that course offerings are subject to change and may not be reflected in the information below.

Financial Management *(two of the following)*

Course Number	Course Title	Prerequisite/Co-requisite
HPM 742	Long-Term Financial Mgmt of Healthcare Org	HPM 740
HPM 743	Short-Term Financial Mgmt of Healthcare Org	HPM 740, HPM 743
HPM 744	Managerial Topics in Healthcare Financial Mgmt <i>*not offered fall 06</i>	HPM 740
BUSI 100	Financial Accounting	Please see consult faculty advisor
BUSI 407	Financial Statement Analysis	Please see consult faculty advisor
BUSI 408	Corporate Finance	Please see consult faculty advisor
BUSI 409	Advanced Corporate Finance	Please see consult faculty advisor
BUSI 582	Mergers and Acquisitions	Please see consult faculty advisor

HPM student access to Business School courses is inconsistent. Consult your faculty adviser if you are interested in pursuing any of these courses.

Global Health and Population *(5-6 credit hours of the following)*

Course Number	Course Title	Pre-requisite/Co-requisite
HPM 660	International and Comparative Health Systems	
HPM 664	Globalization and Health	
HPM 472	Program Evaluation	
BIOS 670	Demographic Techniques	BIOS 600
EPID 765	Control of Infectious Diseases in Developing Countries	EPID 600 or EPID 710
GEOG 445	Medical Geography	
MHCH 740	International Maternal & Child Health Seminar	
MHCH 722	Issues in International Maternal & Child Health	
MHCH 252	Maternal and Child Health Research Seminar	
POLI 725	Methods for Policy Analysis & Evaluation	

Health Economics *(two of the following)*

Course Number	Course Title	Pre-requisite/Co-requisite
ECON 540	Advanced Topics in Public Finance	ECON 340 (140) or ECON 440 (141)
ECON 345	Public Policy Towards Business	ECON 310 (100) or Micro
ECON 445	Industrial Organization	ECON 410 (101)
PLCY 788	Advanced Economic Analysis for Public Policy I	

Health Policy and Communications *(two of the following)*

Course Number	Course Title	Prerequisite/Co-requisite
HPM 560	Media and Health Policy	
HPM 550	Medical Journalism	JOMC 153 or instructor permission
HPM 551	Medical Reporting for the Electronic Media	JOMC 460 or instructor permission
JOMC 130	Principles of Public Relations	
JOMC 232	Public Relations Writing	JOMC 153 or JOMC 130
ECON 445	Industrial Organization	ECON 410

Information Management *(two of the following)*

Course Number	Course Title	Pre-requisite/Co-requisite
HPM 440	Intro to Mgmt Info Sys in Health Care	
HPM 480	Database Design for Health Care Applications	
INLS 509	Information Retrieval	INLS 261, COMP 110, OR COMP 121
INLS 572	Internet Applications	
INLS 574	Introduction to Local Area Networks	INLS 261 or INLS 461
INLS 582	Systems Analysis	
INLS 718	User Interface Design	INLS 582

Long Term Care Policy *(one of the following)*

Course Number	Course Title	Pre-requisite/Co-requisite (notes)
HPM 496 (sec 38)	Aging, Family and Long Term Care: Cultural and Racial Issues	REQUIRED COURSE FOR Concentration
HPM 607	Aging and Public Policy	Permission from instruction
EPID 620	Aging and Health	
SOCI 822	Sociological Theories of Aging	Meet with instructor prior to enrollment

Marketing *(six credits of the following)*

Course Number	Course Title	Pre-requisite/Co-requisite
HPM 435	Marketing for Health Services Organizations	
HPM 744	Managerial Topics in Health Care Financial Mgmt	HPM 740 & HPM 741
SOWO 883	Marketing and Fundraising for Nonprofit Org	
MBA 266	Nonprofit Marketing (1.5 credits)	Instructor Permission
MBA 260e	Legal and Social Environment of Marketing (1.5 credits)	Instructor Permission
MBA 263	Integrated Marketing Communications (1.5 credits)	Instructor Permission

Pharmaceutical Policy *(one of the following)*

Course Number	Course Title	Pre-requisite/Co-requisite
EPID 765	Methods & Issues in Pharmacoepidemiology (REQUIRED)	EPID 600 & HPM 470
PPES 880	Pharmaceutical Research, Development, and Marketing	Graduate student standing or permission of instructor
PPES 801	Pharmacoeconomics	Graduate student standing or permission of instructor
PPES 803	Social & Behavioral Aspects of Pharmaceutical Use	Graduate student standing or permission of instructor
PPES 805	Patient Reported Outcomes: Theory, Methods and Apps	Graduate student standing or permission of instructor
PPES 899	Seminar (1 ch)	Graduate student standing or permission of instructor
EPID 893	Pharmacoepidemiology Seminar	EPID 765
BIOS 665	Categorical Data Analysis	BIOS 600 or BIOS 545/550 & BIOS 662

Quality Management

Course Number	Course Title	Pre-requisite/Co-requisite
HPM 761	Quality and Utilization Management	HPM 754
HPM 762	Quality of Care	HPM 754

Quantitative Research Methods *(two of the following)*

Course Number	Course Title	Pre-requisite/Co-requisite
HPM 882	Analysis of Categorical Data	HPM 881
BIOS 665	Advanced Methodology in HPM Research	HPM 882
	Categorical Data Analysis	BIOS 600 or BIOS 545/550 & BIOS 662

Course Number	Course Title	Pre-requisite/Co-requisite
HPM 465	Managed Care, Market Reform and the Impact on Vul Pops	HPM 754
HPM 496 (021)	Political and Policy Dynamics of Health Care Reform	HPM 754
HPM 510	Ethical Issues in HPM	HPM 754
HPM 560	Advanced Policy Analysis	HPM 754
HPM 765	Cancer Prevention and Control Seminar	HPM 754

Courses in other departments such as MHCH, BIOS, Political Science, Geography may also be counted, subject to approval by your adviser.

ELECTIVES

In addition to the core requirements and concentrations, MHA and MSPH students are required to take at least three hours of graduate-level *electives* to fulfill the 60 credit hours required for graduation. This represents the final layer of the curriculum. Electives may be taken in any school or department on campus, or, if the student wishes, through Duke University or any campus of the University of North Carolina system approved by the Graduate School (NC State University, UNC-Greensboro, UNC-Charlotte, North Carolina Central, Duke). Elective courses are encouraged to supplement concentration coursework.

PRACTICUM

MHA and MSPH students must successfully complete a twelve week practicum (480 hours) under the joint supervision of the faculty advisor and an approved field preceptor. MPH students must successfully complete a practicum of at least six weeks (240 hours). Supervised block training during the summer months following the first year typically fulfills this requirement. (See the *Practicum Manual* for details.)

The overall objective of the practicum is to provide a planned and supervised learning experience through first-hand observation and operational responsibilities in a health services agency. Specific objectives for all student practicum placements are as follows:

- To have learning experiences that are not normally available in the classroom, but which are essential for sound training in Health Policy and Management;
- To test the validity and applicability of classroom learning to practice, and thus to develop the students' own professional point of view;
- To develop and refine operational skills, to gain relevant experience, and to enhance professional self-confidence as health administrators or policy analysts;
- To make a service contribution during the course of the practicum that will not only be useful to the agency, but also sharpen the students' administrative and/or analytical skills

During the fall semester, beginning in late September, various healthcare professionals and organization representatives visit the department to meet with students and conduct interviews for both practicum positions (first-year students) and jobs (second-year students). This provides an opportunity for students to learn about these organizations to assist in their practicum search and lay the groundwork for possible future employment. The Career Services Office coordinates these visits and organizes interviews.

- **All students will be registered for summer school during the Spring semester.**
- **MHA/MSPH students will register for 2 credit hours for HPM 704.**
- **MPH students will register for 1 credit hour for HPM 704.**
- **An practicum fee of \$450.00 is paid by all students, in addition to tuition and university fees.**

INTERDISCIPLINARY CERTIFICATES

A number of certificate programs are offered and can be pursued to complement degrees at the School of Public Health. These are interdisciplinary and therefore available to all students, regardless of department. Oftentimes, courses taken for the certificates will fulfill requirements for electives and/or concentrations. Check with your advisor when selecting courses.

Certificate in Aging

The UNC-Chapel Hill interdisciplinary Certificate in Aging is designed for graduate students enrolled at UNC-CH or elsewhere, professionals with graduate level credentials or the equivalent, and faculty members interested in expanding their involvement in aging. It is a campus-wide interdisciplinary program drawing on the University's rich set of resources to offer graduate students, community professionals, and faculty members gerontological knowledge essential for work in an aging society. For more information, visit <http://www.aging.unc.edu/certificate/index.html>.

Certificate in Global Health

The purpose of the Certificate in Global Health Program is to prepare students to work in changing environments and with diverse populations, and to respond competently to the challenges presented by permeable geographic and cultural boundaries. The certificate complements the students' departmental requirements by offering courses, seminars, and fieldwork or practicums that provide for a comprehensive understanding of global health conditions, needs, and solutions that cross borders in both developing and industrialized countries and regions. Students will gain competence in identifying and analyzing factors that generate disparities in health status, health resources, and access to health information and health services, particularly for ethnic minorities and other marginalized and vulnerable population groups. For more information: <http://www.sph.unc.edu/ogh/certificate/index.htm>.

Certificate in Health Disparities

Despite significant progress in the overall health of the nation, there are continuing disparities in morbidity and mortality experienced by African-Americans, Hispanics, American Indians, Alaska Natives, Asian-Americans, and Pacific Islanders, compared to the U.S. population as a whole. Year 2010 is rapidly approaching, and given the current state of the science of disparity reduction, it is doubtful that we will come close to reaching 2010 goals of eliminating disparities. Not only does basic science need to be conducted in many health areas to understand what the contributors to the disparity are, but that information then needs to be translated into specific interventions to counterbalance the effects of these contributors. Public health workforce development is a critical component to supporting a long-term and sustained public health effort toward addressing, and ultimately eliminating, disparities. To support this at the University of North Carolina at Chapel Hill, a new Certificate in Health Disparities has been developed in order to identify a group of professionals specifically trained to fill this gap. For more information see <http://www.echo.unc.edu/education/certificate.htm>.

Certificate in International Development

The graduate Certificate in International Development is available to all UNC-CH graduate students who wish to acquire a specialization in issues of international development and social change in communities and nations around the world. The certificate may be awarded to students at either the master's or doctoral level, and it is noted on the student's transcript. For more information, visit http://www.ucis.unc.edu/programs/development_certificate.htm.

KEY UNIVERSITY POLICIES

NONDISCRIMINATION POLICY

(<http://www.unc.edu/campus/policies.html#E>)

The University of North Carolina at Chapel Hill is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees on the basis of age, gender, race, color, national origin, religion, creed, disability, veteran's status, or sexual orientation. Any complaints alleging failure of this institution to follow this policy should be brought to the attention of the appropriate officer of the university, as indicated in the policy.

HONOR CODE

(<http://instrument.unc.edu/>)

This Instrument serves as the university's definitive statement on student disciplinary governance. It delineates the Honor Code and includes all structures and procedures of the UNC-Chapel Hill Honor System.

SEXUAL HARASSMENT POLICY

(http://www.unc.edu/campus/policies/sexual_harass.html)

The Office of the University Counsel maintains a formal statement of policy and procedures concerning sexual harassment.

School of Public Health
Core Curriculum Checklist
Effective for students entering the School of Public Health Fall 2009 and later.

Name: _____ PID: _____ Dept.: _____

Degree Program (circle one): MPH MSPH MHA DrPH Graduation Date: _____

Please *circle the course number or alternative* which represents how the student has acquired competency in each of the following core areas:

CORE AREA	BASIC COURSE(S)	APPROVED ALTERNATIVE(S)	SUBSTITUTION	
Biostatistics	BIOS 600	BIOS	Any 3 or 4 credit BIOS course above 540 Enter course #: BIOS _____	Approval on file
		HPM	470 (HPM majors only)	
		PUBH	741 (majors only)	
		SOWO	510 <u>and</u> 911 (dual degree students only)	
Environmental health	ENVR 600	ENVR	430	Approval on file
Epidemiology	EPID 600	EPID	710 711	Approval on file
		PUBH	760	
Health administration	HPM 600	HPM	660 564 or 754 (HPM majors only)	Approval on file
		MHCH	701& 702	
		PUBH	600 (PHLP majors only)	
Social and behavioral science	HBHE 600	HBHE	700, 730 & 772 (HBHE only)	Approval on file
		MHCH	700 701, 702 & 723 (MCH students only) 859/860 (MCH DrPH students only) SOWO 500, 505, 510, 517, 530, 570 (dual degree students only) PHYT 824 (MCH DPT/MSPH students only)	
		NUTR	715	
		PUBH	750 (PUBH majors only)	

Supervised practice experience (master's students only)? Yes No Exempt (attach explanation)

Registrar's Signature: _____ Date: _____

Student Services Personnel: This form must be submitted to the SPH Office of Student Affairs as part of the graduation check process. Please attach documentation of approved exemptions/substitutions. Students in MPH, MSPH, MHA, and DrPH programs who have not completed these requirements will not be cleared for graduation.

2011 MHA PROGRAM WORKSHEET

MHA Degree Requirement Worksheet		Student's Name _____		
Course Number	Course Title	Semester Completed	Credits	Pertinent notes: all substitutions and exemptions.
SPH CORE				
HPM 470	Statistical Methods for Health Policy and Administration		3.0	
ENVR 600	Environmental Health		3.0	
EPID 600	Principles of Epidemiology		3.0	
HBHE 600	Social and Behavioral Sciences in Public Health		3.0	
DEPT CORE				
HPM 601	Issues in Health Care		1.0	
HPM 730	Leadership and Management of Health Care Organizations		3.0	
HPM 740	Introduction to Health Care Financial Management		3.0	
HPM 754	Health Care in the United States: Structure and Policy		4.0	
HPM 760	Healthcare Quality & Information Management		3.0	
HPM 715	Health Economics for Health Policy and Administration		3.0	
HPM 710	Health Law		3.0	
HPM 770	Introduction to Operations Research for Healthcare Systems		3.0	
HPM 704	*Internship (\$450 fee)		2.0	
HPM 701	*Professional Training I (\$550 fee)		n/a	
HPM 702	*Professional Training II (\$500 fee)		n/a	
HPM 703	*Professional Training III (\$500 fee)		n/a	
MHA CORE				
HPM 725	Healthcare Strategy and Marketing		3.0	
HPM 741	Management Accounting for Health Administrators		3.0	
HPM 720	Management of Human Resources in Health Organizations		3.0	
HPM 734	Approaches to Business Plan Development		1.0	
HPM 735	Advanced Concepts and Applications in Health Policy and Administration		3.0	
Concentration and Elective Courses:				
TOTAL CREDIT HOURS FOR GRADUATION:			60	

***Additional fees (in addition to University Fees)**

2011 MSPH PROGRAM WORKSHEET

MSPH Degree Requirement Worksheet		Student's Name _____		
Course Number	Course Title	Semester Completed	Credits	Pertinent notes: all substitutions and exemptions.
SPH CORE				
BIOS 600	Principles of Statistical Inference		3.0	
ENVR 600	Environmental Health		3.0	
EPID 600	Principles of Epidemiology		3.0	
HBHE 600	Social and Behavioral Sciences in Public Health		3.0	
DEPT CORE				
HPM 601	Issues in Health Care		1.0	
HPM 730	Leadership and Management of Health Care Organizations		3.0	
HPM 740	Introduction to Health Care Financial Management		3.0	
HPM 754	Health Care in the United States: Structure and Policy		4.0	
HPM 760	Healthcare Quality & Information Management		3.0	
HPM 715	Health Economics for Policy and Administration		3.0	
HPM 710	Health Law		3.0	
HPM 770	Introduction to Operations Research for Healthcare Systems		3.0	
HPM 704	*Internship (\$450 fee)		2.0	
HPM 701	*Professional Training I (\$550 fee)		n/a	
HPM 702	*Professional Training II (\$500 fee)		n/a	
HPM 703	*Professional Training III (\$500 fee)		n/a	
MSPH CORE				
HPM 472	Program Evaluation		3.0	
HPM 496 ⁽⁵⁵⁾	Math/Stata Module (Optional)		1.0	
HPM 772	Methods for Health Policy Analysis and Technology Assessment		3.0	
HPM 789	Master's Paper Development		1.0	
HPM 992	Master's Paper		3.0	
Concentration and Elective Courses:				
TOTAL CREDIT HOURS FOR GRADUATION:			60	

***Additional fees (in addition to University Fees)**

2011 MPH PROGRAM WORKSHEET

MPH Degree Requirement Worksheet		Student's Name _____		
Course Number	Course Title	Semester Completed	Credits	Pertinent notes: all substitutions and exemptions.
SPH CORE				
HPM 470	Statistical Methods for Health Policy and Administration		3.0	
ENVR 600	Environmental Health		3.0	
EPID 600	Principles of Epidemiology		3.0	
HBHE 600	Social and Behavioral Sciences in Public Health		3.0	
DEPT CORE				
HPM 730	Leadership and Management of Health Care Organizations		3.0	
HPM 740	Introduction to Health Care Financial Management		3.0	
HPM 754	Health Care in the United States: Structure and Policy		4.0	
HPM 789	Master's Paper Development		1.0	
HPM 992	Master's Paper		3.0	
HPM 704	*Internship (\$450 fee)		1.0	
HPM 701	*Professional Training I (\$550 fee)		n/a	
ELECTIVES		VARIABLE		
TOTAL CREDIT HOURS FOR GRADUATION:			42	

***Additional fees (in addition to University Fees)**