Health Policy & Management
Master's Student Guide
2008-2009

Master of Healthcare Administration (MHA)

Master of Science in Public Health (MSPH)

Master of Public Health (MPH)

GENERAL INFORMATION

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

FACULTY

IMPORTANT OFFICES

THE STUDENT SERVICES OFFICE
Services Provided
THE CAREER SERVICES OFFICE (CSO)
Resources through the Career Services Office
Events Sponsored by the Career Services Office
THE OFFICE OF PROFESSIONAL DEVELOPMENT
Job Seeking Process/Skills
Professional Outreach
Field Experiences
Alumni Relations

STUDENT ORGANIZATIONS
FINANCIAL AID

ACADEMIC INFO

CURRICUMUM 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
INTERNSHIP

KEY UNIVERSITY POLICIES

APPENDIX A: SELECTED SCHOLARSHIPS AND AWARDS (BY AWARD TYPE)
APPENDIX B: 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	05 Steele	962-8300	http://disabilityservices.unc.edu
Email	022 Undergraduate Library	962-4357	https://onyen.unc.edu/
Graduate School - forms			http://gradschool.unc.edu/forms.html
Graduate School - Handbook			http://gradschool.unc.edu/publications.html
Health Affairs Bookstore	Medical Crive	966-2208	http://my.unc.edu
Health Sciences Library	Columbia Street	966-0800	http://www.hsl.unc.edu
International Center	Fed Ex Global Education Center 301 Pittsboro Street	962-5661	http://oisss.unc.edu
UNC Funding Opportunities	200 Bynum	843-8392	http://gradschool.unc.edu/funding/
HPAA Web Site			http://www.sph.unc.edu/HPAA/
NC Resident Status	200 Bynum	962-6324	http://www.unc.edu/depts/grad/residency/ncres.html
Registration	105A	962-3954	http://regweb.unc.edu
Scholarships & Student Aid	300 Pettigrew	962-8396	http://studentaid.unc.edu/
Student Central			http://studentcentral.unc.edu
Tuition Rates			http://www.unc.edu/finance/cashiers//stufininfo.htm
UNC One Card (ID)	Student Stores	962-1385	http://www.onecard.unc.edu
University Cashier	SASB North	962-1568 (info)	http://www.unc.edu/finance/cashiers/cashiers.htm
	SASB North	962-6824 (pmt)	(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
	Gina Coffin-Smith, 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
	Charlotte Baldwin, Accounting Technician	966-2890
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
		843-1219
UNDERGRADUATE PROGRAM		
	Chris Shea, Director	966-1938
STUDENT SERVICES		
	Lynnette Jones, Registrar	966-7391
	Jackie Siler-Coleman, Assistant Registrar	966-4609
PROFESSIONAL DEVELOPMENT		
	Vacant	966-7380
	Cathy Padgett, Career Services Coordinator	966-7390
SYSTEMS SPECIALIST		
	Paul Barrett	966-6445

HEALTH POLICY AND MANAGEMENT

Phone # Name E-Mail Address Alias Address Room

FACULTY

Phone	Name	Email	Room
966-1069	Baker, Edward L. (Res Prof/director, Inst. of Pu,), MD, MPH, MSc	elbaker@email.unc.edu	400 Roberson St.
966-7383/ 843-9752	Bender, Deborah E. (Res Prof), PhD, MPH	Deborah_bender@unc.edu	1121
966-7377	Biddle, Andrea K. (Assoc Prof), PhD, MPH	Andrea_Biddle@unc.edu	1105E
843-4846	Brooks, Edward (CL Assoc Prof), DrPH	brookse@email.unc.edu	1103C
843-6328	Carpenter, William R. (Res Asst Prof), PhD, MHA	Wrc4@email.unc.edu	1102F
843-2494/ 966-8138	Dilworth-Anderson, Peggye (Prof/Assoc Director of Aging and Diversity), PhD	dilworth@email.unc.edu	1102D
966-3891	Domino, Marisa E. (Assoc Prof), PhD	domino@unc.edu	1104G
966-7353	Files, Laurel A. (Assoc Prof/Associate Department Chair), PhD	files@email.unc.edu	1101B
966-7355	Fried, Bruce J. (Assoc Prof/Director, Residential Master's Program)	Bruce_Fried@unc.edu	1104E
966-4228	Gentry, William B. (Lect/Director, Certificate Programs)	wgentry@email.unc.edu	1106F
966-0993	Greene, Sandra B. (Senior Research Fellow/Res Assoc Prof), DrPH	sandrab_greene@unc.edu	725 MLK Jr. Blvd
966-7361	Harris, Dean M. (Cl Assoc Prof), JD	Dean_Harris@unc.edu	1104A
843-4621	Hobbs, Suzanne Havala (Director, Doctoral Program in Health Leadership/Cl Asst Prof), DrPH	havala@email.unc.edu	1103D
966-2501	Konrad, Thomas R. (Res Prof), PhD	Bob_konrad@unc.edu	725 MLK Jr. Blvd
612-922-0220	Leatherman, Sheila (Res Prof), MSW	sheilaleatherman@aol.com	1120
843-2748	Leatt, Peggy (Chair/Prof), PhD	leatt@email.unc.edu	1101A
966-2739	Lee, Jessica (Asst Prof, Res. Asst. Prof.), DDS, MPH, PhD	Jessica_lee@dentistry.unc.edu	228 Brauer Hall
966-7770	Lee, Shoou-Yih Daniel (Assoc Prof), PhD	sylee@email.unc.edu	1104B
843-9932	Lich, Kristen Hassmiller (Assist Prof), PhD	hassmill@email.unc.edu	1104D
966-7374	Matchar, Bobbi	bmatchar@email.unc.edu	1120
966-7666	Mayer, Michelle (Res Asst Prof, Res. Fellow Sheps Center), RN, PhD, MPH	michelle_mayer@unc.edu	725 MLK Jr. Blvd
966-2499	Mebane, Felicia E. (Cl Asst Prof, Asst. Dean for Student Affairs) PhD, MSPH	fmebane@email.unc.edu	4115
843-2576/ 966-5829	Morrissey, Joseph (Prof, Dep. Dir. for Res., Adj. Prof.), PhD	Joe_morrissey@unc.edu	1105C
966-6296	Oberlander, Jonathan (Assoc Prof), PhD	Jonathan_Oberlander@med.unc.edu	1101G
966-7373	Paul, John E. (Cl Assoc Prof), PhD	paulj@email.unc.edu	1102B
843-2728/ 966-1457	Pink, George (Assoc Prof/Senior Research Fellow), PhD	gpink@email.unc.edu	1105D
966-7354	Porto, Jim V. (Cl Asst Prof/Dir of the Executive Master's Program), PhD, MPA	jporto@email.unc.edu	1106C
843-8619	Reiter, Kristin (Asst Prof), PhD	reiter@email.unc.edu	1104H
966-5541	Ricketts, Thomas C. III (Prof/ Dir, North Carolina Rural Health Res Program and Program on Health Policy Analysis), PhD	tom_ricketts@unc.edu	725 MLK Jr. Blvd
966-7388	Rozier, R Gary (Prof/ Director, Dental Public Health and Residency Training Program), DDS	gary_rozier@unc.edu	1105F
966-1938	Shea, Chris M. (Director of the B.S.P.H. Program/ Research Coordinator), MA, MPA	chris_shea@unc.edu	1105B
401-6599 x23	Silberman, Pam C. (Associate Director for Policy Analysis/Res Assoc. Pres. North Carolina Inst. of Med.), JD, DrPH	pam_silberman@unc.edu	5501 Fortunes Ridge Dr.
966-6394	Skinner, Asheley (Post-Doc Fellow)	asheley@email.unc.edu	1102G
843-2590	Stearns, Sally (Assoc Prof), PhD	sally_stearns@unc.edu	1104C
843-1219	Studer, Melanie (Clinical Instructor)	mstuder@email.unc.edu	1106C
966-9756	Thirumurthy, Harsha (Asst Prof), PhD	harsha@unc.edu	1101E
966-8903	Vernon, John (Assistant Professor)	Vernon@email.unc.edu	
966-7368	Waters, Bennet (Cl Asst Prof), MPH, DHA	jbwaters@email.unc.edu	1106B
966-7385	Weinberger, Morris (Vergil N. Slee Distinguished Professor of Healthcare Quality Management/Dir of the Doctoral Program), PhD	mweinber@email.unc.edu	1101D
966-7375	Weiner, Bryan (Assoc Prof), PhD	weiner@email.unc.edu	1102C
966-7384	Wells, Rebecca (Asst Prof), PhD	rswells@email.unc.edu	1104F
843-4998	Zeldin, Leslie (Res Assoc), MPH	Leslie_zeldin@unc.edu	1102E
966-7387	Zelman, Bill (Prof), PhD	WZelman@unc.edu	1105A

Department of Health Policy and Management
Faculty Primary Areas of Interest

Deborah E. Bender	Research Professor	• Human resources management • International maternal and child health • Access/quality of care for Latino immigrant populations • Public health practice
Edward Baker	Research Professor and Director, NC Institute for Public Health	• Workforce Development • Information Systems • Public Health Policy
Andrea K. Biddle	Associate Professor	• Access to healthcare for children • Childhood vaccination • Healthcare reform • Pharmaceutical economics
Edward F. Brooks	Clinical Associate Professor	• 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	• Family care giving and aging • Health disparities • Long-term care • Dementia and care giving
Marisa E. Domino	Associate Professor	• Health economics • Mental health economics and policy • Medicaid policy
Laurel A. Files	Associate Professor and Associate Chair	• Organizational development and change • Strategic planning • Graduate education
Bruce J. Fried	Associate Professor and Director, Master's Program	• Human resources management in healthcare • Mental health services research • Global health • Comparative health systems • Strategic Planning •
William Gentry	Lecturer and Director of CPDM Program	• Disaster management • Operations planning • Disaster consequences • Public Health roles in disasters
Dean M. Harris	Clinical Associate Professor	• 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	• Food and nutrition policy (domestic and international) • Dietary guidance policy • Health communication • Cultural proficiency in health services delivery • Alternative and complementary health services
Sagar C. Jain	Professor (Emeritus Faculty)	• Global Education • Organization behavior

Arnold D. Kaluzny	Professor (Emeritus Faculty)	• Total assessment • Program evaluation • Development and operations of strategic alliances in health services
Kerry E. Kilpatrick	Professor (Emeritus Faculty)	• Operations research in health systems • Healthcare financing • Health policy analysis • Academic medical centers
Sheila Leatherman	Research Professor	• Quality of care • Health systems performance • International health policy • Managed care
Peggy Leatt	Professor and Chair	• Organizational behavior • Health system reform • Quality improvement • Outcomes research
Jessica Lee	Research Assistant Professor and Associate Professor, Pediatric Dentistry, School of Dentistry	• Access to care for children • Evidence-based practice of dentistry • Program evaluation • Dental Public Health
Daniel Lee	Associate Professor	• Social support networks and health • Medical Sociology • Healthcare organization and delivery • Organizational change • Inter-organizational arrangements
Kristen Hassmiller Lich	Assistant Professor	• 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
Michelle Mayer	Research Assistant Professor	• Access to health care for children • Quality of pediatric care for CSHCNs • Underserved pediatric populations • Access to pediatric subspecialty care • Pediatric workforce
Felicia Mebane	Clinical Assistant Professor and Assistant Dean for Student Affairs	• 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	• Mental health • Substance abuse • Justice services/policy • International systems • Managed care • Depression in primary care • Families and autism
Jonathan Oberlander	Associate Professor	• Medicare • American politics and public policy • Health politics and policy • Health care reform • Medicaid • Aging and public policy

John Paul	Clinical Associate Professor	• Organizational behavior in healthcare • Pharmaceutical development and pharmaeconomics • Health outcomes research • Organization and delivery healthcare in developing countries
George H. Pink	Associate Professor	• Performance measurement • Integrated health care • Health services accounting and finance
James V. Porto	Clinical Assistant Professor and Director, Executive Programs	• Substance abuse treatment • Comparative evaluation methodology • Public policy development and assessment
Kristen Reiter	Assistant Professor	• Healthcare financial management • Healthcare accounting • Hospital pay-for-performance
Thomas C. Ricketts	Professor and Director, NC Rural Health Research Programs	• Rural healthcare • Primary care • Regionalization of services • Political philosophy • Policy implementation and development
R. Gary Rozier	Professor	• Oral epidemiology • Dental public health • Fluoride exposures and outcomes
Christopher M. Shea	Clinical Instructor and Director, BSPH Program	• Organization studies • Information system adoption and implementation • Business communication
Pam Silberman	Research Associate and President, NC Institute of Medicine	• Managed care • Uninsured • Medicaid • State child health insurance program • State health policy • Rural health
Sally C. Stearns	Associate Professor	• Health economics • Health policy • Applied statistical methods
Melanie Studer	Clinical Instructor	• Human Resources • Healthcare Quality • Healthcare Purchasers and Payers
James E. Veney	Professor (Emeritus Faculty)	• International health • Evaluation design and methodology • Strategies for health planning
John Vernon	Assistant Professor	• Finance • Economics • Pharmaceuticals • Decision Analysis • FDA • Regulation of healthcare markets
J. Bennet Waters	Clinical Assistant Professor	• Emergency preparedness/disaster management • Fiscal and operational performance management • Organizational structure/governance • Leadership/administering change in healthcare

Morris Weinberger	Professor and Director, Doctoral Program	• Health services research • Primary care • Patient-centered outcomes research • Pharmaceutical care • Quality of care
Bryan J. Weiner	Associate Professor	• Governance in health care • Quality improvement implementation • Community health partnerships
Rebecca Wells	Assistant Professor	• Strategy process development • Health and human service organizations serving vulnerable populations • Community health centers • Drug abuse treatment centers • Child welfare agencies
William N. Zelman	Professor	• 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 9:00am – 4:00pm.

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 Student Central***. General registration instructions and an online directory of classes are available at http://regweb.unc.edu. 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.

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?
Students are expected to have thoroughly researched the degree programs offered, and to have made an informed selection of which program to pursue during the application process. 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 feel led to change your intended 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)

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. 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.

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
1106 McGavran-Greenberg Hall
Office Hours 9:00am – 4:00pm

STAFF

Lynnette Jones
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 Dr. Laurel Files, associate chair, for additional details. For information on various scholarships and awards, including federal loan programs, see Appendix A.

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 HPAA 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. HPAA 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 JPAA financial Aid Form must also have been submitted. These are one- year awards; with new application necessary for the second year or 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 HPAA Financial Aid Form.

Stipend Payment Procedures
Assistantship stipends are disbursed in monthly installments, through the HPAA 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 Department Manager, David Collins.

Health Insurance
Student health insurance is available to eligible TAs and RAs (students registered full-time and holding a qualifying assistantship -- $3,500 **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 **O**nly **N**ame **Y**ou'll **E**ver **N**eed, 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 distance learning courseware, the Student Central website 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:

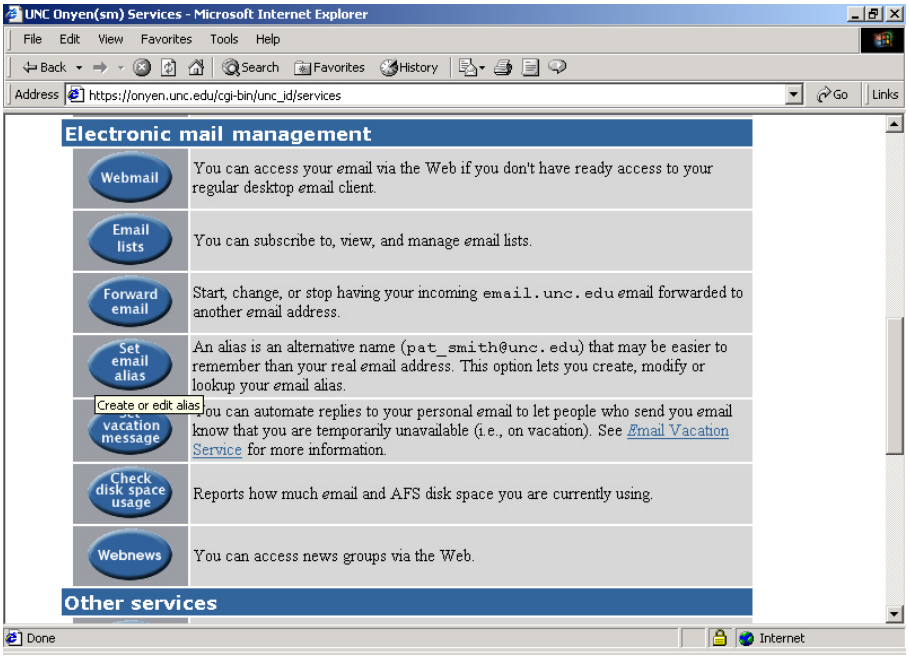
https://onyen.unc.edu/cgi-bin/unc_id/services

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. It is slower than using an email client such as Outlook or Netscape Communicator, but requires no setup. Just click the Webmail button, 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.

Email Forwarding

If you would rather have your mail directed to another account, use the Email Forwarding function to do this. Simply click the Email Forwarding button and follow the online instructions.

ACADEMIC INFORMATION

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 the following courses: ENVR 600, HBHE 600, BIOS 600, EPID 600, and HPAA 600; ***note that HPAA 564 is the required course for HPAA majors in place of HPAA 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 as Appendix B of this document.

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 internship, HPAA 704; 6 weeks is required for MPH students.

- Enrollment in 3 semesters of Professional Training (HPAA 701, 702, and 703) for MSPH and MHA students. Enrollment in at least 1 semester of Professional Training (HPAA 701) for MPH students.

- Successful completion of a master's paper for MSPH students, which includes HPAA 789 and HPAA 992. MHA students are required to take HPAA 735, the "capstone" course, which is approved as the substitute for a master's paper for MHA students. MPH students may pursue either option, the master's paper courses (HPAA 789 and HPAA 992) or HPAA 735. It is important that those MPH students enrolling in the master's paper course enroll in HPAA 789 in the first fall semester. Under certain circumstances, MPH students doing a master's paper may be exempted from HPAA 789. approval of the program director is required for exemption. HPAA 992, the master's paper, is typically completed during spring semester.

- Successful completion of the (see below) comprehensive examination equivalent specified for the degree.

- 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://gradschool.unc.edu/forms.html) in the "**FORMS**" section.

- 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)

Comprehensive Examination: MSPH students are required to write and defend a master's paper proposal, typically completed as part of HPAA 789 during the fall semester of the student's second year in the program. The written proposal is presented orally to two faculty readers during fall semester or early in spring semester. Approval of the master's paper proposal constitutes passing the comprehensive examination.

Master's Paper: MSPH are required to write 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 register for HPAA 992.

Master of Healthcare Administration (MHA)

Comprehensive Examination: MHA students are required to complete and present successfully a business plan, currently done under the auspices of HPAA 735, "Advanced Concepts and Applications in Health Policy and Administration."

Master's Paper: MHA students are required to achieve a passing grade on three business cases, currently done under the auspices of HPAA 735, "Advanced Concepts and Applications in Health Policy and Administration."

Master of Public Health (MPH)

MPH students have the option of completing either the MSPH or MHA requirements for the comprehensive examination and master's paper.

2008 MPH CURRICULUM SEQUENCE

Semester	Number	Short Title	Credit Hours	Required
FALL 1	HPAA 470[1]	Statistical Methods for Health Policy and Administration	3.0	SPH Core
	HPAA 564	Health Care in the United States: Administrative and Policy Issues	3.0	Dept Core
	HPAA 701[2]	Professional Training I *$550.00 fee (in addition to University Fees)*	N/A	Dept Core
	HPAA 730	Leadership and Management of Health Care Organizations	3.0	Dept Core
	HPAA 740	Introduction to Health Care Financial Management	3.0	Dept Core
	HPAA 755	Health Policy and Politics	3.0	Dept Core
	HPAA 496 (032)	Approaches to Business Plan Development	1.0	Dept Core
	HPAA 789[3]	Master's Paper Development	1.0	Dept Core
	Electives	Elective Courses	Variable	Electives
SPRG 1	HPAA 735[3]	Advanced Concepts and Applications in Health Policy and Administration	3.0	Dept Core
	HPAA 992[3]	Master's Paper	3.0	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	HPAA 704[2]	Internship *$450.00 fee (in addition to University Fees)*	1.0	Dept Core

TOTAL CREDITS REQUIRED: 42

[1] The program offers two different sections of HPAA 470 and are different in their emphases. Consult your advisor or program director for guidance on this choice. Note as well that MPH students may take BIOS 600 in lieu of HPAA 470.

[2]Required Fees (in addition to University Fees)
Professional Training Fee HPAA 701 ($550)
Internship Fee $450.00

[3]MPH students may take the master's paper courses (HPAA 789 & HPAA 992) in lieu of HPAA 735. Under certain circumstances MPH students doing a master's paper may be exempted from HPAA 789. Approval of the Program Director is required for exemption.

2008 MSPH CURRICULUM SEQUENCE

Semester	Number	Short Title	Credit Hours	Required
FALL 1	HPAA 470	Statistical Methods for Health Policy and Administration	3.0	Dept Core
	HPAA 564	Health Care in the United States: Administrative and Policy Issues	3.0	
	HPAA 601	Issues in Health Care	1.0	Dept Core
	HPAA 730	Leadership and Management of Health Care Organizations	3.0	Dept Core
	HPAA 740	Introduction to Health Care Financial Management	3.0	Dept Core
	HPAA 755	Health Policy and Politics	3.0	Dept Core
	HPAA 701[1]	Professional Training I *$550.00 fee (in addition to University Fees)*	N/A	Dept Core
SPRG 1	HPAA 472	Program Evaluation	3.0	MSPH Core
	HPAA 715	Health Economics for Policy and Administration	3.0	Dept Core
	HPAA 760	Information and Quality Management	3.0	Dept Core
	HPAA 770	Introduction to Operations Research for Healthcare Systems	3.0	Dept Core
	HPAA 881	Linear Regression Models	3.0	MSPH Core
	EPID 600	Principles of Epidemiology	3.0	SPH Core
SUMM 1	HPAA 704[1]	Internship *$450.00 fee (in addition to University Fees)*	2.0	Dept Core
FALL 2	HPAA 702[1]	Professional Training II *$500.00 fee (in addition to University Fees)*	N/A	Dept Core
	HPAA 710	Health Law	3.0	Dept Core
	HPAA 715L	Health Economics for Policy and Administration Lab	1.0	MSPH
	HPAA 772 [1]	Methods for Health Policy Analysis and Technology Assessment	3.0	MSPH Core
	HPAA 789	Master's Paper Development	1.0	MSPH Core
	ENVR 600	Environmental Health	3.0	SPH Core
	Concentration and elective courses	Concentration courses and electives	Variable	Dept Core
SPRG 2	HPAA 703[1]	Professional Training III *$500.00 fee (in addition to University Fees)*	N/A	Dept Core
	HPAA 992	Master's Paper	3.0	MSPH Core
	HBHE 600	Social and Behavioral Sciences in Public Health	3.0	SPH Core
	Concentration and elective courses	Concentration courses and electives	Variable	Dept Core

TOTAL CREDITS REQUIRED: 60

[1]Required Fees (in addition to University Fees)
Professional Training Fees: HPAA 701 ($550) HPAA 702 & 703 ($500 each)
Field Training: $450

2008 MHA CURRICULUM SEQUENCE

Course Sequence: MHA Degree

Semester	Number	Short Title	Credit Hours	Required
	HPAA 470	Statistical Methods for Health Policy and Administration	3.0	SPH Core
FALL 1	HPAA 564	Health Care in the United States: Administrative and Policy Issues	3.0	Dept Core
	HPAA 601	Issues in Health Care	1.0	Dept Core
	HPAA 730	Leadership and Management of Health Care Organizations	3.0	Dept Core
	HPAA 740	Introduction to Health Care Financial Management	3.0	Dept Core
	HPAA 755	Health Policy and Politics	3.0	Dept Core
	HPAA 701[1]	Professional Training I *$550.00 fee (in addition to University Fees)*	N/A	Dept Core
SPRG 1	HPAA 715	Health Economics for Policy and Administration	3.0	Dept Core
	HPAA 725	Healthcare Strategy and Marketing	3.0	MHA Core
	HPAA 741	Management Accounting for Health Administrators	3.0	MHA Core
	HPAA 760	Information and Quality Management	3.0	Dept Core
	HPAA 770	Introduction to Operations Research for Healthcare Systems	3.0	MHA Core
	EPID 600	Principles of Epidemiology	3.0	SPH Core
SUMM 1	HPAA 704[1]	Internship *$450.00 fee (in addition to University Fees)*	2.0	Dept Core
FALL 2				
	HPAA 710	Health Law	3.0	Dept Core
	HPAA 720	Management of Human Resources in Health Organizations	3.0	MHA Core
	ENVR 600	Environmental Health	3.0	SPH Core
	HPAA 496 (032)	Approaches to Business Plan Development	1.0	MHA Core
	Concentration/ Elective	*Refer to student manual for a list of concentrations and HPAA website for course offerings*	Variable	Concentration/ Elective
	HPAA 702[1]	Professional Training II *$500.00 fee (in addition to University Fees)*	N/A	Dept Core
SPRG 2				
	HPAA 735	Advanced Concepts and Applications in Health Policy and Administration (CAPSTONE)	3.0	MHA Core
	HBHE 600	Social and Behavioral Sciences in Public Health	3.0	SPH Core
	Concentration/ Elective	*Refer to student manual for a list of concentrations and HPAA website for course offerings*	Variable	Concentration/ Elective
	HPAA 703[1]	Professional Training III *$500.00 fee (in addition to University Fees)*	N/A	Dept Core

TOTAL CREDITS REQUIRED: 60

[1]Required Fees (in addition to University Fees)
Professional Training Fees: HPAA 701 ($550) HPAA 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 Administration, 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. Course offerings are subject to change.

Financial Management *(two of the following)*

Course Number	Course Title	Prerequisite/Co-requisite
HPAA 742	Long-Term Financial Mgmt of Healthcare Org	HPAA 740
HPAA 743	Short-Term Financial Mgmt of Healthcare Org	HPAA 740, HPAA 743
HPAA 744	Managerial Topics in Healthcare Financial Mgmt **not offered fall 06*	HPAA 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

HPAA student access to KF 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
HPAA 660	International and Comparative Health Systems	
HPAA 664	Globalization and Health	
HPAA 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

Course Number	Course Title	Prerequisite/Co-requisite
HPAA 560	Media and Health Policy	
HPAA 550	Medical Journalism	JOMC 153 or instructor permission
HPAA 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
HPAA 440	Intro to Mgmt Info Sys in Health Care	
HPAA 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)
HPAA 496 (sec 38)	Aging, Family and Long Term Care: Cultural and Racial Issues	REQUIRED COURSE FOR Concentration
HPAA 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

Managed Care *(two of the following)*

Course Number	Course Title	Pre-requisite/Co-requisite
HPAA 465	Managed Care, Market Reform and the Impact on Vulnerable Pop.	HPAA 564 (220)
HPAA 496	Political and Policy Dynamics of Health Care Reform	
LAW 221A	Health Care Organizations	see program director for syllabus

Marketing *(six credits of the following)*

Course Number	Course Title	Pre-requisite/Co-requisite
HPAA 435	Marketing for Health Services Organizations	
HPAA 744	Managerial Topics in Health Care Financial Mgmt	HPAA 740 & HPAA 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
MBA contact - Paul Bloom (paul_bloom@unc.edu) please note that MBAs have priority in registration		

Pharmaceutical Policy *(two of the following)*

Course Number	Course Title	Pre-requisite/Co-requisite
EPID 765	Methods & Issues in Pharmacoepidemiology (REQUIRED)	EPID 600 & HPAA 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

Policy Analysis *(5-6 credits of the following)*

Course Number	Course Title	Pre-requisite/Co-requisite
HPAA 465	Managed Care, Market Reform and the Impact on Vul Pops	HPAA 564
HPAA 496 (021)	Political and Policy Dynamics of Health Care Reform	HPAA 564
HPAA 510	Ethical Issues in HPAA	HPAA 564
HPAA 560	Advanced Policy Analysis	HPAA 564
HPAA 765	Cancer Prevention and Control Seminar	HPAA 564

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

Quality Management / Disease Management

Course Number	Course Title	Pre-requisite/Co-requisite
HPAA 761	Quality and Utilization Management	HPAA 564
HPAA 762	Quality of Care	HPAA 564

Quantitative Research Methods *(two of the following):*

Course Number	Course Title	Pre-requisite/Co-requisite
HPAA 882	Analysis of Categorical Data	HPAA 881
HPAA 883 BIOS 665	Advanced Methodology in HPAA Research Categorical Data Analysis	HPAA 882 BIOS 600 or BIOS 545/550 & BIOS 662

PRACTICUM

MHA and MSPH students must successfully complete at least twelve weeks (480 hours) of practicum (aka: field training, internship) under the joint supervision of the faculty advisor and an approved field preceptor. MPH students must successfully complete at least six weeks (240 hours) of practicum. Supervised block training during the summer months following the first year typically fulfills this requirement. (See the *Internship 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 internship 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 internship 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 will visit the department to network with students and conduct interviews for both internship positions (first-year students) and jobs (second-year students). This will provide an opportunity for students to survey these healthcare organizations to aid in their internship search and lay the groundwork for possible future employment. The Career Services Office will coordinate these visits and publicize opportunities for interviews.

- **All students register for summer school during the Spring semester.**
- **MHA and MSPH students register for 2 credit hours for HPAA 704.**
- **MPH students register for 1 credit hour for HPAA 704.**
- **A 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 internships 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.

APPENDIX A: Selected Scholarships and Awards

Internal: TRAINEESHIPS AND ASSISTANTSHIPS								
TITLE OF AWARD	**ORGANIZATION**	**AWARD (2008)**	**ADDRESS**	**ELIGIBILITY**	**ON FILE**	**MAIL DIRECTLY TO ORG**	**DEPT REVIEW**	**DUE DATE**
Public Health Traineeships	HRSA, US Department of Health and Human Services	$1,000 - $2,000	Awarded by the department; no application needed, must complete departmental financial aid form.	Based on merit and financial need.			Yes	Awards determined in the fall semester.
Teaching and Research Assistantships	HPAA	$5,350 stipend/semester for TA's; minimum $5,000/semester for RA's + health insurance. Tuition included for NC residents; very limited number of tuition awards available for out-of-state residents.	Awarded by the department; must complete departmental financial aid form.	Based on skills required and financial need.			Yes	Awards determined at beginning of fall and spring semesters.

INTERNAL: COMPETITIVE AWARDS								
TITLE OF AWARD	**ORGANIZATION**	**AWARD (2008-2009)**	**ADDRESS**	**ELIGIBILITY**	**ON FILE**	**MAIL DIRECTLY TO ORG**	**DEPT REVIEW**	**DUE DATE**
Richard L. Davis/ Barbara B. Watson FACMPE Scholarship	MGMA	$3000	HPAA Chair's Office initiates selection process in the spring; no contact necessary.	2nd year master's student; successfully completed internship and/or other experience in a medical group practice setting.			Yes	Award made at HPAA Awards Reception in the Spring.
Jacob Koomen Public Health Practice Award	Established by Jack Koomen, Jim Dixon, and Harry Phillips (Professors Emeritus)	$250	HPAA Chair's Office initiates selection process in spring; no contact necessary.	Executive master's student			Yes	Award made at HPAA Awards Reception in the Spring.
Ed McCauley Scholarship in Healthcare Leadership	Endowment (funded through private contributions)	$3500	ACHE Student Chapter initiates selection process in early Spring.	1st year master's student; ACHE member; essay required.			Yes	Award made at HPAA Awards Reception in the Spring.
Foster G. McGaw Student Scholarship	AUPHA (when funds are available)	Varies $750	HPAA Chair's Office solicits recommendation from core course faculty in spring; no contact necessary.	1st year master's student.			Yes	Award made at HPAA Awards Reception in the Spring.
Moulton-Wong Scholarship in Health Policy	Sandy Moulton and Thomas Wong, alumni donors (awarded only in odd numbered years).	$1500	HPAA Chair's Office solicits recommendation from MSPH core course faculty in spring; no contact necessary.	1st year MSPH student.			Yes	Award made at HPAA Awards Reception in the Spring.

INTERNAL: TRAINEESHIPS AND ASSISTANTSHIPS								
TITLE OF AWARD	**ORGANIZATION**	**AWARD (2005)**	**ADDRESS**	**ELIGIBILITY**	**ON FILE**	**MAIL DIRECTLY TO ORG**	**DEPT REVIEW**	**DUE DATE**
Benjamin Rodin Scholarship	Trust (Mark Rodin, donor)	$800	HPAA Chair's Office initiates selection process in spring; no contact necessary.	2nd year MHA student; Capstone performance one factor.			Yes	Award made at HPAA Awards Reception in the Spring.
Mary Thompson Award for Outstanding Achievement	Trust (Keith and Elizabeth Todd, donors)	$900	HPAA Chair's Office initiates selection process in spring; no contact necessary.	All students; special consideration for overcoming adversity or other challenges.			Yes	Award made at HPAA Awards Reception in the Spring.
James P. Dixon Award for Excellence in Education	Established by Jake Koomen, Jim Dixon, and Harry Phillips (Professors Emeritus)	$250	HPAA Chair's Office.	BSPH with an exemplary academic and service record.			Yes	Award made at HPAA Awards Reception in the Spring.
Harry T. Phillips Award for Outstanding Teaching by a Doctoral Student	Established by Jake Koomen, Jim Dixon, and Harry Phillips (Professors Emeritus)	$250	HPAA Chair's Office.	PhD student			Yes	Award made at HPAA Awards Reception in the Spring.
Jean G. Yates Outstanding Doctoral Student Award	Deborah Freund (former HPAA faculty); Paul Jellinek, John Paul (alumni)	$300	HPAA Chair's Office	PhD student			Yes	Award made at HPAA Awards Reception in the Spring.

Jean G. Yates Health Policy Award	Deborah Freund (former HPAA faculty); Paul Jellinek, John Paul (alumni)		HPAA Chair's Office	2nd year MSPH Student			Yes	Award made at HPAA Awards Reception in the Spring.
Margaret Dardess and T.E. Smith Scholarship	Trust (Margaret Dardess donor)						Yes	Award made at HPAA Awards Reception in the Spring.

EXTERNAL: SCHOLARSHIPS AND COMPETITIVE AWARDS								
TITLE OF AWARD	**ORGANIZATION**	**AWARD (2008)**	**ADDRESS**	**ELIGIBILITY**	**ON FILE**	**MAIL DIRECTLY TO ORG**	**DEPART REVIEW**	**DUE DATE**
Albert W. Dent Graduate Student Scholarship	ACHE	$4000	For additional information: http://www.ache.org/Faculty_Students/dent_scholarship.cfm	First –year student ACHE associate, accepted for full-time graduate study, minority or handicapped, financial need.		Yes		January 1 – March 31
Foster G. McGaw Graduate Student Scholarship		$4,000	For additional information: http://www.ache.org/Faculty_Students/dent_scholarship.cfm	First –year student ACHE associate, financial need.		Yes		January 1 – March 31
NAHSE Scholarship	National Association of Health Services Executives	$2500 scholarship (10 awarded across the nation)	NAHSE National Office 1140 Connecticut Avenue , NW Suite 505 Washington, D.C. 20036www.nahse.org	Financially disadvantaged African-American students; currently enrolled or accepted for next year; member of NAHSE (can join when applying for award).		Yes		TBA
Federal and state loan programs (HEAL, GSL, SLS)	Federal government and states	Varies	Contact UNC Office of Scholarships and Student Aid (919) 962-8396 http://studentaid.unc.edu/	Financial need				March
Greek Organizations	Individual fraternities and sororities	Varies usually $500 - $1,500	Write direct to national headquarters.	Financial need; member of organization.		Yes		March

EXTERNAL: SCHOLARSHIPS AND COMPETITIVE AWARDS

TITLE OF AWARD	ORGANIZATION	AWARD (2008)	ADDRESS	ELIGIBILITY	ON FILE	MAIL DIRECTLY TO ORG	DEPART REVIEW	DUE DATE
National Science Foundation Graduate Research Fellowships	NSF	$14,000	Contact Office of Research Services (919) 966-5625	US Citizen or national; specified fields of study.		Yes		March
Hill Rom Essay Competition	ACHE	$1,000-$3,000	1 N Franklin St Ste 1700 Chicago, IL 60606-3491	Undergraduate and graduate; essay required	Oct		Yes	December

EXTERNAL: INTERNSHIPS/FELLOWSHIPS/RESIDENCIES

TITLE OF AWARD	ORGANIZATION	AWARD (2008)	ADDRESS	ELIGIBILITY	ON FILE	MAIL TO ORG	DEPT REVIEW	DUE DATE
David A. Winston Fellowship	AUPHA	High Thirties	730 11th St NW 4th FL Washington, DC 20001 (202) 638-6107	Graduate degree in any discipline; Departmental nomination required	Sept		Yes 1 HPAA nominee	Nov
Winston Health Policy Scholarship	AUPHA	$5,000	http://www.aupha.org/i4a/pages/index.cfm?pageid=1	First Year Students		Online application process		End March
Postgraduate Fellowships	Individual organizations	High Thirties	Consult ACHE directory published annually or professional development director	MHA or equivalent	Sept			Oct-Dec
Presidential Management Intern Program	U.S. Office of Personnel Management	High Thirties	PMI Review Comm 600 Arch St Philadelphia, PA 19106-1596	Graduates with an interest in federal government positions	Sept		Yes	Oct 31
Stuart A Wesbury Postgraduate Fellowship – fellow rotates through ACHE Departments	ACHE	$38,820	Human Resources Manager 1 N Franklin St. Ste 1700 Chicago, IL 60606-3491 (312) 424-2800	Student Associate of ACHE and graduate degree; 3 recs required; 1000 word essay; resume	Sept	Yes		Jan

EXTERNAL: INTERNSHIPS/FELLOWSHIPS RESIDENCIES								
Title of Award	**Organization**	**Award (2005)**	**Address**	**Eligibility**	**On File**	**Mail directly to Org**	**Dept Review**	**Due Date**
ACHE Healthcare Executives Minority Internship	ACHE	$17.61 per hour	Human Resources ACHE 1 N Franklin St Ste 1700 Chicago IL 60606-3491 (312) 424-2800	1 year of graduate study completed; letter of ref from HPAA, minority as defined by EEOC.		Yes		October 1 – December 1, 2008
Commissioned Officer Student Training & Extern Program (COSTEP)	Public Health Services of DHHS	$1,900 monthly stipend	Division of Commissioned Personnel Office of the Surgeon General/PHS Parklawn Bldg Rm 4-35 5600 Fishers Ln Rockville MD 20857	Graduate student and requisite skills of individual agency.	Dec	Yes		Feb
Association of Schools of Public Health CDC Summer Internship	ASPH	Monthly stipend provided	1015 15TH St NW Washington, DC 20005 (202) 842-4668	Graduate student whose interests and abilities match agencies'.	Nov	Yes		Feb

*School of Public Health*move to after worksheets

Core Curriculum Checklist

Effective for students entering the School of Public Health Fall 2006 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 BIOS course higher than 500 Enter course #: BIOS _____	Approval on file
		HPAA	470 (HPAA majors only)	
		SOWO	510 and 911 (sequence restricted to students enrolled in joint MSPH/MSW program)	
Environmental health	ENVR 600	ENVR	430	Approval on file
Epidemiology	EPID 600	EPID	711	Approval on file
	EPID 710	PUBH	760	
Health administration	HPAA 600	HPAA	660 710 564 (HPAA majors only)	Approval on file
		MHCH	701&702 730	
		NUTR	720 725 (NUTR majors only)	
		PUBH	600 (PHLP majors only)	
Social and behavioral science	HBHE 600	MHCH	859/860 (MCH DrPH students only) SOWO 500 & 800, 801 or 804 (MSPH/MSW only) 701&702 and one of 714 or 723 (MCH only)	Approval on file
		NUTR	715	
		PUBH	750 (PUBH majors only)	
Supervised practice experience (master's students only)? Yes No Exempt (please specify)				

Registrar's Signature: _____ Date: _____

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

2008 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				
HPAA 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				
HPAA 601	Issues in Health Care		1.0	
HPAA 564	Health Care in the United States: Administrative and Policy Issues		3.0	
HPAA 730	Leadership and Management of Health Care Organizations		3.0	
HPAA 740	Introduction to Health Care Financial Management		3.0	
HPAA 755	Health Policy and Politics		3.0	
HPAA 760	Healthcare Quality & Information Management		3.0	
HPAA 715	Health Economics for Health Policy and Administration		3.0	
HPAA 710	Health Law		3.0	
HPAA 770	Introduction to Operations Research for Healthcare Systems		3.0	
HPAA 704	***Internship ($450 fee)**		**2.0**	
HPAA 701	***Professional Training I ($550 fee)**		**n/a**	
HPAA 702	***Professional Training II ($500 fee)**		**n/a**	
HPAA 703	***Professional Training III ($500 fee)**		**n/a**	
MHA CORE				
HPAA 725	Healthcare Strategy and Marketing		3.0	
HPAA 741	Management Accounting for Health Administrators		3.0	
HPAA 720	Management of Human Resources in Health Organizations		3.0	
HPAA 496 (032)	Approaches to Business Plan Development		1.0	
HPAA 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)**

2008 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				
HPAA 470.002	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				
HPAA 601	Issues in Health Care		1.0	
HPAA 472	Program Evaluation		3.0	
HPAA 564	Health Care in the United States: Administrative and Policy Issues		3.0	
HPAA 730	Leadership and Management of Health Care Organizations		3.0	
HPAA 740	Introduction to Health Care Financial Management		3.0	
HPAA 755	Health Policy and Politics		3.0	
HPAA 760	Healthcare Quality & Information Management		3.0	
HPAA 715	Health Economics for Policy and Administration		3.0	
HPAA 710	Health Law		3.0	
HPAA 770	Introduction to Operations Research for Healthcare Systems		3.0	
HPAA 704	***Internship ($450 fee)**		**2.0**	
HPAA 701	***Professional Training I ($550 fee)**		**n/a**	
HPAA 702	***Professional Training II ($500 fee)**		**n/a**	
HPAA 703	***Professional Training III ($500 fee)**		**n/a**	
MSPH CORE				
HPAA 472	Program Evaluation		3.0	
HPAA 715L	Microeconomics Laboratory		1.0	
HPAA 881	Linear Regression Models		3.0	
HPAA 789	Master's Paper Development		1.0	
HPAA 992	Master's Paper		3.0	
Concentration and Elective Courses:				
TOTAL CREDIT HOURS FOR GRADUATION:			**60**	

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

2008 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				
HPAA 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				
HPAA 564	Health Care in the United States: Administrative and Policy Issues		3.0	
HPAA 730	Leadership and Management of Health Care Organizations		3.0	
HPAA 740	Introduction to Health Care Financial Management		3.0	
HPAA 755	Health Policy and Politics		3.0	
HPAA 496 (032) and HPAA 735 or HPAA 789 and HPAA 992	Approaches to Business Plan Development Advanced Concepts and Applications in Health Policy and Administration Master's Paper Development Master's Paper		1.0 and 3.0 or 1.0 and 3.0	
HPAA 704	***Internship ($450 fee)**		**1.0**	
HPAA 701	***Professional Training I ($550 fee)**		**n/a**	
ELECTIVES			**VARIABLE**	
TOTAL CREDIT HOURS FOR GRADUATION:			**42**	

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

UNDER CERTAIN CIRCUMSTANCES MPH STUDENTS DOING A MASTER'S PAPER MAY BE EXEMPTED FROM HPAA 789. APPROVAL OF THE PROGRAM DIRECTOR IS REQUIRED FOR EXEMPTION.