BACHELOR OF SCIENCE IN PUBLIC HEALTH PROGRAM

DEPARTMENT OF HEALTH POLICY AND MANAGEMENT

Student Handbook

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
2014-2015 Academic Year
Revised December 2014
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Program Mission
The mission of the BSPH program in Health Policy and Management is to develop responsible graduates who have the necessary knowledge, skills, and values to pursue successful careers in health systems in the U.S. and abroad. The program aims to prepare students for both entry-level positions and for advanced degree programs (e.g. graduate school, medical school, law school).

I. Curriculum/Graduation Requirements

Program Prerequisites
Prospective students are expected to complete the following prerequisite courses (with a grade of C or better) prior to beginning the program:

All of the following courses:
- BIOL 101 & 101L - Principles of General Biology and Lab
- ECON 101 - Introduction to Economics
- STOR 155 - Introduction to Statistics

One of the following Financial or Managerial Accounting Courses:
- BUSI 51 - First-Year Seminar: Financial Reporting and Analysis
- BUSI 101 - Management Accounting
- BUSI 105 - Financial Accounting, Summer School
- BUSI 106 - Financial Accounting, Continuing Studies
- BUSI 107 - Management Accounting, Summer School
- BUSI 108 - Management Accounting, Continuing Studies

One of the following Pre-calculus or Calculus Math Courses:
- MATH 130 - Precalculus
- MATH 152 - Calculus for Business and Social Sciences
- MATH 231 - Calculus of Functions of One Variable
- MATH 232 - Calculus of Functions of One Variable II
- MATH 233 - Calculus of Functions of Several Variables
- STOR 112 - Decision Models for Business
- STOR 113 - Decision Models for Economics

Program Competencies
The curriculum is designed to help students develop the knowledge, skills, and behaviors necessary to be successful upon graduation:

Knowledge
- Health Industry Knowledge
**Skills**
- Communication and Teamwork Skills
- Research, Analysis & Problem Solving Skills
- Business Skills
  - Financial Management
  - Information Management
  - Human Resources Management
  - Strategic Planning and Marketing
  - Organizational Understanding
  - Leadership

**Behaviors**
- Professionalism

**Program Curriculum**
The table below includes the required HPM courses and the semester in which they must be taken. For detailed information about these courses, please refer to course syllabi available on the Department of Health Policy and Management website.

<table>
<thead>
<tr>
<th>Junior Fall</th>
<th>Junior Spring</th>
<th>Summer</th>
<th>Senior Fall</th>
<th>Senior Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPM 350 - Introduction to Health Services Systems I</td>
<td>HPM 352 - Introduction to Health Services Systems II</td>
<td>HPM 393 - Field Training Experience**</td>
<td>HPM 310 - Introduction to Law and Ethics in Health Services Delivery</td>
<td>HPM 351 - Policy Issues in Health Services Delivery</td>
</tr>
<tr>
<td>HPM 340 - Foundations of Health Care Financial Management</td>
<td>HPM 320 - Introduction to Strategic Planning and Marketing</td>
<td></td>
<td>HPM 330 - Introduction to Health Organization Leadership, Management, and Behavior</td>
<td>HPM 697 - BSPH Capstone</td>
</tr>
<tr>
<td>HPM 341 - Information Systems, Technology, and Tools in Health Services Administration</td>
<td>HPM XXX – Health Economics*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Students entering the BSPH Program in Fall 2014 may either take HPM XXX – Health Economics and/or ECON 310 or 410.
** Students complete the internship during the summer, but register for HPM 393 during their Senior Fall.
Below are additional course requirements for the degree. They may be completed in any semester.

<table>
<thead>
<tr>
<th>School Core</th>
<th>Non-HPM Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS 600 - Principles of Statistical Inference</td>
<td>6 additional credits outside of HPM *</td>
</tr>
<tr>
<td>ENVR 600 - Environmental Health</td>
<td></td>
</tr>
<tr>
<td>EPID 600 - Principles of Epidemiology</td>
<td></td>
</tr>
<tr>
<td>HBHE 600 - Social and Behavioral Science in Public Health</td>
<td></td>
</tr>
</tbody>
</table>

* These courses must not count toward General College requirements but may be taken prior to entering the program.

**Internship**

A 12-week full-time internship in a health-related setting is required during the summer between the junior and senior years. Students are not assigned to their internships; they must find their own internship placement. There are many resources within the BSPH program to assist students with the internship search. Students register for two credit hours for HPM 393 during their senior fall. A field training fee of $400 is also required.

**General Graduation Requirements**

- Minimum hours required (not counting required physical education): 120
- Credit hours not to exceed 165
- Junior-Senior distribution of approximately 60 semester hours
- Local residence for the last 30 hours of degree credit.

**The Honors Thesis Option**

Students who meet eligibility criteria have the option of completing a senior honors thesis. Students pursuing this option enroll in HPM 691H (Fall) and HPM 692H (Spring).

**Overview**

Fall semester: The purpose of HPM 691H is to facilitate the development of an honors thesis project. Given the diversity of topics and approaches that students pursue in completing their honors projects, it is not possible to cover all approaches in detail. Instead the course introduces research issues and methods to facilitate further individualized learning about areas of interest, as well as to stimulate thoughtful interaction and group learning among students. For the course, each student will write a defensible thesis proposal that outlines the purpose and importance of the project, reviews relevant literature, identifies a guiding theoretical framework, and describes the methods to be
employed for completing the project. Students successfully completing a thesis proposal in HPM 691H are eligible for enrollment in HPM 692H.

**Spring semester:** HPM 692H is designed to facilitate a student's progress from the thesis proposal to a completed honors thesis. The HPM 692H seminar will meet to discuss topics relevant to all honors projects. In addition, students should meet individually with their faculty readers to discuss progress and receive feedback. The ultimate goal for each student is a complete honors thesis in time for May graduation.

**Who should consider doing an Honors Thesis?**
1. To learn more about how to conduct and write up research
2. To investigate a particular problem or question in depth
3. Small ($500) competitive grants are available from UNC to help with research expenses

**What is required?**
1. Take two classes (3 credits each):
   a. HPM 691H in Fall of Senior Year, in which you write your proposal, and learn about research methods
   b. HPM 692H in Spring of Senior Year in which you conduct your research and learn about data analysis and the writing process.
2. Find one or two faculty advisors to mentor you (we can help you find them)
3. Complete an acceptable research project proposal by December and a final Thesis by April and present it orally before fellow students and faculty

For more information on the Honors Thesis option, contact Karl Umble at umble@email.unc.edu.

**Health Policy and Management Elective Courses**
Below is a list of elective courses commonly available and taken by BSPH students. Some courses may require instructor permission and/or have limited capacity.

**HPM 420** – Community and Public Health Security: Disasters, Terrorism, and Emergency Management Systems (3)

**HPM 422** – Emergency Management I: Analytic Methods (3)

**HPM 423** – Emergency Management II: Disaster Management (3)

**HPM 435** – Marketing for Not-for-Profit Organization (3)

**HPM 522** – Aging, Family, and Long-Term Care: Cultural Ethnic and Racial Issues (3)
HPM 620 – Implementing Health Informatics Initiatives (3)

HPM 660 – International and Comparative Health Systems (3)

HPM 664 – Globalization and Health (3)

HPM 690 (section 11) – Six Sigma Training (1)

HPM 758 – Underserved Populations and Health Reform (3)

HPM 762 – Quality of Care (3)

PLCY 565 – Global Health Policy (3)

PLCY 570 – Health and Human Rights (3)

PUBH 510 – Interdisciplinary Perspectives in Global Health (3)

PUBH 610 – Introductory Spanish for Health Professionals (3)

PUBH 613I – Intermediate Spanish for Health Care I

*These courses are part of the certificate program in Community Preparedness and Disaster Management. BSPH students are eligible to obtain this certificate. Contact Bill Gentry for more information.
II. Student Resources & Support

There are many resources available to students. Please refer to the table below to determine the first point of contact for various needs.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Available Support</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynette Jones, Student Department Registrar</td>
<td>General college requirements; graduation audits; course registration; drop/add forms; minor declaration forms; overload forms</td>
<td><a href="mailto:ljones3@email.unc.edu">ljones3@email.unc.edu</a></td>
</tr>
<tr>
<td>Jackie Siler-Coleman, Assistant Registrar</td>
<td>Course registration; drop/add forms; minor declaration forms; overload forms</td>
<td><a href="mailto:jsiler@email.unc.edu">jsiler@email.unc.edu</a></td>
</tr>
<tr>
<td>Karl Umble, Interim Program Director, Clinical Asst. Professor</td>
<td>Program-related issues or concerns; academic advising and support; 2nd major declaration; Honors thesis</td>
<td><a href="mailto:umble@email.unc.edu">umble@email.unc.edu</a></td>
</tr>
<tr>
<td>Cathy Padgett, Career Services Coordinator</td>
<td>Career services; jobs; internships</td>
<td><a href="mailto:cathy_padgett@unc.edu">cathy_padgett@unc.edu</a></td>
</tr>
<tr>
<td>BSPH Program in HPM Sakai Site</td>
<td>Student handbook; internship postings; job postings; professional development resources</td>
<td><a href="https://sakai.unc.edu">https://sakai.unc.edu</a></td>
</tr>
</tbody>
</table>

Faculty Advising

Each student in the program is assigned a faculty advisor. Faculty advisors can help with general academic advising needs such as course selection and signing drop/add forms and minor declaration forms. Faculty advisors also help students with the following:

- Help exploring internship options and career interests
  - Connecting students with others (faculty, students, alumni, professionals) based on his/her interests and needs
- Help with professional development needs
  - Reviewing resumes, cover letters, personal statements
  - Preparing for interviews
- Supervision of the summer internship
  - Reviewing and approving internship plans
  - Supporting students, as needed, throughout the internship experience
  - Reviewing the results of internship evaluations with students
III. Student Organizations

Organizations in the BSPH Program

**BSPH Student Board**
This student-led committee is made up of HPM juniors and seniors. Students plan professional development events, plan social events for HPM juniors and seniors, and help with program promotion.

Organizations in the Department of Health Policy and Management

**AcademyHealth**
AcademyHealth promotes professional development in the arenas of health services research and health policy. The mission of AcademyHealth is to promote and facilitate the professional development of students interested in all aspects of health services research and health policy.

**Healthcare Executives Student Association (HESA)**
HESA gives students the opportunity to further their professional and academic goals as well as give back to the community through philanthropic events. HESA provides networking opportunities with fellow students, alumni and event speakers to learn more about careers in the field of healthcare.

**Healthcare Improvement Group**
UNC's Healthcare Improvement Group (HIG) is a chapter of the Institute for Healthcare Improvement’s (IHI) Open School. HIG works on quality improvement projects, and organizes speaker series and healthcare improvement discussion panels.

Organizations in the Gillings School of Global Public Health

**GlobeMed**
GlobeMed aims to strengthen the movement for global health equity by empowering students and communities to work together. The UNC chapter has a partnership with Health Alert - Uganda, an NGO that works with youths affected by HIV/AIDS. Committees fundraise, build our network, raise awareness, and educate about global health issues.

**Minority Student Caucus**
The Minority Student Caucus (MSC) is for all students of color in the School and anyone else interested in supporting the Caucus’ mission. MSC advocates for issues and promotes research and programs that are of concern to students of color. The MSC is also responsible for organizing and managing the Annual Minority Health Conference.
**Student Global Health Committee**
Student Global Health Committee is an organization comprising undergraduate and graduate students who are interested in learning more about global health. It has various sub-committees, including Global Health Topics, Service, and Fundraising.

**SPH Student Government**
The SPH Student Government serves as a liaison between faculty and the student body. The Student Government department representatives each lead a SG-related effort or event, including Hunger Lunch, Blood Drive, Scholarship Fund, and the Charity Gala.

**Organizations in Health Affairs**

**Student Health Action Coalition (SHAC)**
The Student Health Action Coalition clinic is a free clinic located in Carrboro and run completely by UNC students. Volunteers work together to provide health services on Wednesdays from 6-10 pm. BSPH students often serve as public health counselors and health insurance application counselors.

Additional information about student organizations is available on the Gillings School of Global Health website: [http://sph.unc.edu/student_pages/get-involved/](http://sph.unc.edu/student_pages/get-involved/)

**KEY UNIVERSITY AND DEPARTMENTAL POLICIES**

**Harassment and Discrimination Policy**

*University of North Carolina at Chapel Hill Policy on Prohibited Discrimination, Harassment and Related Misconduct including Sexual and Gender-Based Harassment, Sexual Violence, Interpersonal Violence and Stalking*

The University of North Carolina at Chapel Hill is committed to providing an inclusive and welcoming environment for all students, faculty and staff. As part of this commitment, the University has adopted a more comprehensive policy addressing discrimination and harassment — the Policy on Prohibited Discrimination, Harassment and Related Misconduct Including Sexual and Gender-Based Harassment, Sexual Violence, Interpersonal Violence and Stalking.

**HONOR CODE**

([http://instrument.unc.edu/](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.

**Guidelines for HPM Student Concerns and Complaints**

The Department of Health Policy and Management (HPM) is governed by the policies and procedures established by the University. Specific University policies are listed at the following webpage: http://policies.unc.edu/.

In addition to compliance with University policies, HPM follows guidelines from the Gillings School of Global Public Health (GSGPH) when addressing student concerns. These can be found at http://sph.unc.edu/files/2014/04/Addressing-Student-Concerns1.pdf

Specifically, students in HPM should follow these steps when seeking to address a specific concern or to file a formal complaint.

**Process**

1. Contact and discuss with the course instructor or the individual with whom you have a concern. If the issue is unresolved, proceed to Step 2.

2. Discuss your concern with the director of the program in which you are enrolled. Contacts for each degree program are as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Director/Co-Directors</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSPH</td>
<td>Karl Umble</td>
<td><a href="mailto:umble@email.unc.edu">umble@email.unc.edu</a></td>
<td>919-962-2974</td>
</tr>
<tr>
<td>Residential Master’s</td>
<td>Bruce Fried</td>
<td><a href="mailto:bruce_fried@email.unc.edu">bruce_fried@email.unc.edu</a></td>
<td>919-966-7355</td>
</tr>
<tr>
<td>Executive Master’s</td>
<td>Bill Gentry, Jim Porto</td>
<td><a href="mailto:wgentry@email.unc.edu">wgentry@email.unc.edu</a>, <a href="mailto:jporto@email.unc.edu">jporto@email.unc.edu</a></td>
<td>919-966-4228, 919-966-7354</td>
</tr>
<tr>
<td>PhD</td>
<td>Morris Weinberger</td>
<td><a href="mailto:mweinber@email.unc.edu">mweinber@email.unc.edu</a></td>
<td>919-966-7385</td>
</tr>
<tr>
<td>DrPH</td>
<td>Pam Silberman, Suzanne M. Babich (formerly Hobbs)</td>
<td><a href="mailto:pam_silberman@email.unc.edu">pam_silberman@email.unc.edu</a>, <a href="mailto:suzanne_babich@email.unc.edu">suzanne_babich@email.unc.edu</a></td>
<td>919-966-4525, 919-843-4621</td>
</tr>
</tbody>
</table>

If the issue continues to be unresolved, proceed to Step 3.

3. Discuss your concern with the Department Chair, Dr. Sandra Greene, sandrab_greene@email.unc.edu, 919-966-8930. Depending upon the nature of the issue, at this point the Chair may convene a committee of faculty members to review the concern, interview the involved parties, and determine an appropriate course of action.

4. At any point in the process it may be determined that a University policy takes precedence and will be followed.
5. As stated in the GSGPH guidelines, if you are not comfortable interacting with the Instructor, Program Director, or Department Chair, at any time in the process, the Assistant Dean for Student Affairs, Charletta Sims Evans, sph-osa@unc.edu, 919-966-2499, will meet with you.

6. If all preceding steps do not result satisfactorily, then continue to follow the GSGPH guidelines, steps 5 and 6. Appeal to the UNC Graduate School is also an option.

**Timeliness**

The timeliness in addressing any concern will initially be determined by the student who brings forth the concern. Factors influencing timeliness will be the nature of the issue, degree of seriousness of the issue and/or the urgency of the issue, once brought to the attention of the Instructor, Director, Department Chair, or Assistant Dean. If a concern has programmatic implications the issue will also be reviewed by the appropriate committee. In any case, all effort will be made to engage the student and to resolve quickly, equitably and satisfactorily the issue or concern.

**Confidentiality**

Concerns or issues are handled in a confidential manner in compliance with University FERPA, (http://registrar.unc.edu/academic-services/uncferpa/ferpa-documents/) and/or HIPAA regulations, (http://research.unc.edu/offices/research-compliance-program/privacy/hipaa/hipaa-basics/).