

HPM
Master's Student Guide
2013-2014

Master of Science in Public Health (MSPH)

Master of Healthcare Administration (MHA)

Master of Public Health (MPH)



UNC

GILLINGS SCHOOL OF
GLOBAL PUBLIC HEALTH

GENERAL INFORMATION

Welcome

Important Sites and Services

Health Policy and Management Offices and Programs

HPM Faculty and Staff

Department of Health Policy and Management Faculty Primary Areas of Interest

IMPORTANT OFFICES

HPM Student Services

ACADEMIC INFORMATION

Competencies

DEGREE REQUIREMENTS

MSPH

MHA

MPH

COMPREHENSIVE EXAMINATION AND MASTER'S PAPER

MSPH and MPH

MHA

CURRICULUM SEQUENCING AND WORKSHEETS FOR ALL MASTER'S DEGREES

MSPH Degree

MHA Degree

MPH Degree

ELECTIVES

PRACTICUM

INTERDISCIPLINARY CERTIFICATES

FREQUENTLY ASKED QUESTIONS

FINANCIAL AID

KEY UNIVERSITY POLICIES



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
Accessibility Resources & Service	450 Ridge Road	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://handbook.unc.edu/
Health Sciences Library	Columbia Street	966-0800	http://www.hsl.unc.edu
International Student & Scholar Services	Fed Ex Global Education Center 301 Pittsboro Street	962-5661	http://oiss.unc.edu
UNC Funding Opportunities	200 Bynum Hall	966-2611	http://gradschool.unc.edu/funding/
HPM Web Site			http://www.sph.unc.edu/hpm/
NC Resident Status	SASB North	962-6324	http://gradschool.unc.edu/studentlife/resources/residency/
Registration	SASB North	962-3954	http://registrar.unc.edu/registration/
Scholarships & Student Aid	300 Pettigrew	962-8396	http://studentaid.unc.edu/
My UNC			http://my.unc.edu/
Tuition Rates			http://www.unc.edu/finance/fd/c/sa/docs/13_14_tuitionfees.pdf
UNC One Card (ID)	Daniels Student Stores	962-8024	http://www.onecard.unc.edu
Finance Division (Cashier's)	SASB North	962-1368 (info)	http://www.unc.edu/finance/cashiers/cashiers.htm
	SASB North	962-6824 (pmt)	(Note: credit card payments incur a 2.75% or minimum \$3.00 non-refundable transaction fee)

Health Policy and Management Offices and Program

ADMINISTRATIVE OFFICES OF HEALTH POLICY AND MANAGEMENT

CHAIR'S OFFICE	Sandra Greene, Interim Chair	966-8930
	Laurel Files, Associate Chair	966-7353
	Tracey Gollwitzer , Assistant to the Chair	966-9122
BUSINESS OFFICE		
BUSINESS OFFICE	David Collins, Assistant to the Chair for Resource Management	966-7392
	Tina Lathia, Accounting Technician	966-7394
	Dawn Andres, Accounting Technician	966-7393
PhD PROGRAM		
PhD PROGRAM	Morris Weinberger, Director	966-7385
RESIDENTIAL MASTER'S PROGRAMS		
RESIDENTIAL MASTER'S PROGRAMS	Bruce Fried, Director	966-7355
DrPH PROGRAM	Suzanne Havala Hobbs, Director	843-4621
EXECUTIVE PROGRAMS		
EXECUTIVE PROGRAMS	James Porto, Director	966-7354
	Bill Gentry, Director, Community Preparedness & Disaster Management	966-4228
UNDERGRADUATE PROGRAM		
UNDERGRADUATE PROGRAM	Melanie Studer, Director	843-1219
STUDENT SERVICES		
STUDENT SERVICES	Lynnette Jones, Student Services Manager/Registrar	966-7391
	Jackie Siler-Coleman, Assistant Registrar	966-4609
	Kim Sieler, Assistant Registrar	966-7364
PROFESSIONAL DEVELOPMENT		
PROFESSIONAL DEVELOPMENT	Jeffrey Simms, Director, Director of Professional Development and Alumni Relations	966-7380
	Cathy Padgett, Career Services Coordinator	966-7390
SYSTEMS SPECIALIST		
SYSTEMS SPECIALIST	Paul Barrett, Systems Specialist	966-5074
	Phil White, Computer Systems Administrator I think we should include Phil White	966-7386

HPM FACULTY and Staff

http://www.sph.unc.edu/?option=com_profiles&profileAction=catProf&profileCat=hpa&profileCatName=Health+Policy+and+Management&catType=FACULTY&Itemid=6452

Department of Health Policy and Management Faculty Primary Areas of Interest

http://www.sph.unc.edu/images/stories/academic_programs/hpa/documents/expertise.pdf

IMPORTANT OFFICES

HPM STUDENT SERVICES OFFICE

The Student Services Office is an excellent source of important information at all points in your academic career. This office provides information on 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. Hours are 8:00am – 5:00pm.

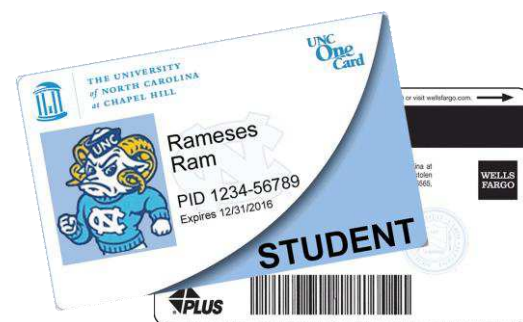
Services Provided

Communication: The Student Services Office communicates important information to all students via email, using the listserv. It is your responsibility to sign-up for the Master's Program listserv. Contact the Student Services Office for listserv instructions.

Registration: All incoming students are automatically registered for their first semester by the HPM Student Services staff. **Continuing students register for subsequent semesters online via MYUNC.** General registration instructions and an online directory of classes are available at <http://registrar.unc.edu/registration/>. 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*) visit website for payment options <http://finance.unc.edu/saur/student-account-services/payment-options-and-access/>. However, students who register during the early registration period have until the deadline indicated on the bill to pay tuition and fees or to request a Tuition and Fees Deferment (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 Student Accounts Office.

UNC One Card: 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.



Mailboxes: Student mailboxes are located in alphabetical order in the hall outside suites 1102 and 1107 in McGavran-Greenberg Hall. 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://handbook.unc.edu>). Our office is governed by Graduate School policies. If you have questions about such matters as transferring credits, taking courses at another university, changing your degree, and graduation requirements, please refer to the *Graduate School Handbook* <http://handbook.unc.edu> and feel free to contact our HPM Student Services.

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

STAFF

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

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

Kim Sieler
Assistant Registrar
(919) 966-7364
KRSieler@email.unc.edu

Career Services Office

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

ACADEMIC INFORMATION

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

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

1. Accountability

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

2. Achievement Orientation

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

3. Analytical Thinking

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

4. Change Management

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

5. Communication Skills

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

6. Community and Public Health Orientation

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

7. Financial Skills

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

8. Human Resource Management

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

9. Information Seeking

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

10. Information Technology

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

11. Initiative

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

12. Innovative Thinking

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

13. Interpersonal Awareness and Emotional Intelligence

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

14. Organizational Awareness

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

15. Performance Measurement

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

16. Political Savvy

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

17. Process Management and Organization Design

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

18. Professionalism

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

19. Project Management

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

20. Reputation Management

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

21. Self-Confidence

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

22. Strategic Orientation

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

23. Systems Thinking

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

24. Talent Development

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

25. Team Dynamics

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

DEGREE REQUIREMENTS

Degree requirements correspond with School, Department, and for MHA and MSPH degrees, degree-specific requirements.

All students must be registered as a full-time student in residence for at least two semesters.

A student receiving a grade of "F" in any course or a receiving nine hours of "L" (low pass) becomes ineligible to continue. An ineligible student must apply for, and receive, reinstatement before continuing. Dual degree students who receive a grade of "F" in *either program*, or 9 hours of "L" in either program or in both programs combined (i.e., some of the 9 hours of "L" in one program and the rest in the other) are deemed academically ineligible in *both programs, and must petition for reinstatement in both programs.*

An Application for Graduation submitted no later than the deadline established by the Graduate School for that semester in which the student expects to graduate. The Application for Graduation can be found on the Graduate School website http://cfx.research.unc.edu/grad_appOnline/.

All requirements for the degree must be met within 5 years from the date of matriculation.

Additional information may be obtained from the Students Services Office and in the **Graduate School Handbook**. <http://gradschool.unc.edu/handbook/>

The following pages contain a summary of requirements for each of the three master's degree programs.

Master's of Science in Public Health Degree Requirements

The Master's of Science in Public Health (MSPH) requires a total of 60 credits. Students must be in residence registered for at least two semesters.

School Core		
Course Number	Title	Credits
BIOS 600	Principles of Statistical Inference	3.0
ENVR 600	Environmental Health	3.0
EPID 600	Principles of Epidemiology	3.0
HBHE 600	Social and Behavioral Sciences in Public Health	3.0
Department Core		
HPM 601	Issues in Health Care	1.0
HPM 730	Leadership and Management of Health Care Organizations	3.0
HPM 740	Introduction to Health Care Financial Management	3.0
HPM 754	Health Care in the United States: Structure and Policy	4.0
HPM 760 or HPM 762	Healthcare Quality & Information Management Quality of Care	3.0 3.0
HPM 715 (2)	Health Economics for Policy and Administration	3.0
HPM 710	Health Law	3.0
HPM 770	Introduction to Operations Research for Healthcare Systems	3.0
HPM 793	Internship (\$450 fee)	2.0
MSPH Core		
HPM 472	Program Evaluation	3.0
HPM 880	Math/Stata Module (optional)	1.0
HPM 771 or HPM 881	Study Design and Regression Analysis Linear Regression Models	3.0 3.0
HPM 772	Methods for Health Policy Analysis and Technology Assessment	3.0
HPM 789	Master's Paper Development	1.0
HPM 992	Master's Paper	3.0
Elective Courses		9.0
HPM 701	*Professional Training I (\$550 fee)	n/a
HPM 702	*Professional Training II (\$500 fee)	n/a
HPM 703	*Professional Training III (\$500 fee)	n/a

In lieu of School core courses, certain higher-level alternative courses may be taken. These courses are identified in:

http://www.sph.unc.edu/images/stories/academic_programs/hpaa/documents/sph_check.pdf

MSPH students are required to complete a 12-week practicum (HPM 793) during the summer between year 1 and year 2.

The department requires payment of student fees to subsidize activities not supported by the university budget. For MSPH students, an internship fee of \$450 is assessed, as well as professional training fees of \$550 for HPM 701 and \$500 each for two of the three semesters (HPM 702, and 703).

Successful completion of HPM 789 and HPM 992 substitute for Graduate School Requirements for a comprehensive examination and thesis.

Master's of Healthcare Administration Degree Requirements

The Master's of Healthcare Administration (MHA) requires a total of 60 credits. Students must be in residence registered for at least two semesters.

School Core		
Course Number	Title	Credits
HPM 470	Statistical Methods for Health Policy and Management	3.0
HPM 611	Public Health Concepts in a Systems Context	3.0
Department Core		
HPM 601	Issues in Health Care	1.0
HPM 710	Health Law	3.0
HPM 715 (1)	Health Economics for Policy and Administration	3.0
HPM 730	Leadership and Management of Health Care Organizations	3.0
HPM 740	Introduction to Health Care Financial Management	3.0
HPM 754	Health Care in the United States: Structure and Policy	4.0
HPM 760 or HPM 762	Healthcare Quality & Information Management Quality of Care	3.0 3.0
HPM 770	Introduction to Operations Research for Healthcare Systems	3.0
HPM 793	*Internship (\$450 fee)	2.0
MHA Core		
HPM 725	Healthcare Strategy and Marketing	3.0
HPM 741	Management Accounting for Health Administrators	1.0
HPM 720	Management of Human Resources in Healthcare Organizations	3.0
HPM 734	Approaches to Business Plan Development	1.0
HPM 735	Advanced Concepts and Applications in Health Policy and Administration	3.0
	Elective courses	18.0
HPM 701	*Professional Training I (\$550 fee)	n/a
HPM 702	*Professional Training II (\$500 fee)	n/a
HPM 703	*Professional Training III (\$500 fee)	n/a

MHA students are required to complete a 12-week practicum (HPM 793) during the summer between year 1 and year 2.

The department requires payment of student fees to subsidize activities not supported by the university budget. For MSPH students, an internship fee of \$450 is assessed, as well as professional training fees of \$550 for HPM 701 and \$500 each for two of the three semesters (HPM 702, and 703).

Successful completion of HPM 734 and HPM 735 substitute for Graduate School Requirements for a comprehensive examination and thesis.

Master's of Public Health Degree Requirements

The Master's of Public Health (MPH) requires a total of 42 credits. Students must be in residence registered for at least two semesters.

School Core		
Course Number	Title	Credits
BIOS 600 or HPM 470	Principles of Statistical Inference Statistical Methods for Health Policy and Management	3.0 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
Department Core		
HPM 730	Leadership and Management of Health Care Organizations	3.0
HPM 740	Introduction to Health Care Financial Management	3.0
HPM 754	Health Care in the United States: Structure and Policy	4.0
HPM 789	Master's Paper Development	1.0
HPM 992	Master's Paper	3.0
HPM 793	Internship (\$450 fee)	1.0
	Elective Courses	15.0
HPM 701	*Professional Training I (\$550 fee)	n/a

In lieu of School core courses, certain higher-level alternative courses may be taken. These courses are identified in:

http://www.sph.unc.edu/images/stories/academic_programs/hpaa/documents/sph_check.pdf

MPH students are required to complete a 6-week practicum (HPM 793) during the summer after their first year in the program.

The department requires payment of student fees to subsidize activities not supported by the university budget. For MPH students, an internship fee of \$450 is assessed, as well as a professional training fee of \$550 (HPM 701).

Successful completion of HPM 789 and HPM 992 substitute for Graduate School Requirements for a comprehensive examination and thesis.

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

Comprehensive Examination: Successful writing and defense of a master's paper proposal is typically completed as part of HPM 789 during the fall semester of the student's second year in the program. The written proposal is presented orally to three 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: Successful completion of a master's paper. A minimum of two readers must approve the paper. The paper is also publicly presented in the spring of the student's second year.

Master's of Healthcare Administration (MHA)

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

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

2013 MSPH CURRICULUM SEQUENCE

TOTAL CREDITS REQUIRED: 60

Semester	Number	Short Title	Credit Hours
FALL 1	BIOS 600	Principles of Statistical Inference	3.0
	HPM 601	Issues in Health Care	1.0
	HPM 730	Leadership and Management of Health Care Organizations	3.0
	HPM 740	Introduction to Health Care Financial Management	3.0
	HPM 754	Health Care in the US Structure and Policy	4.0
	HPM 760 ³ Or HPM 762 ³	Healthcare Quality & Information Management Quality of Care	3.0 3.0
	HPM 880)	Math/Stata Module (Optional)	1.0
	HPM 701 ¹	Professional Training I \$550.00 fee (in addition to University Fees)	N/A
SPRING 1	HPM 472	Program Evaluation	3.0
	HPM 770	Introduction to Operations Research for Healthcare Systems	3.0
	HPM 771 or HPM 881	Study Design and Regression Analysis Linear Regression Models	3.0 3.0
	EPID 600	Principles of Epidemiology	3.0
	Concentration and elective courses	Concentration courses and electives	Variable
SUMM 1	HPM 793 ¹	Internship \$450.00 fee (in addition to University Fees)	2.0
FALL 2	HPM 710	Health Law	3.0
	HPM 715 ⁴	Health Economics for Policy and Administration	3.0
	HPM 772 ²	Methods for Health Policy Analysis and Technology Assessment	3.0
	HPM 789	Master's Paper Development	1.0
	SPH Core Course	ENVR 600 or HBHE 600	3.0
	Concentration and elective courses	Concentration courses and electives	Variable
	HPM 702 ¹	Professional Training II \$500.00 fee (in addition to University Fees)	N/A
SPRING 2	HPM 992	Master's Paper	3.0
	SPH Core Course	ENVR 600 or HBHE 600	3.0
	Elective Courses	Concentration courses and electives	Variable
	HPM 703 ¹	Professional Training III \$500.00 fee (in addition to University Fees)	N/A

¹Required Fees (in addition to University Fees)

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

Field Training: \$450

²EPID 600 is prerequisite for HPM 772

³MSPH students have the option to take HPM 762 or HPM 760 (Spring)

⁴MSPH students register for section 002

2013 MSPH PROGRAM WORKSHEET

MSPH Degree Requirement Worksheet		Student's Name _____		
Course Number	Course Title	Semester Completed	Credits	Pertinent notes: all substitutions and exemptions.
SPH CORE				
BIOS 600	Principles of Statistical Inference		3.0	
ENVR 600	Environmental Health		3.0	
EPID 600	Principles of Epidemiology		3.0	
HBHE 600	Social and Behavioral Sciences in Public Health		3.0	
DEPT CORE				
HPM 601	Issues in Health Care		1.0	
HPM 730	Leadership and Management of Health Care Organizations		3.0	
HPM 740	Introduction to Health Care Financial Management		3.0	
HPM 754	Health Care in the United States: Structure and Policy		4.0	
HPM 760 or HPM 762	Healthcare Quality & Information Management Quality of Care		3.0 3.0	
HPM 715	Health Economics for Policy and Administration		3.0	
HPM 710	Health Law		3.0	
HPM 770	Introduction to Operations Research for Healthcare Systems		3.0	
HPM 793	*Internship (\$450 fee)		2.0	
HPM 701	*Professional Training I (\$550 fee)		n/a	
HPM 702	*Professional Training II (\$500 fee)		n/a	
HPM 703	*Professional Training III (\$500 fee)		n/a	
MSPH CORE				
HPM 472	Program Evaluation		3.0	
HPM 880	Math/Stata Module (Optional)		1.0	
HPM 771 or HPM 881	Study Design and Regression Analysis Linear Regression Models		3.0 3.0	
HPM 772	Methods for Health Policy Analysis and Technology Assessment		3.0	
HPM 789	Master's Paper Development		1.0	
HPM 992	Master's Paper		3.0	
Elective Courses:				
TOTAL CREDIT HOURS FOR GRADUATION:			60	

2013 MHA CURRICULUM SEQUENCE

Semester	Number	Short Title	Credit Hours
	HPM 470	Statistical Methods for Health Policy and Administration	3.0
	HPM 601	Issues in Health Care	1.0
	HPM 730	Leadership and Management of Health Care Organizations	3.0
	HPM 740	Introduction to Health Care Financial Management	3.0
	HPM 754	Health Care in the US Structure and Policy	4.0
	HPM 760 or HPM 762	Healthcare Quality & Information Management Quality of Care	3.0 3.0
	HPM 701 ¹	Professional Training I \$550.00 fee (in addition to University Fees)	N/A
SPRG 1			
	HPM 725	Healthcare Strategy and Marketing	3.0
	HPM 741	Management Accounting for Health Administrators	3.0
	HPM 770	Introduction to Operations Research for Healthcare Systems	3.0
SUMM 1			
	HPM 611 ³	Public Health Concepts in a Systems Context	3.0
	HPM 793 ¹	Internship \$450.00 fee (in addition to University Fees)	2.0
FALL 2			
	HPM 710	Health Law	3.0
	HPM 715 ²	Health Economics for Policy and Administration	3.0
	HPM 720	Management of Human Resources in Health Organizations	3.0
	HPM 734	Approaches to Business Plan Development	1.0
	SPH Core Course	EPID 600, ENVR 600 or HBHE 600	3.0
	Electives	<i>Refer to student manual for a list of concentrations and HPM website for course offerings</i>	Variable
	HPM 702 ¹	Professional Training II \$500.00 fee (in addition to University Fees)	N/A
SPRG 2			
	HPM 735	Advanced Concepts and Applications in Health Policy and Administration (CAPSTONE)	3.0
	Electives	<i>Refer to student manual for a list of concentrations and HPM website for course offerings</i>	Variable
	HPM 703 ¹	Professional Training III \$500.00 fee (in addition to University Fees)	N/A

TOTAL CREDITS REQUIRED: 60

¹Required Fees (in addition to University Fees)

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

Field Training Fee: \$450.00

²MHA students register for section 001

³HPM 611 is taught in a distance learning format. SPHG 600, HBHE 815/816, and PUBH 680 may be taken instead of HPM 611.

2013 MHA PROGRAM WORKSHEET

MHA Degree Requirement Worksheet		Student's Name _____		
Course Number	Course Title	Semester Completed	Credits	Pertinent notes: all substitutions and exemptions.
SPH CORE				
HPM 470	Statistical Methods for Health Policy and Administration		3.0	
HPM 611	Public Health Concepts in a Systems Context		3.0	
DEPT CORE				
HPM 601	Issues in Health Care		1.0	
HPM 710	Health Law		3.0	
HPM 715	Health Economics for Health Policy and Administration		3.0	
HPM 730	Leadership and Management of Health Care Organizations		3.0	
HPM 740	Introduction to Health Care Financial Management		3.0	
HPM 754	Health Care in the United States: Structure and Policy		4.0	
HPM 760	Healthcare Quality and Information Management		3.0	
Or HPM 762	Quality of Care		3.0	
HPM 770	Introduction to Operations Research for Healthcare Systems		3.0	
HPM 793	*Internship (\$450 fee)		2.0	
HPM 701	*Professional Training I (\$550 fee)		n/a	
HPM 702	*Professional Training II (\$500 fee)		n/a	
HPM 703	*Professional Training III (\$500 fee)		n/a	
MHA CORE				
HPM 725	Healthcare Strategy and Marketing		3.0	
HPM 741	Management Accounting for Health Administrators		3.0	
HPM 720	Management of Human Resources in Health Organizations		3.0	
HPM 734	Approaches to Business Plan Development		1.0	
HPM 735	Advanced Concepts and Applications in Health Policy and Administration		3.0	
Concentration and Elective Courses:				
TOTAL CREDIT HOURS FOR GRADUATION:			60	

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

2013 MPH CURRICULUM SEQUENCE

Semester	Number	Short Title	Credit Hours
FALL 1	BIOS 600 or HPM 470	Principles of Statistical Inference	3.0
	HPM 730	Statistical Methods for Health Policy and Management	3.0
	HPM 740	Leadership and Management of Health Care Organizations	3.0
	HPM 754	Introduction to Health Care Financial Management	3.0
	Electives	Health Care in the US Structure and Policy	4.0
	HPM 701 ²	Elective Courses	Variable
		Professional Training I \$550.00 fee (in addition to University Fees)	N/A
SPRG 1	HPM 789 ³	Master's Paper Development	1.0
	ENVR 600	Survey of Environmental Problems	3.0
	EPID 600	Principles of Epidemiology	3.0
	HBHE 600	Social and Behavioral Sciences in Public Health	3.0
	Electives	Elective Courses	Variable
SUMM 1	HPM 793 ²	Practicum \$450.00 fee (in addition to University Fees)	1.0
	HPM 992 ³	Master's Paper	3.0

TOTAL CREDITS REQUIRED: 42

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

² Required Fees (in addition to University Fees) Professional Training Fee HPM 701 (\$550)
Practicum Fee HPM 793 \$450.00

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

2013 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				
BIOS 600 or HPM 470	Principles of Statistical Inference		3.0	
	Statistical Methods for Health Policy and Management		3.0	
ENVR 600	Environmental Health		3.0	
EPID 600	Principles of Epidemiology		3.0	
HBHE 600	Social and Behavioral Sciences in Public Health		3.0	
DEPT CORE				
HPM 730	Leadership and Management of Health Care Organizations		3.0	
HPM 740	Introduction to Health Care Financial Management		3.0	
HPM 754	Health Care in the United States: Structure and Policy		4.0	
HPM 789	Master's Paper Development		1.0	
HPM 992	Master's Paper		3.0	
HPM 793	*Internship (\$450 fee)		1.0	
HPM 701	*Professional Training I (\$550 fee)		n/a	
ELECTIVES		VARIABLE		
TOTAL CREDIT HOURS FOR GRADUATION:			42	

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

ELECTIVES

Students are required to take elective courses. Electives may be taken in any school or department on campus, or, if the student wishes, through Duke University or any campus of the University of North Carolina system approved by the Graduate School (NC State University, UNC-Greensboro, UNC-Charlotte, North Carolina Central, Duke). Note that electives must be graduate-level courses, beginning at 400 or higher. HPM courses can be found on the below website. http://www.sph.unc.edu/hpaa/courses_offered.html

PRACTICUM

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

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

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

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

- MHA/MSPH students will register for 2 credit hours for HPM 793 during summer session one.
- MPH students will register for 1 credit hour for HPM 793 during summer session one.
- 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.

Graduate certificate programs (for degree students)



Global Health Certificate prepares 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 departmental requirements by offering courses, seminars, and fieldwork or internships that provide a comprehensive understanding of global health conditions, needs, and solutions that cross borders in both developing and industrialized countries and regions.



Certificate in Interdisciplinary Health Communication prepares graduate students to use theory-informed health communication strategies in applied practice, academic and research settings. Students select one of two specialized tracks, complete three graduate level courses (three credits each), participate in a year-long colloquia series on emerging issues in health communication, and receive guidance on conducting health communication research for their theses or dissertations.



Certificate in Public Health Informatics prepares students for the emergent area that has been defined as the systematic application of information and computer science and technology to public health practice and research. Public Health Informatics is distinguished from other healthcare informatics specialties in its focus on population /community health, prevention orientation and the role of government agencies in public health practice.



Interdisciplinary Certificate in Health Disparities Despite significant progress, 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. Not only does basic science need to be conducted in many health areas to understand what the contributors to the disparities are, but that information also needs to be translated into specific interventions to counterbalance the effects of these contributors. This 10-credit hour program trains health professionals to support a long-term and sustained public health effort toward addressing, and ultimately eliminating disparities.

Distance certificate programs (separate from degree programs)



Certificate in Core Public Health Concepts is a 15-credit hour program covering the core content taught in UNC's masters of public health programs. All courses have been specially designed and developed for delivery via the internet. No on-campus visit is required for this certificate.



Certificate in Field Epidemiology is co-sponsored by the Department of Epidemiology and the North Carolina Institute for Public Health. The 12-credit hour program of study addresses the core functions of outbreak investigation, surveillance systems and methods, infectious disease epidemiology, and field epidemiology methods. Students register, receive materials, interact with faculty, order books, and successfully complete this program without traveling to campus.



Certificate in Global Health is sponsored by Public Health Leadership Program and consists of a four-course formal academic certificate for non-degree seeking students that examines the complexities inherent in improving health on a global scale.



Certificate in Maternal and Child Health (MCH) Leadership is a three-course, 10-credit-hour program of study designed to provide practitioners with core knowledge, skills and competencies for promoting the health of women, children, youth and their families in domestic and global settings. This certificate is intended to build field leadership in addressing health disparities in MCH and defining a population-based vision for improving their health.



Certificate Program in Community Preparedness and Disaster Management was developed to provide community leaders in public health, health services, and emergency management with the opportunity to enhance their knowledge of management systems used to prepare for, and to respond to, natural and man-made disasters, including terrorism. Four courses will be offered to each cohort, covering the administrative structures of disaster management at the federal, state, and local levels; the science of disasters; methods to plan for and to analyze disasters; and planning and implementation of disaster management programs.



Occupational Health Nursing Certificate is an academic program of study. Students take 11- 12 credits in coursework that has been specially developed for distance education. All credits earned are completely transferable as part of the requirements for the completion of the OHN Concentration MPH degree.



Public Health Leadership Certificate is an 11-credit hour program of study. The content is the same as the core content taught in Public Health Leadership Program's MPH programs. All courses have been specially designed and developed for delivery via distance learning but students are required to come to campus for one brief visit to participate in a leadership workshop.

FREQUENTLY ASKED QUESTIONS

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

How many credits can I register for each semester?

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

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

During the application process, students indicate the degree program best suited to their career goals. However, we recognize that interests occasionally do shift. If you are considering a change, you should discuss this with your advisor. It is best to settle on a degree program by the end of the first semester because second semester courses vary between degree programs.

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 universities:

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

A student must complete a "Request for Inter-Institutional Registration" form http://registrar.unc.edu/ccm/groups/public/@registrar/documents/content/ccm1_042585.pdf which is available from the University Registrar's Office. Prior to enrolling in a course on another campus, it is important to discuss this with your faculty advisor, and to receive his or her approval.

Can credits/grades transfer from other institutions?

With the approval of the Program Director and the Graduate School, graduate students may transfer in up to 20% of the credits required for the degree. Such work must represent graduate-level course work relevant to the degree being sought, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the current program. Grades earned on transferred work must be equivalent to B or better (B- is not equivalent to B). Transferred work will not be included in residence credit calculation. Requests for course work to be transferred for credit toward a graduate degree are reviewed by the Graduate School upon recommendation by the student's department.

What grades are assigned for graduate courses?

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

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

Grade Appeals

The department adheres to the Graduate School grade appeals process, which is detailed in *The Graduate School Handbook* (<http://handbook.unc.edu/grading.html>).

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. Dual degree students who receive a grade of “F” in **either program**, or 9 hours of “L” in either program or in both programs combined (i.e., some of the 9 hours of “L” in one program and the rest in the other) are deemed academically ineligible in **both programs**,

After each semester, the instructor furnishes the program director and student services manager with a list of students who have received one or more Ls or Fs in the program.

Students made ineligible under the conditions stated above may apply for reinstatement upon petition by the student to the Graduate School. Forms are available at <http://gradschool.unc.edu/pdf/wrenstmt.pdf> . After returning to the student services manager, the form will be submitted to the reinstatement committee 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.

HPM Reinstatement Procedure for Graduate Students Reinstatement

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

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

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

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

Do withdrawals show up on my transcript?

In order to withdraw from a class (i.e., drop a class) and NOT have the withdrawal indicated on your transcript, you must drop the class prior to the "last day for drops" as established by the Office of University Registrar (<http://registrar.unc.edu/academic-calendar/>). The date is generally prior to the last two weeks of a semester. Withdrawals prior to the deadline do not appear on the transcript. 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.

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 by contacting Mr. David Collins, Assistant to the Chair for Resource Management, for additional details.

Graduate Assistantships

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

Assistantship 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.

Assistantships may include tuition and health insurance as well as a stipend.

Additional research assistantships, funded from research contracts and grants made to individual department faculty members are also awarded. The faculty principal investigators make selections for grant-supported assistantships, usually with some consultation with the Chair's Office.

Public Health Service Traineeships

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

KEY UNIVERSITY POLICIES

NONDISCRIMINATION POLICY

<http://www.unc.edu/campus/policies/nondiscrim.pdf>

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.

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

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

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

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