

# PittPublicHealth

**Department of Health Policy and Management  
MHA, MPH, JD/MPH and MHA/MBA**

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**Student Handbook  
Academic Year 2023-24**

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## **Welcome to Health Policy and Management**

We are very pleased that each of you has decided to continue your career development by pursuing a Master's degree program in the Department of Health Policy and Management, Pitt Public Health.

This is an especially exciting and challenging time to begin a career in public health and health care services management. Increasingly we witness the globalization of public health, realizing that infectious disease can spread quickly across national borders and that refugee populations pose a major challenge to host nations to provide adequate health care and disease prevention efforts. Domestically, as the Affordable Care Act becomes fully implemented millions of the previously uninsured or underinsured now have access to essential health care and we see encouraging signs of more effective integration of hospital-based health care with community-based population health, prevention and wellness. In spite of some progress in this regard, significant challenges remain. Obesity and the associated threats of diabetes and hypertension have become a global threat to public health and tobacco use remains a major risk factor – and its use is growing in the developing nations. Although health care systems in the economically advanced nations have focused on patient safety as a priority, hospital-based disease continues to be a leading cause of death and in the underdeveloped economies provision of basic health care and public health services remains an aspiration not a reality. Since the US spends in excess of 18% of gross domestic product for health care, the pressure to contain health care costs will continue to be a priority at the provider and national policy level.

The complexity of these challenges both in the US and abroad requires a continuing flow of well-trained, committed and competent health care and public health managers, health policy analysts, and public health trained lawyers and consumer advocates. Each of you has responded to this challenge to be among the next cycle of highly competent and well prepared public health and health services professionals and potential leaders. We will do our very best to provide you access to the resources, expert mentoring and staff support services that will assist you in making progress toward your own career goals and professional development.

Julie Donohue, PhD  
Chair, Health Policy & Management

Kevin Broom, PhD, MBA  
Vice Chair for Education

### **Departmental Overview**

The Department of Health Policy and Management (HPM) was created in January 2002 when the former Department of Health Services Administration (HSA) was divided into two separate academic units. The Department of HSA was created in 1950. The Health Administration Program has been fully accredited by the Commission on Accreditation of Health Management Education (CAHME). The Department of HPM prepares individuals to assume roles of leadership, policy development, and management within the healthcare system and public health. Its educational programs are grounded in the faculty's vast knowledge base, their engagement in interdisciplinary research addressing a broad range of problems relevant to public policy, organization, and management as applied to healthcare organizations and systems and in various professional and community service activities. For more information about the Department of Health Policy and Management, please visit our website at: [www.hpm.pitt.edu](http://www.hpm.pitt.edu)

### **Department Location**

The Department of Health Policy and Management is located in the School of Public Health (Pitt Public Health) at the following address:

University of Pittsburgh  
School of Public Health  
Department of Health Policy and Management  
6<sup>th</sup> Floor Public Health  
Pittsburgh, PA 15261

### **Departmental Chair Office**

**Chair:** Julie Donohue, PhD  
Susan Borowski, Executive Assistant to:

Julie Donohue, PhD  
Professor and Chair  
Department of Health Policy and Management  
Professor of Health Policy and Management

Department of Health Policy and Management  
130 DeSoto Street, A635 Public Health  
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[borowski@pitt.edu](mailto:borowski@pitt.edu)

## **HPM Student Services**

### **Academic Leadership**

#### **MHA & MHA/MBA**

Kevin Broom, PhD, MBA  
Director MHA and MHA/MBA Programs  
Vice Chair for Education  
Associate Professor  
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#### **MPH & JD/MPH**

Cindy Bryce, PhD  
Director MPH and JD/MPH Programs  
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#### **MS/PhD**

Lindsay Sabik, PhD  
Director MS & PhD Programs  
Vice Chair for Research  
Associate Professor, Department of  
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### **HPM Student Services Administrator**

#### **All Academic Programs**

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Recruitment & Academic Affairs  
Administrator  
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## **MHA Program**

The primary purpose of the MHA Program is to provide graduate-level education that equips students with relevant and transferable competencies, knowledge and values required for entry into and advancement within management and leadership roles in the health industry. Upon graduation, students seek professional employment in integrated delivery systems, health plans, physician practices, consulting firms, biotech and medical devices companies, and many other health industry settings.

The MHA curriculum requires 60 credits of full-time study over five academic terms including a Management Residency. The Curriculum consists of a broad array of courses covering the organization of the US health care system, functional areas of management, analytics, health economics, leadership, and professional development activities. The MHA Program also provides the student with opportunities for exposure to the world of practice through our Executive in Residence program, the required Management Residency, matching with a health care professional as a Mentor, and various networking and career development activities.

The Master's Essay is a requirement of the MHA program and the School of Public Health. No MHA student can graduate without successfully completing a Master's Essay. It is an important educational component of the MHA program since the essay provides students an opportunity to integrate the major components of the educational learning experience. Students apply the principles of public health, health administration, and health policy to a formal inquiry and analysis to problems or issues relevant to health administration and their career interests. The essay allows the student to demonstrate his/her mastery of health policy and management concepts, principles, and theoretical models gained from formal coursework. The student is expected to demonstrate professional-level proficiency in expository writing, clear and logical thinking, and appropriate use of analytical tools and research methods.

The Management Residency is a required one-credit course, usually conducted during the Summer Term (May through August), that provides the student with over 400 hours of practice-based, professional experience. The student is matched with a host healthcare organization, health plan, or other appropriate industry setting under the direction of a preceptor. The preceptor is typically a seasoned health executive or manager who is able to mentor, share her/his knowledge and insights, and provide access to key executives within the organization. The student is usually given considerable responsibility for multiple projects and exposure to both operational and governance levels of the host organization. Opportunities for an Extended Residency are also available in which the selected student completes the Residency through a mix of full-time work during the summer and part-time work during the school year. The value added of the Management Residency to the student's professional development far exceeds the one credit required for this experience.

**MHA Required Courses**

	<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>	<b>Term</b>	<b>Grade</b>
<b>Fall</b>	HPM 2012	Financial Management Foundations for Healthcare & Public Health	3		
	HPM 2020	HPM Professional Development Seminar	1		
	HPM 2028	Microeconomics Applied to Health	3		
	HPM 2049	Human Resource Management for Healthcare and Public Health Professionals	2		
	HPM 2105	Intro to US Healthcare Delivery Systems 1	1		
	HPM 2108	Leadership	1		
	HPM 2207	Quality Assessment & Managing Patient Safety	3		
	PUBHLT 2022	The Dean's Public Health Grand Rounds	0		
		<b>Total Credits</b>		<b>14</b>	
<b>Spring</b>	BIOST 2011	Principles of Statistical Reasoning	3		
	HPM 2014	Applications & Issues in Financial Management of Health Care Organizations	3		
	HPM 2021	HPM Professional Development Seminar	1		
	HPM 2029	Health Management Information Systems	2		
	HPM 2106	Intro to US Healthcare Delivery Systems 2	1		
	HPM 2141	Managerial Epidemiology	3		
	HPM 2216	Health Insurance: Financing Health Care	3		
	PUBHLT 2022	The Dean's Public Health Grand Rounds	0		
		<b>Total Credits</b>		<b>16</b>	
<b>Fall</b>	HPM 2017	Quantitative Methods in Health Care	3		
	HPM 2115	Management Residency (Report & Presentation)	1		
	HPM 2130	Health Law and Ethics	2		
	HPM 2145	Marketing Health Care & Business Planning	3		
	HPM 2220	CEA Analysis	1		
		<b>Total Credits</b>		<b>10</b>	
<b>Spring</b>	HPM 2010	Organization Studies: Theory/Applications in Healthcare	3		
	HPM 2037	Master's Essay (Oral Presentation and Submission)	1		
	HPM 2150	Strategic Management of Health Services Organizations & Health Policy	3		
	PUBHLT 2011	Essentials of Public Health	3		
		<b>Total Credits</b>		<b>10</b>	

Note: Need 60 credits to graduate

MHA Students are permitted to register for up to 16 credit hours per term for full-time tuition rate

### **MHA/MBA Program**

The Department initiated a new joint MHA/MBA Program in collaboration with the Joseph P. Katz Graduate School of Business effective Fall Term 2016. This 73-credit, 3-year program provides students with education in the core business management functions supplemented by and aligned with the structures, processes, environmental context and professional norms and values associated with the health care industry. Students pursuing this competency-based curriculum will have the opportunity for two distinct Residency placements. These supervised placements in a wide variety of health industry settings are an invaluable experience for professional development and networking. The student must also complete a master's essay and an applied management project at the residency site. For MHA students who are interested in applying to the joint degree program, please contact the program director for further information.



**MHA/MBA Required Courses**

	<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>	<b>Term</b>	<b>Grade</b>
<b>Fall</b>	BACC 2401	Financial Accounting	3		
	BFIN 2409	Financial Management	1.5		
	BIND 2404	Probability and Statistics: Fundamentals of MBA Quantitative Methods	0.5		
	BIND 2406	Business Math: Fundamentals of MBA Quantitative Methods	0.5		
	BIND 2506	Time Value of Money: Fundamentals of MBA Quantitative Methods	0.5		
	BQOM 2401	Statistical Analysis	3		
	HPM 2020	HPM Professional Development Seminar	1		
	HPM 2105	Health Care Delivery System I	1		
	HPM 2108	Leadership	1		
	PUBHLT 2022	The Dean's Public Health Grand Rounds	0		
		<b>Total Credits</b>	<b>12</b>		

<b>Spring</b>	BEEN 2401	Economic Analysis - Managerial Decisions	3		
	BOAH 2528	Organizational Behavior - Communicating Strategically	1.5		
	HPM 2021	HPM Professional Development Seminar	1		
	HPM 2106	Health Care Delivery System II	1		
	HPM 2141	Managerial Epidemiology	3		
	HPM 2216	Health Insurance: Financing Health Care	3		
	PUBHLT 2022	The Dean's Public Health Grand Rounds	0		
		<b>Total Credits</b>	<b>12.5</b>		

<b>Su</b>	HPM 2115	Management Residency (Report & Presentation)	1		
		<b>Total Credits</b>	<b>1</b>		

<b>Fall</b>	BMKT 2409	Marketing Management	1.5		
	BOAH 2421	Human Resource Competitive Advantage	1.5		
	BOAH 2517	Interpersonal Skills Managers 1	1.5		
	HPM 2012	Financial Management Foundations for Healthcare	3		
	HPM 2028	Microeconomics Applied to Health	3		
	HPM 2130	Health Law and Ethics	2		
		<b>Total Credits</b>	<b>12.5</b>		

<b>Spring</b>	BMIS 2409	Information Systems	1.5		
	BQOM 2421	Decision Technology	1.5		
	BSEO 2401	Business Ethics	1.5		
	BSPP 2409	Strategic Management	1.5		
	HPM 2014	Applications & Issues in Financial Management of Health Care Organizations	3		
	HPM 2220	Cost Effectiveness Analysis	1		
		MBA Elective(s)**	1.5		
	<b>Total Credits</b>	<b>11.5</b>			

<b>Su</b>	HPM 2115*	Management Residency (Report & Presentation)	0		
		<b>Total Credits</b>	<b>0</b>		

<b>Fall</b>	BIND 2454	Integrated MBA Capstone	1.5		
	BMIS 2402	Computational Thinking for Business Leaders	1.5		
	HPM 2017	Quantitative Methods in Health Care	3		
	HPM 2145	Marketing Health Care & Business Planning	3		
	HPM 2207	Quality Assessment & Managing Patient Safety	3		
		Extended Residency (optional 1 credit)	0		
		<b>Total Credits</b>	<b>12</b>		

<b>Spring</b>	BOAH 2409	Organizational Behavior	1.5		
	HPM 2037	Master's Essay (Oral Presentation and Submission)	1		
	HPM 2150	Strategic Management of Health Services Organizations & Health Policy	3		
	PUBHLT 2011	Essentials of Public Health	3		
		Extended Residency (optional 1 credit)	0		
		MBA Elective(s)**	3		
		<b>Total Credits</b>	<b>11.5</b>		

<b>Total Credits</b>	<b>73</b>
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\*Optional 1 Credit

\*\* Total remaining 4.5 MBA electives may be taken Spring 2nd Year or 3rd Year

**Note:** Need 73 credits total to graduate. MHA/MBA Students are permitted to register for up to 18 credit hours per term for full-time tuition rate

## MHA Competency Model

The HPM-MHA Student Competency Model (SCM) contains four specific domains, including an interdisciplinary, cross-cutting set of competencies.

The four domains include:

1. Cross-Cutting
2. Self-Actualization
3. Management
4. Contextual/Environmental Understanding

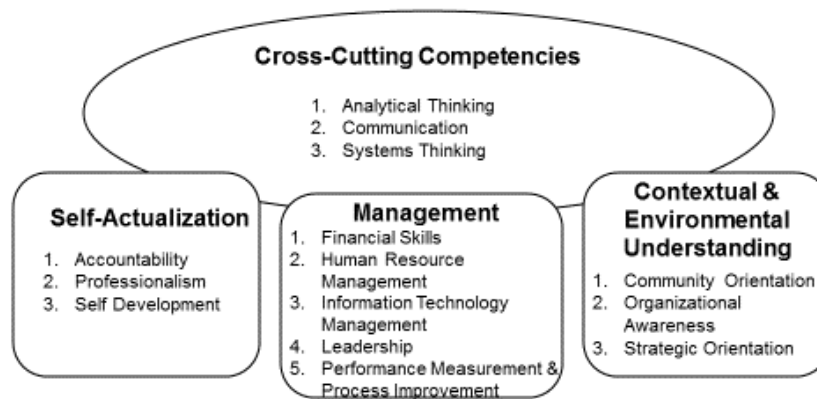
Each of the domains covers specific competencies as detailed below:

<p><b>Cross-Cutting Competencies:</b></p> <ol style="list-style-type: none"> <li>1. Analytical Thinking</li> <li>2. Communication</li> <li>3. Systems Thinking</li> </ol>	<p><b>Self-Actualization:</b></p> <ol style="list-style-type: none"> <li>4. Accountability</li> <li>5. Professionalism</li> <li>6. Self-Development</li> </ol>	<p><b>Management:</b></p> <ol style="list-style-type: none"> <li>7. Financial Skills</li> <li>8. Human Resources Management</li> <li>9. Information Technology Management</li> <li>10. Leadership</li> <li>11. Performance Measurement and Process Improvement</li> </ol>	<p><b>Contextual/ Environmental Understanding:</b></p> <ol style="list-style-type: none"> <li>12. Community Orientation</li> <li>13. Organizational Awareness</li> <li>14. Strategic Orientation</li> </ol>
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Detailed information can be found here:

<https://www.sph.pitt.edu/hpm/academics/mha/mha-competencies>

## **MHA in Health Policy and Management Competency Model**



## **Master of Public Health (MPH) in Health Policy and Management**

The MPH degree program in the Department of Health Policy and Management provides advanced education for recent graduates, entry-level and mid-career professionals to facilitate their career development as leaders and managers, health professionals, policy analysts and advocates for various roles and contexts in public health and health care. In addition to the 45-credit, competency-based curriculum, students may complete a 15-credit certificate within the two-year plan of study for the MPH.

The curriculum includes MPH core courses for the School of Public Health, required policy courses for the department, and additional elective courses offered both within and outside the Schools of the Health Sciences.

### **Practicum Requirement**

In addition to coursework, MPH students are required to complete a 200-hour practicum. Students register for one credit of HPM 2025 (HPM Practicum). Students work with their advisor and practicum preceptor to identify five competencies that will be accomplished during the practicum and two practical non-academic work products (deliverables) to be completed for the benefit of the organization/agency. At least three of the five competencies must be CEPH foundational competencies, and at most two competencies can be discipline-specific competencies for the department. Practicum Learning Agreement forms must be completed within 2 weeks of starting the practicum.

After completing the practicum, MPH students are required to submit an e-portfolio documenting the attainment of competencies and completion of work products. For the latest information on the practicum e-portfolio, please visit: <https://www.publichealth.pitt.edu/home/academics/academic-handbook-degree-requirements/mph-e-portfolio>.

Evaluations of the practicum experience and student's accomplishments are completed by the student and preceptor.

### **Essay Requirement**

The Master's Essay is a requirement of the MPH program and the School of Public Health. No MPH student can graduate without successfully completing a Master's Essay. The essay provides students with an opportunity to integrate major components of their learning experience. For the Department of HPM, students apply principles of public health, health administration, and health policy to a formal inquiry and analysis of a problem or issue pertaining to health policy and student interests. Students demonstrate mastery of health policy concepts, principles, and theoretical models gained from formal coursework and experiential opportunities. This is achieved through proficiency in expository writing, critical thinking and synthesis, and appropriate use of analytical tools and methods.

At the beginning of the final year, students work with their primary essay advisor to complete an ILE agreement form identifying three competencies to be integrated and synthesized through essay activities, including two CEPH foundational competencies, and one discipline-specific competency for the Department of HPM. Upon submission of the essay, students and their advisors complete an ILE final assessment form, verifying integration and synthesis of the competencies in the essay.

**MPH Required Courses**

	<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>	<b>Term</b>	<b>Grade</b>
<b>Fall</b>	BIOST 2041*	Intro to Statistical Methods I	0		
	EPIDEM 2110	Principles of Epidemiology	3		
	HPM 2001	Health Policy and Management in Public Health	3		
	HPM 2020	HPM Professional Development Seminar	1		
	HPM 2028	Microeconomics Applied to Health	3		
	HPM 2105	Intro to US Healthcare Delivery Systems 1	1		
	PUBHLT 2022	The Dean's Public Health Grand Rounds	0		
	PUBHLT 2033	Foundations in Public Health	1		
		<b>Total Credits</b>	<b>12</b>		

<b>Spring</b>	BCHS 2509	Social and Behavioral Sciences and Public Health	3		
	BIOST 2011*	Principles of Statistical Reasoning	3		
	EOH 2013	Environmental Health & Disease	2		
	HPM 2021	HPM Professional Development Seminar	1		
	HPM 2055	Managing Health Programs	2		
	PUBHLT 2022	The Dean's Public Health Grand Rounds	0		
		<b>Total Credits</b>	<b>11</b>		

<b>Fall</b>	HPM 2012	Foundations of Financial Management	3		
	HPM 2025	Practicum (Report & Presentation)	1		
	HPM 2081	Public Health Agency Management	3		
	HPM 2131	Public Health Law and Ethics	2		
	PUBHLT 2015	Public Health Biology	2		
	PUBHLT 2034	Public Health Communications	2		
		<b>Total Credits</b>	<b>13</b>		

<b>Spring</b>	HPM 2037	Essay-PH (Project Presentation)	1		
	HPM 2063	The Politics of Health Policy	2		
	HPM 2064	Health Policy Analysis	2		
	PUBHLT 2035	Applications in Public Health	2		
		<b>Total Credits</b>	<b>7</b>		

<b>Electives</b>					
		<b>Total Credits</b>	<b>2</b>		

<b>Total Credits</b>	<b>45</b>
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MPH students need 45 credits to graduate. Full-time students may register for up to 16 credit hours per term.

SPH certificates require at least 15 credits of coursework. Elective credits may be used to fulfill certificate requirements.

\*HPM students (both MHA and MPH) typically take BIOST 2011; they may take BIOST 2041 with permission.

## **Juris Doctor / Master of Public Health (JD/MPH) Joint Degree**

The MPH portion of the JD/MPH Joint Degree Program is housed within the Department of Health Policy and Management. Offered jointly with School of Law, graduates of this four-year program receive the Juris Doctor (JD) degree and the Master of Public Health (MPH) degree. Current MPH students interested in applying should contact the program director for further information.

### **Registration by School**

Each semester, students register and pay tuition in one primary school either at School of Law or School of Public Health. Over the course of the program, students register with School of Law for 5 semesters and with School Public Health for 3 semesters. Students typically register in School of Law for the first year of study and then register at Pitt Public Health for the second year. Each semester, students are eligible to take courses and fulfill program requirements in both schools, regardless of the school in which they are registered.

Students enrolled in the JD/MPH program save one full year of time and tuition versus completing the degrees separately.

### **Credit Hours**

Pitt Public Health requires the completion of 45 credits to receive a Master of Public Health (MPH) degree, including 42 hours of required courses and 3 elective credits. Joint degree students may cross-count up to 8 hours of law school credits towards the MPH. The School of Law requires 88 credits for the Juris Doctor degree. Of these, 12 credits may be cross counted from Pitt Public Health.

Overall, the JD/MPH program requires 113 credit hours, which is 20 fewer than completing the programs separately.

### **Specific Course Requirements**

In most cases, cross-counted law school credits can only apply towards electives. However, various courses from School of Law that fulfill the Upper-Level Legal Writing requirement can be used in place of HPM 2037 (Essay course). Joint degree students may fulfill the essay requirement for the MPH degree by completing this course for an approved topic and with appropriate (formatting) modifications for the MPH essay. The final essay must be submitted via D-Scholarship.

These guidelines are for reference only. Official policies are found in the Pitt Public Health [Academic Handbook](#). Contact Tomar Pierson-Brown ([tnb25@pitt.edu](mailto:tnb25@pitt.edu)) at School of Law, or Cindy Bryce ([bryce99@pitt.edu](mailto:bryce99@pitt.edu)) at Pitt Public Health with questions or for more information.

**JD/MPH Required Courses**

	<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>	<b>Term</b>	<b>Grade</b>
<b>Fall</b>	LAW 5020	Contracts	4		
	LAW 5028	Torts	4		
	LAW 5032	Legislation and Regulation	3		
	LAW 5046	Criminal Law	3		
	LAW 5062	Pitt Law Academy	0		
		<b>Total Credits</b>		<b>14</b>	

<b>Spring</b>	LAW 5024	Property	4		
	LAW 5033	Civil Procedure	4		
	LAW 5062	Pitt Law Academy	0		
	LAW 5076	Legal Analysis and Writing	4		
	LAW 5101	Constitutional Law	4		
		<b>Total Credits</b>		<b>16</b>	

<b>Fall</b>	EPIDEM 2110	Principles of Epidemiology	3		
	HPM 2001	Health Policy and Management in Public Health	3		
	HPM 2020	HPM Professional Development Seminar 1	1		
	HPM 2081	Public Health Agency Management	3		
	HPM 2105	Intro to US Healthcare Delivery Systems 1	1		
	PUBHLT 2022	The Dean's PH Grand Rounds	0		
	PUBHLT 2033	Foundations in Public Health	1		
		<b>Total Credits</b>		<b>12</b>	

<b>Spring</b>	BCHS 2509	Social and Behavioral Sciences and Public Health	3		
	BIOST 2011	Principles of Statistical Reasoning	3		
	EOH 2013	Environmental Health & Disease	2		
	HPM 2021	HPM Professional Development Seminar 2	1		
	HPM 2055	Managing Health Programs and Projects	2		
	HPM 2064	Health Policy Analysis	2		
	PUBHLT 2022	The Dean's PH Grand Rounds	0		
		<b>Total Credits</b>		<b>13</b>	

<b>Fall</b>	HPM 2025	HPM Practicum (Report & Presentation)	1		
	HPM 2131	Public Health Law and Ethics	2		
	LAW 5386	Foundations of Legal Research	1		
	LAW 5609	Professional Responsibility	3		
	LAW 5703	Evidence	3		
	LAW				
		<b>Total Credits</b>	<b>10</b>		

<b>Spring</b>	LAW				
	LAW				
	LAW				
		<b>Total Credits</b>	<b>0</b>		

<b>Fall</b>	HPM 2012	Financial Management Foundations for HC & PH	3		
	HPM 2028	Microeconomics Applied to Health	3		
	PUBHLT 2015	Public Health Biology	2		
	PUBHLT 2034	Public Health Communications	2		
	LAW				
	LAW				
		<b>Total Credits</b>	<b>10</b>		

<b>Spring</b>	HPM 2063	The Politics of Health Policy	2		
	PUBHLT 2035	Applications in Public Health	2		
	LAW				
	LAW				
	LAW				
	LAW				
		<b>Total Credits</b>	<b>4</b>		

<b>Electives</b>					
		<b>Total Credits</b>			
	<b>Total Credits</b>	<b>118</b>			

**Note:**

JD/MPH students need 118 credits to graduate (76 LAW, 42 SPH).

**Legend:**

- 1 Course that satisfies Writing requirement.
- 2 Course that satisfies Upper-Level Legal Writing (ULW) requirement.  
IMPORTANT: The ULW course satisfies HPM 2037 (Essay-PH) for the MPH, with appropriate modifications. (It must be completed in Year 3.)
- 3 Course that satisfies Experiential Learning requirement.
- 4 Course that satisfies International/Comparative Law requirement.

These LAW course requirements can be satisfied by multiple courses; see

<https://www.law.pitt.edu/student-resources/courses-and-curriculum>

Students can only register for these courses after completing the first year of LAW study.



## MPH Competency Model

Through required courses and experiential learning opportunities, MPH students in the Department of Health Policy and Management will attain the following competencies:

### HPM MPH ADVANCED COMPETENCIES

1. Evaluate facilitators and barriers that impact the financing and delivery of the public health services.
2. Apply legal and ethical principles to public health and health services practice.
3. Evaluate legal and policy strategies to promote the health status of populations.
4. Apply and interpret principles of program management, budgeting, and finance in the context of health care organizations, government, or community-based organizations.
5. Define and explain the principles of strategic planning to health delivery initiatives.
6. Measure and evaluate the impact of health policies on population health.

### CEPH FOUNDATIONAL COMPETENCIES

In addition, all graduates fulfill the Council on Education in Public Health's (CEPH) public health knowledge and [foundational competencies](#) for MPH students.

<b>Evidence-based Approaches to Public Health</b>	
1.	Apply epidemiological methods to the breadth of settings and situations in public health practice
2.	Select quantitative and qualitative data collection methods appropriate for a given public health context
3.	Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4.	Interpret results of data analysis for public health research, policy or practice
<b>Public Health &amp; Health Care Systems</b>	
5.	Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6.	Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels
<b>Planning &amp; Management to Promote Health</b>	
7.	Assess population needs, assets and capacities that affect communities' health
8.	Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9.	Design a population-based policy, program, project or intervention
10.	Explain basic principles and tools of budget and resource management
11.	Select methods to evaluate public health programs
<b>Policy in Public Health</b>	
12.	Discuss the policy-making process, including the roles of ethics and evidence
13.	Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
14.	Advocate for political, social or economic policies and programs that will improve health in diverse populations
15.	Evaluate policies for their impact on public health and health equity
<b>Leadership</b>	
16.	Apply leadership and/or management principles to address a relevant issue

17.	Apply negotiation and mediation skills to address organizational or community challenges
18.	Select communication strategies for different audiences and sectors
19.	Communicate audience-appropriate public health content, both in writing and through oral presentation
20.	Describe the importance of cultural competence in communicating public health content
<b>Interprofessional Practice</b>	
21.	Integrate perspectives from other sectors and/or professions to promote and advance population health
<b>Systems Thinking</b>	
22.	Apply systems thinking tools to visually represent a public health issue in a format other than standard narrative

The MPH Foundational Competencies as defined by the 2016 CEPH Accreditation Criteria.

## PITT Public Health Core Courses

### SPECIFIC DEGREE REQUIREMENTS FOR THE CORE CURRICULUM:

#### Master in Public Health (MPH) and JD/MPH Degree Seeking Students:

- BIOST 2011\* Principles of Statistical Reasoning (3 credits)
- BIOST 2041\* Introduction to Statistical Methods I (3 credits)
- EPIDEM 2110 Principles of Epidemiology (3 credits)
- BCHS 2509 Social and Behavioral Sciences and Public Health (3 credits)
- EOH 2013 Environmental Health and Disease (2 credits)
- HPM 2001 Health Policy and Management in Public Health (3 credits)
- PUBHLT 2015 Public Health Biology (2 credits)
- PUBHLT 2022 The Dean's Public Health Grand Rounds (0 credits) - two terms required; Completed during first and second terms. Offered fall and spring.
- PUBHLT 2033 Foundations in Public Health (1 credit)
- PUBHLT 2034 Public Health Communications (2 credits)
- PUBHLT 2035 Applications in Public Health (2 credits)

\* HPM students typically take BIOST 2011; they may take BIOST 2041 with permission of their advisor.

#### Master in Health Administration (MHA) and MHA/MBA Degree Seeking Students:

- HPM 2141 Managerial Epidemiology (3 credits)
- PUBHLT 2011 Essentials of Public Health (3 credits)
- PUBHLT 2022 The Dean's Public Health Grand Rounds (0 credits) - two terms required; Completed during first and second terms. Offered fall and spring.

#### *Overview of Core Curriculum*

The core curriculum provides the foundational knowledge and competencies that all public health professionals need. Based on the CEPH Core Competencies, the core curriculum covers the following broad areas:

- Epidemiology
- Biostatistics
- Environmental and occupational health
- Behavioral and community health sciences
- Health policy and management
- Public health biology
- Public health professionalism
- Systems thinking
- Program planning
- Communication and informatics
- Diversity and culture in public health practice
- Leadership

Goals of the core curriculum enable graduates to:

- Command the essential competencies of public health's core content areas and apply those competencies to complex public health issues.
- Explain how their chosen public health concentration contributes uniquely to the study of population health, and how it intersects with other public health disciplines.
- Articulate and advocate the values and ethics that distinguish public health as a historic, contemporary, and cohesive field of practice and inquiry.

- Successfully plan and execute programs and/or research intended to advance the public's health and health awareness, nationally and globally.
- Communicate effectively and appropriately with diverse groups of professional colleagues and public constituents.
- Locate, assemble, and critically analyze data, information, and knowledge resources.
- Develop a sense of identity, authority, and service in public health, and within their elected area of specialization.
- Assume key management roles in health organizations, and provide leadership in creating, implementing, and interpreting policy that promotes the ideals of public health.

### **Policy on Required Core Courses**

Students pursuing an MPH must take all of the school-wide core courses unless their program has been granted a waiver of certain courses.

### **PUBHLT 2035 Applications in Public Health Policy**

All new students are to complete the Pitt Public Health core courses in a sequence that will prepare them to meet the prerequisites of the Applications (PUBHLT 2035) course. Students should enroll in the Applications course once they have completed all of the Pitt Public Health core courses (prerequisites for PUBHLT 2035) or if they are simultaneously enrolled in one other core course and the Applications course.

### **Course Exemption for PITT Public Health Core Courses\***

Exemptions from school-level required courses are made on a case-by-case basis. These are based on attainment of CEPH competencies through coursework and completion of course(s) at an accredited school of public health. These courses may or may not be accompanied by advanced standing credits. More information on this policy can be found in the [Course Requirements](#) section of the [Pitt Public Health Academic Handbook](#).

\*There is never a reduction or waiver of the total number of credits required for graduation (60 MHA, 45 MPH, 73 MHA/MBA, 118 JD/MPH) – required course credits are replaced with other elective credits.

## **POLICIES AND PROCEDURES**

### **Pitt Public Health Academic Handbook**

The school maintains an academic handbook that covers and lists many requirements for the master's degree programs in addition to school and/or university policies and procedures. The handbook is accessible on the school's website at <https://www.sph.pitt.edu/academics/forms-handbook/academic-handbook/graduation-information>.

All school and university forms can be found on the School's [Forms and Handbook page](#).

### **Course Registration and Enrollment**

Registration for each term must be done with the advice of the student's academic advisor who is also required to sign off on all [enrollment forms](#) prior to the posted registration deadlines. Class schedules are available at <https://psmobile.pitt.edu/app/catalog/classSearch>. Once completed and signed students should return their enrollment form to the program coordinator ([jessdornin@pitt.edu](mailto:jessdornin@pitt.edu)) so the advising hold can be removed. Students can register for courses through PeopleSoft only after their advising hold has been removed. Some courses will require permission for enrollment given by the faculty member/department who sponsors the course. Students must request a permission number, when necessary, in order to enroll in the course. If you are seeking information about courses, permission numbers, faculty, or other opportunities please refer to the listing of departmental student services staff available at <https://www.sph.pitt.edu/admissions-aid/contact-admissions>.

Please note that a student can add or drop classes without penalty until the add/drop deadline. Registration, add/drop, monitored withdrawal, and other important dates can be found on [Pitt's Academic Calendar](#).

### **Grade Requirements**

A grade of B or better is required for all core courses. If a student earns a grade below a B, they should meet with their advisor to discuss the grade. In these cases, the student is strongly encouraged to re-take the course. However, the final decision will be left to the advisor and the student. If a student earns a grade below a C, they must repeat the course. The Educational Policy and Curriculum Committee (EPCC), via the Office of Student Affairs, will email a memorandum notifying the student and their advisor of the policy. Students have a maximum of two attempts to achieve a grade of C or better in a core course.

See the [Pitt Public Health probation and dismissal policy](#) for further details on minimum grade requirements.

### **Essays**

More essay information will be distributed in the Professional Development Seminar.

MHA & MPH Essay Committee structure:

- The committee must consist of at least two University of Pittsburgh faculty members.
- Members must have primary appointments in different University departments (at least two departments represented).
- For HPM the Primary Essay Advisor must be a core faculty member in HPM. The second reader must be a member of the core faculty in another department within the University of Pittsburgh. For MHA students, a third reader is required who is a practitioner in the field.

[Master's Essay Guidelines](#)

[Master's Essay Checklist](#)

## Graduation

You must apply for graduation by submitting an application in PeopleSoft and a [Prior Degree Form](#) early in the term in which graduation is expected. Students are required to be registered for at least one credit in the term in which they graduate. It is the student's responsibility to ensure all graduation/program requirements have been met. Additionally, before a degree can be posted, all I and/or G grades must be reconciled.

Graduation instructions/information can be found on Pitt Public Health's [graduation information page](#).

## After Graduation

Once graduated, you will be one of over 2,000 graduates from the Department of HPM. There are many ways in which you can maintain contact with us after graduation:

- Keep us up-to-date on your current contact information ([hpmalumni@hpm.pitt.edu](mailto:hpmalumni@hpm.pitt.edu)).
- Keep in contact with Dr. Kevin Broom ([kevinbroom@pitt.edu](mailto:kevinbroom@pitt.edu)) should you wish to be an engaged alumni (preceptor, mentor, guest speaker, etc.).
- Join the HPM and Pitt Public Health Alumni groups and fill out the online update form.
- Join the HPM LinkedIn group.

## Academic Integrity

Students will be expected to comply with the [University of Pittsburgh's Policy on Academic Integrity](#). Any student suspected of violating this obligation for any reason during their time in the program will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity. This may include, but is not limited to, the confiscation of the examination of any individual suspected of violating University Policy. Furthermore, no student may bring any unauthorized materials to an exam, including dictionaries and programmable calculators.

To learn more about Academic Integrity, visit the [Academic Integrity Guide](#) for an overview of the topic. For hands-on practice, complete the [Understanding and Avoiding Plagiarism tutorial](#).

## Disabilities

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and [Disability Resources and Services](#) (DRS), 140 William Pitt Union, (412) 648-7890, [drsrecep@pitt.edu](mailto:drsrecep@pitt.edu), (412) 228-5347 for P3 ASL users, as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course.

## International Students

The Office of International Services (OIS) provides new international students with a full complement of informational materials and programs to facilitate their transition to living in Pittsburgh. Student services available through the Office of International Services are detailed on their website: [www.ois.pitt.edu](http://www.ois.pitt.edu). INTERNATIONAL STUDENTS MUST CHECK IN AT OIS UPON THEIR ARRIVAL IN PITTSBURGH with an Immigration Specialist. Student Services available through the Office of International Services are detailed on the OIS website [www.ois.pitt.edu](http://www.ois.pitt.edu). New international students are required to check in with OIS at the University of Pittsburgh upon arrival in Pittsburgh and before enrolling in courses. [www.ois.pitt.edu](http://www.ois.pitt.edu).

English Proficiency Testing: After students are admitted to the University of Pittsburgh, they may be required to take additional English language tests. For information about this testing go to <https://www.linguistics.pitt.edu>.

Students who leave the University at the end of their academic program or for business or personal reasons are required to log into My OIS to complete the Departure Notification Form once the form is complete, forward the

confirmation message to your departmental student services liaison. Department liaisons will then send a copy to [stuaff@pitt.edu](mailto:stuaff@pitt.edu).

\*Also, foreign students completing summer residencies, practica or internships must complete a “Curricular Practical Training Academic Verification” form which you will submit to OIS prior to the start of your summer experience. OIS has to approve your practical training BEFORE it begins. Students complete the form online and print a copy for the program coordinator.

### Professional Dress and Conduct

Both the MHA and MPH Programs are professional preparation programs of graduate education. Accordingly, professional (business) dress and conduct is expected as the norm. Although casual attire is appropriate for most classes, we encourage students to look and behave maturely and professionally throughout their formal educational experience. For activities in which you and your colleagues are interacting with representatives from the health care system or other constituency organizations, you should wear business dress unless advised otherwise. This is especially important for activities in which you are a guest, visitor or applicant for a residency or practicum placement or employment with an external organization. While serving in your Management Residency or Practicum, you should observe the policies and practices of your sponsoring organization relevant to your conduct and dress.

### Responsiveness and Communication

Students will receive various communications regarding fellowship/residency/practicum opportunities; course information; class cancellations; etc. via EMAIL. Email is our primary source of communication with you. Please make sure that any changes to your email contact information are reported to the Program Coordinator. Due to the important/time sensitive nature of such communications, we expect that HPM Students will respond in a timely fashion to requests and deadlines designated in any Departmental or school-wide correspondence. Important messages will be flagged when possible. Please check your Pitt email frequently. Note: important announcements/tuition bills from the University will come to you via your PITT email account.

### Student Study Areas

The department has a designated student study area on the 6th floor, 6121C, that is shared with BCHS students. Please note, the computers in this space are only available to BCHS GSR students. Email the program coordinator for the room code as this room is locked. Additional space is available on the fourth floor, 4121C. A student conference room, which is shared by all students in the department, is available in A663. This room must be reserved prior to use.

### Time Required to Complete Program of Study/ Statute of Limitations

The typical full-time MHA and MPH student will be able to complete her/his course of study in two years (five academic terms) including a full-time field placement in the Summer Term. Full-time MHA students will typically register for 15-16 credits per term to complete the required 60 credits within two academic years. Full-time MHA/MBA students will typically register for 12-15 credits per term to complete the program within three years (MHA/MBA's may register for up to 18 credits a term). MPH students will register for 11-12 credits per term in order to complete the required 45 credits in two years. However, the MPH students may register for up to 16 credits per term for the same block tuition rate. This will allow the MPH student to fulfill one of the SPH Certificate Programs or complete additional electives with few or no overload credits. JD/MPH students typically register for 13-15 credits a term to complete the program within four years. Please note, when registered in the School of Public Health, you may only register for up to 15 credits a term.

The statute of limitations for completing the professional Master's degree (MPH and MHA) is five years. However, students may request an extension to the Department Chair in writing with due justification provided.

### University Counseling Center

The [University Counseling Center](#) provides confidential personal counseling for all University students. The Center is located at 119 University Place. If you are in distress, please contact 412-648-7930 at any time to speak directly with a clinician.

### University Writing Center

The Writing Center provides a place for all University of Pittsburgh students, faculty, and staff to come to work on their writing. The Center is staffed by experienced consultants who have been trained to help others with their writing. The services are free to all University of Pittsburgh students ([www.writingcenter.pitt.edu/](http://www.writingcenter.pitt.edu/)).



# University of Pittsburgh

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