



**UNC**  
GILLINGS SCHOOL OF  
GLOBAL PUBLIC HEALTH

# **BACHELOR OF SCIENCE IN PUBLIC HEALTH PROGRAM**

**DEPARTMENT OF HEALTH POLICY AND MANAGEMENT**

## **Student Handbook**

**THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**  
Revised August 2019

# Program Mission

The mission of the BSPH Program is to improve the health of individuals and communities and reduce health inequities in the US and abroad by educating future health leaders, managers, policymakers, practitioners, and researchers. Our graduates will excel in a broad range of positions and graduate and professional degree programs.

## I. Curriculum and Graduation Requirements

### Program Prerequisites

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

All of the following courses:

- BIOL 101 & 101L Principles of General Biology and Lab
- ECON 101 Introduction to Economics
- STOR 155 Introduction to Statistics

One of the following financial or managerial accounting courses:

- BUSI 102 Financial Accounting
- BUSI 106 Financial Accounting, Continuing Studies
- BUSI 107 Management Accounting, Summer School
- BUSI 108 Management Accounting, Continuing Studies

One of the following pre-calculus or calculus math courses:

- MATH 130 Precalculus Mathematics
- MATH 152 Calculus for Business and Social Sciences
- MATH 231 Calculus of Functions of One Variable
- MATH 232 Calculus of Functions of One Variable II
- MATH 233 Calculus of Functions of Several Variables
- STOR 112 Decision Models for Business
- STOR 113 Decision Models for Economics

### BSPH Program in Health Policy and Management Competencies

Competencies define what students should know and be able to do upon completion of their degree program. They guide our curriculum planning and assessment processes.

Students in the BSPH Program in Health Policy and Management will develop the following competencies:

Knowledge of the U.S. health system

- Examine the organization, financing, management and performance of the U.S. health system

- Discuss the politics of public health and health policy in the U.S.
- Discuss health-related legal and ethical issues and their impact on the U.S. health system

#### Analytical and management skills

- Manage and analyze data using appropriate methods and tools
- Formulate strategic alternatives for achieving an organization's goals and objectives
- Apply basic methods and techniques in financial management
- Discuss approaches to effectively lead and manage people, projects and organizations

#### Information literacy, communication, teamwork and professionalism skills

- Locate, use, evaluate and synthesize public health information
- Communicate public health information, in both oral and written forms through a variety of media and to diverse audiences
- Perform effectively on teams
- Demonstrate attitudes and behaviors consistent with a professional environment

Throughout the curriculum, students will also receive exposure to the following foundational public health domains:

- The history and philosophy of public health as well as its core values, concepts and functions across the globe and in society
- The basic concepts, methods and tools of public health data collection, use and analysis and why evidence-based approaches are an essential part of public health practice
- The concepts of population health, and the basic processes, approaches and interventions that identify and address the major health-related needs and concerns of populations
- The underlying science of human health and disease, including opportunities for promoting and protecting health across the life course
- The socioeconomic, behavioral, biological, environmental and other factors that impact human health and contribute to health disparities
- The fundamental concepts and features of project implementation, including planning, assessment and evaluation
- The fundamental characteristics and organizational structures of the US health system as well as the differences between systems in other countries
- The basic concepts of legal, ethical, economic and regulatory dimensions of health care and public health policy and the roles, influences and responsibilities of the different agencies and branches of government
- The basic concepts of public health-specific communication, including technical and professional writing and the use of mass media and electronic technology

## Program Curriculum

The table below indicates the required courses for the BSPH program in Health Policy and Management and the semester in which they must be taken. All courses must be completed with a grade of C (not C-) or better.

For detailed information about the HPM courses, please refer to course syllabi available on the Department of Health Policy and Management website.

<b>Junior Fall</b>
<b>HPM 350</b> Introduction to Health Services Systems I (3 credits)
<b>HPM 341</b> Information Systems, Technology & Tools in Health Services Administration (3 credits)
<b>SPHG 351</b> Foundations of Public Health (3 credits)
<b>Junior Spring</b>
<b>HPM 352</b> Introduction to Health Services Systems II (3 credits)
<b>HPM 320</b> Introduction to Strategic Planning and Marketing (3 credits)
<b>HPM 340</b> Foundations of Health Care Financial Management (3 credits)
<b>SPHG 352</b> Public Health Systems and Solutions (4 credits)
<b>Summer</b>
<b>HPM 393</b> Field Training Experience (2 credits) <i>Students complete the internship during the summer, but register for HPM 393 during their Senior Fall.</i>
<b>Senior Fall</b>
<b>HPM 310</b> Introduction to Law and Ethics in Health Administration (3 credits)
<b>HPM 330</b> Introduction to Health Organization Leadership, Management & Behavior (3 credits)
<i>Optional Elective</i>
<b>HPM 691H</b> Honors Research (3 credits)
<b>Senior Spring</b>
<b>HPM 351</b> Policy Issues in Health Services Delivery (3 credits)
<b>HPM 697</b> BSPH Capstone (3 credits)
<i>Optional Elective</i>
<b>HPM 692H</b> Independent Honors Research (3 credits)
<b>Other</b>
<b>EPID 600</b> Principles of Epidemiology (3 credits) <i>Must be taken Junior Fall or Junior Spring.</i>
<b>BIOS 600</b> Principles of Statistical Inference (3 credits) OR <b>ECON 400</b> Economic Statistics and Econometrics (3 credits) <i>Can be taken any term.</i>

Students must also meet the following general graduation requirements:

- Minimum hours required (not counting required physical education): 120
- Credit hours not to exceed 165
- Junior-Senior distribution of approximately 60 semester hours
- Students are encouraged to check with Lynnette Jones, Academic Coordinator, to ensure they are on track to graduate.

## **Electives**

A list of commonly taken electives is available on the BSPH Program in HPM Sakai site.

## **Internship**

A 10-week full-time internship (400 hour minimum) in a health-related setting is required during the summer between the junior and senior years. The internship provides students an opportunity to apply the knowledge and skills being acquired through their coursework and further develop and demonstrate attainment of program competencies.

Students are not placed in an internship, but rather will work with Cathy Padgett, the department's Career Services Coordinator, and their faculty mentor to search for and secure an internship. Students register for HPM 393 (2 credits) during their senior fall. A field training fee of \$400 is also required.

Detailed information about the internship requirements is available in the HPM 393 syllabus posted on the BSPH Program in HPM Sakai site.

## **HPM 697 BSPH Capstone**

During fall and spring semester of the senior year, students work in teams to complete a major project in a community organization. This capstone project serves as a culminating experience for the program, providing students with an opportunity to synthesize, integrate, and apply knowledge and skills gained through their coursework and further develop and demonstrate attainment of program competencies. These projects are completed under the direction of faculty and with a preceptor, typically within a public health department, community health center, hospital, medical office, or non-profit organization. Teams begin planning and working with their preceptors during their senior fall in HPM 330.

## **Senior Honors Thesis Option**

Students who meet eligibility criteria have the option of completing a senior honors thesis. Students pursuing this research option enroll in HPM 691H (Fall) and HPM 692H (Spring) for a total of 6 credit hours, and present their work to faculty and other students in April of the senior year. Students identify mentors and topics of high interest to them. A broad variety of research or program evaluation topics, approaches and methods are permissible depending on student interest and faculty mentor availability. Normally projects are not lab science - which would fit better as a thesis in a natural science department - but rather involve social science methods applied to public health or health care management topics.

Students potentially interested in pursuing an Honors Thesis are encouraged to contact Dr. Karl Umble, instructor for HPM 691H and 692H, for more information.

## II. Student Resources & Support

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

Resource	Types of support	Contact Information
Lynnette Jones, Academic Coordinator	General college requirements; graduation audits; course registration; drop/add forms; minor declaration forms; overload forms	ljones3@email.unc.edu
Cathy Padgett, Career Services Coordinator	Internship; jobs; career services; professional development	cathy_padgett@unc.edu
BSPH Program in HPM Sakai Site	Internship postings; job postings; professional development resources	<a href="https://sakai.unc.edu">https://sakai.unc.edu</a>
Melanie Studer, Program Director	Program-related issues or concerns	Melanie_studer@unc.edu

### Faculty Mentoring

Each student in the program is assigned a faculty mentor. Faculty mentors help students explore career interests and goals and connect students with people, resources and opportunities to help them thrive at Gillings and beyond.

For example, faculty mentors...

- Help students explore internship options and career interests, including connecting students with others (faculty, students, alumni, professionals) based on their interests and needs
- Help students with professional development needs, such as reviewing resumes, cover letters, personal statements and preparing for interviews
- Supervise students' summer internships, including approving internship plans and supporting students, as needed, throughout the internship experience

### **III. Student Organizations**

Students are encouraged to get involved with student organizations in the department, school and university based on their interests. Below is a partial list of health-related student organizations. Additional information about student organizations is available on the Gillings School of Global Health website: [http://sph.unc.edu/student\\_pages/get-involved/](http://sph.unc.edu/student_pages/get-involved/)

#### **Organizations in the Department of Health Policy and Management**

##### ***AcademyHealth***

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

##### ***Healthcare Executives Student Association (HESA)***

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

##### ***Healthcare Improvement Group***

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

#### **Organizations in the Gillings School of Global Public Health**

##### ***GlobeMed***

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

##### ***Minority Student Caucus***

The Minority Student Caucus (MSC) is for all students of color in the School and anyone else interested in supporting the Caucus' mission. MSC advocates for issues and promotes research and programs that are of concern to students of color. The MSC is also responsible for organizing and managing the Annual Minority Health Conference.

##### ***Student Global Health Committee***

Student Global Health Committee is an organization comprising undergraduate and graduate students who are interested in learning more about global health. It has various sub-committees, including Global Health Topics, Service, and Fundraising.

### ***SPH Student Government***

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

### **Organizations in Health Affairs**

#### ***Student Health Action Coalition (SHAC)***

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

### **Guidelines for HPM Student Concerns and Complaints**

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

In addition to compliance with University policies, HPM follows guidelines from the Gillings School of Global Public Health (GSGPH) when addressing student concerns. These can be found at <https://sph.unc.edu/files/2019/08/Addressing-Student-Concerns-Summer-2019-Update-7-24-19.pdf>.

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

#### ***Process***

1. Contact and discuss with the course instructor or the individual with whom you have a concern. If the issue is unresolved, proceed to Step 2.
2. Discuss your concern with the director of the program in which you are enrolled. If the issue continues to be unresolved, proceed to Step 3.
3. Discuss your concern with the Department Chair. Depending upon the nature of the issue, at this point the Chair may convene a committee of faculty members to review the concern, interview the involved parties, and determine an appropriate course of action.

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



***Timeliness***

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

***Confidentiality***

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