University of North Texas at Dallas
Fall 2018
SYLLABUS

PBHL 4390 - Capstone Experience in Public Health (3 hours)	
Department of Life and Health Sciences	Division of Liberal Arts and Life Sciences

Instructor Name:	**William Garner, DrPH, MPH, FACHE**
Office Location:	Founders Hall 260
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Office Hours:	Monday: 3:00-5:00 pm; Tuesday: 9:00-11:00 am; Other times by appointment
Classroom Location:	DAL2 243
Class Days & Times:	Monday: 5:30PM - 6:50PM
Course Description:	Integrative experience bringing together students' knowledge and skills in the public health major. Includes an internship in the public health service sector or a research setting, portfolio building, short reflections, a synthesis paper and a presentation
Prerequisites:	Senior standing and completion of PBHL 2300, SOCI 3120, and PBHL 4310 with a grade of "C" or better.
Co-requisites:	None.
Required Text:	None.

Learning Resources:	**UNT Dallas Library**: (Founders Hall)
	     phone: (972) 780-1616
	     web: http://www.untdallas.edu/library
	     e-mail: library@untdallas.edu
	
	UNT Dallas Bookstore: (Building 1)
	     phone: (972) 780-3652
	     web: http://www.untdallas.edu/bookstore
	     e-mail: untdallas@bkstr.com
	
	UNT Dallas Writing Center: (Building 1)
	     phone: (972) 338-1755
	     web: http://www.untdallas.edu/wc
	     e-mail: learningcommons@untdallas.edu

Course Goals or Overview:		
The goal of this course is to integrate previous knowledge, apply it in a real-world setting, and develop skills to identify, assess, and address public health problems. The format will provide a forum for students where they can build upon their competencies by affirming learning acquired during the program, and prepare them for employment within the public health profession		
Learning Objectives/Outcomes: At the end of this course, the student will		
1	Integrate classroom knowledge into a real-world public health environment	
2	Apply knowledge acquired in the program to critically evaluate public health programs and agencies	
3	Apply written and oral communication skills in a public health setting through reflective essays and professional writing	
4	Apply skills of research developed in earlier work in a project that demands the framing of a significant question or set of questions	
5	Connect service-learning opportunities to on-the-job realities and future career goals.	

Hybrid Course Outline

This schedule is subject to change by the instructor. This schedule may be revised. The instructor will communicate any changes to this schedule in class via class email or Blackboard announcement.

Week	Dates	Required Reading	Assessment
1	August 27	Introduction to the Course	Participation
2	September 3	Resume Essentials	Module Tasks
3	September 10	UNTD Career Services	Participation
4	September 17	Give Great Presentations	Module Tasks
5	September 24	Reflection Presentation (Site Overview)	Reflection
6	October 1	LinkedIn Profile Basics	Module Tasks
7	October 8	Professionalism and Ethics	Participation
8	October 15	Overview of Student Portfolio and Capstone Presentation	Participation
9	October 22	Reflection Presentation (Midterm Assessment)	Module Tasks
10	October 29	Informational Interview	Reflection
11	November 5	Reflection Presentation (Informational Interview)	Module Tasks
12	November 12	Professional Networking	Reflection
13	November 19	Reflection Presentation (Professional Networking)	Module Tasks
14	November 26	Student Portfolio, Time-Log and Final Evaluation	Reflection
15	December 3	Capstone Presentation	Module Tasks
16	December 10	**Finals Week**	Presentation

Course Evaluation Methods

This is a hybrid course. Student will complete part of the course in a traditional classroom setting and part of the course via online instruction.

Traditional Classroom Instruction. This course meets every other week for face-to-face instruction. The topic of each class is provided in the Hybrid Course Outline section of the syllabus. Through the in-class discussions and other assessments, students are expected demonstrate mastery of assignment course content.

Online Instruction. Face-to-face meetings are supplemented by online instruction through weekly modules posted in Blackboard. Each week's online instruction will begin at 12:00 (midnight) on Monday morning and ends at 11:59 p.m. on Sunday evening. Students should set aside approximately 3 hours each week to complete the module. The topic of each week's module is provided in the Course Schedule section of the syllabus. Through the modules, students are expected demonstrate mastery of assignment course content by passing reading quizzes, completing a learning application exercise, and posting "high quality" comments to discussion posts.

Field-Based Learning. Face-to-face meetings are supplemented by an experiential learning experience in public health. Students are required to complete 100 hours of experiential learning in public health through an off-campus internship.

Class Participation and Attendance. Regular attendance is expected of each student. Persistent absence will affect your grade for class participation.. Repeated unexcused absences and tardiness will affect your grade significantly. Two tardies is the equivalent of one absence. Leaving class before the end of the period will be considered an absence. Whether excused or unexcused, your attendance grade will suffer due to absences and tardies. Students will lose 5 points per absence (or 2.5 points per tardy). After the eighth absence, you will receive a failing grade for the entire class and/or dropped from the course.

Use of Personal Technology. If not otherwise specified by the instructor, cell phones, laptops, I-Pads, Kindles, and other electronic devices **MUST** be switched off and placed out of sight during class. If it is visible to the instructor, you will receive a **ZERO** grade for participation on that day. The use of laptop computers in class is not allowed. Moreover, if you need to leave the classroom during class, let the instructor know the reason for leaving, otherwise you will receive a **ZERO** grade for participation on that day. Anyone who is observed text messaging or using an electronic device during class will receive a **ZERO** grade for participation on that day as well. Additionally, students may not *record lectures* or take pictures in the class without special permission.

Grading Matrix:

Assessments	Available (points)	Earned (points)
Resume	50	
Class Participation	50	
LinkedIn Profile	50	
Midterm Evaluation (Site Supervisor)	50	
Reflection Presentations (4)	100	
Student Portfolio	100	
Time-Log	50	
Final Evaluation (Site Supervisor)	50	
Capstone Presentation	50	
Total:	**550**	

Grade Determination:

    A = 495-550 points
    B = 440-494 points
    C = 385-439 points
    D = 330-384 points
    F = less than 330 points

University Policies and Procedures

Students with Disabilities (ADA Compliance). The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. Grades assigned before an accommodation is provided will not be changed as accommodations are not retroactive. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call Laura Smith at 972-780-3632.

Student Evaluation of Teaching Effectiveness Policy The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Assignment Policy. Assignments must be turned in on time. Late work is not accepted unless it has been approved in advance by the instructor in writing before the due date.

Classroom Etiquette. Any student whose behavior disrupts the learning environment will be asked to leave the class. Any violation of classroom etiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Disruptions which violate the Code of Student Conduct will be referred to the Office of Student Life as the instructor deems appropriate. Refer to the Student Code of Student Rights Responsibilities and Conduct at http://www.untdallas.edu/osa/policies.

Exam Policy. Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).

Academic Integrity. Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic_Integrity.pdf for complete provisions of this code.

The University academic integrity policy is in effect for this course. Academic dishonesty includes, but not limited to, cheating, plagiarism (including self-plagiarism), improper collaboration, and/or the fabrication, falsification or alteration of information. Any act of academic dishonesty will be reported to the Dean of Liberal Arts and Sciences and the Dean of Students and may result in a grade of F on the assignment, removal from the course with a final grade of F, and any other sanction as deemed appropriate for the offense, including suspension or expulsion.

Bad Weather Policy. On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information so that they will receive this information automatically.

Attendance and Participation Policy. The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Attendance for this online or hybrid course is considered when you are logged in and active in Blackboard, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to http://www.untdallas.edu/registrar for specific dates. If you are absent/not active in the course shell, it is your responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course

Online "Netiquette": In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks). Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind. Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at http://www.untdallas.edu/osa/policies. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy. Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Office of Student Life as the instructor deems appropriate.

Technology Requirements: In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements.

Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable popups.

For more information see:
- http://www.untdallas.edu/dlit/ecampus/requirements
- https://blackboard.secure.force.com/publickbarticleview?id=kAB700000008Oom
- https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html