



University of North Texas at Dallas
Fall 2019
SYLLABUS

PBHL 4330 – Mentored Research Experience in Public Health (3 Hrs)	
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
Office Phone:	(972) 338-1541
Email Address:	william.garner@untdallas.edu
Office Hours:	Monday: 3:00-5:00 PM; Tuesday: 9:00-11:00 AM; Other times by appointment
Classroom Location:	Founders Hall 339
Class Days & Times:	Monday: 1:00 – 2:20 PM
Course Description:	This course will focus on developing fundamental research skills for undergraduates in the public health sciences. Under the direction of a faculty mentor, students will learn how to conduct research and dissemination of results. May be repeated for credit.
Prerequisites:	PBHL 2300 and MATH 1680. Consent of instructor.
Co-requisites:	None.
Required Text:	StataCorp, L. P. (2017). <i>Getting started with STATA for Windows</i> . https://www.stata.com/manuals/gsw.pdf . Accessed on January 9, 2019
Learning Resources:	<p>UNT Dallas Library: (Founders Hall) phone: (972) 780-1616 web: http://www.untdallas.edu/library e-mail: library@untdallas.edu</p> <p>UNT Dallas Bookstore: (Building 1) phone: (972) 780-3652 web: http://www.untdallas.edu/bookstore e-mail: untdallas@bkstr.com</p> <p>UNT Dallas Writing Center: (Building 1) phone: (972) 338-1755 web: http://www.untdallas.edu/wc e-mail: learningcommons@untdallas.edu</p>
Course Goals or Overview:	
This course will allow undergraduate students to conduct supervised research in the public health sciences (e.g. epidemiology, biostatistics, economics, and behavioral science).	
Learning Objectives/Outcomes: At the end of this course, the student will be able:	
1	To conduct a literature review and formulate a research question.
2	To prepare a preliminary research design and detail steps on how the research question will be answered.
3	To collect, analyze, interpret and report data accurately.
4	To communicate research findings using written and oral communication techniques that understandable for the target audience.
5	To understand and utilize ethical standards of developing and reporting research.

Course Outline

This schedule is subject to change by the instructor. This schedule may be revised. Any changes to this schedule will be communicated by the instructor in class, via class email or Blackboard announcement.

Week	Dates	Course Topics	Assessment
1	August 26	Introduction to the Course Stata Fundamentals (Part 1)	Module
	Campus Closed	Labor Day Holiday (September 2)	No Class
2	September 2	Stata Fundamentals (Part 2)	Module
3	September 9	Stata Fundamentals (Part 3)	Module
4	September 16	Introduction to the Term Project and Dataset	Module
5	September 23	Literature Review (Introduction)	Module
6	September 30	Participants and Procedures (Methods)	Module
7	October 7	Regression Analyses	Module
8	October 14	Summarize and Present Finding (Results)	Module
9	October 21	Data in Perspective (Discussion)	Module
10	October 28	Research, Practice, and/or Policy (Public Health Implications)	Module
11	November 4	Scientific Poster and Paper (Preparation)	Module
12	November 11	Scientific Poster and Paper (Preparation)	Module
13	November 18	Scientific Poster (Practice)	Module
	Campus Closed	Thanksgiving Holiday (November 28 – December 1)	Have Fun!
14	November 25	Scientific Poster (Practice)	Module
15	December 2	Scientific Poster (Final) and Scientific Paper (Final Draft)	Module
16	December 9	Scientific Poster (Final) and Scientific Paper (Final Draft)	Module

Course Evaluation Methods

This is a mentored research course. Students will complete part of the course in a traditional classroom setting and part of the course in a research setting.

Traditional Classroom Instruction. This course meets once a week for face-to-face instruction. The topic of each class is provided in the 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. Through the modules, students are expected demonstrate mastery of assignment course content by completing the learning application exercises and weekly group work activities.

Supplemental Reading Material

- Perneger, T. V., & Hudelson, P. M. (2004). Writing a research article: Advice to beginners. *International journal for quality in health care*, 16(3), 191-192.
- Mermelstein, R., Fiore, M. C., & Bernstein, S. L., et al. (2016). *Tobacco control research priorities for the next decade: Working group recommendations for 2016-2025*. <https://cancercontrol.cancer.gov/pdf/nci-tobacco-control-research-priorities-rpt-feb-2016.pdf>. Accessed January 9, 2019.
- Morabia, A. (2017). Instructions for authors. *American journal of public health*. <https://ajph.aphapublications.org/pb-assets/downloads/authorinstructions.pdf>. Access January 9, 2019.
- Centers for Disease Control and Prevention. (2017). National youth tobacco survey methodology report. https://www.cdc.gov/tobacco/data_statistics/surveys/nyts/zip_files/2017-nyts-methodology-report-508.zip. Accessed on January 9, 2019.
- Centers for Disease Control and Prevention. (2017). National youth tobacco survey questionnaire. https://www.cdc.gov/tobacco/data_statistics/surveys/nyts/zip_files/2017_NYTS_Questionnaire.zip. Accessed on January 9, 2019.
- Centers for Disease Control and Prevention. (2017). National youth tobacco survey questionnaire. https://www.cdc.gov/tobacco/data_statistics/surveys/nyts/zip_files/2017-nyts-dataset-codebook-access.zip. Accessed on January 9, 2019.

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)
Learning Applications (Individual)		
Sample Session	10	
Descriptive Statistics	10	
Simple Hypothesis Test	10	
Correlation Matrices	10	
Graphing Data	10	
Opening and Saving Stata Datasets	10	
Labeling Data, Variables, and Values	10	
Creating and Recoding Variables	10	

Subsetting Variables and Observations	10	
Scientific Manuscript (Draft)		
Research Question	10	
Introduction	30	
Methods	30	
Data Analyses	20	
Results	20	
Discussion	30	
Public Health Implications	30	
References	20	
Abstract	20	
Scientific Poster (Final)	100	
Scientific Poster Presentation	100	
Scientific Manuscript (Final)	100	
Total:	600	

Grade Determination:

- A = 90-100 percent
- B = 80-89.9 percent
- C = 70-79.9 percent
- D = 60-69.9 percent
- F = less than 60 percent

University Policies and Procedures

Students with Disabilities (ADA Compliance). The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide the student with an accommodation letter to be delivered to the faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time; however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member before implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777, by email at UNTDDisability@untDallas.edu, or at by visiting Founders Hall Room 204.

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.

Canvas Instructure Accessibility Statement. University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If student encounter any difficulties with technologies, s/he should contact the ITSS Department. To assist them better, students would want to have the operating system, web browser and information on any assistive technology being used. Canvas Instructure course management system's accessibility statement is also provided: <https://www.canvaslms.com/accessibility>.

Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e., MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Technology Requirements. In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that student computers be equipped with the minimum system requirements listed on the first page of the syllabus.

<p>Supported Browsers: Chrome Firefox Flash 28, 29 (for audio/video) Internet Explorer 11 Safari 10, 11</p> <p>Supported Devices: iPhone Android Chromebook (Tablet users can use the Canvas app)</p>	<p>Getting Help with Canvas:</p> <p>Canvas 24 /7 Phone Support for Students: 1-833-668-8634</p> <p>Canvas Help Resources: https://community.canvaslms.com/docs/DOC-10701</p> <p>For additional assistance, contact Student Assistance (Distance Learning): Founders Hall, Rm 124 phone: (972) 338-5580 email: distancelearning@untdallas.edu</p> <p><i>Students working with Canvas 24/7 Support to resolve a technical issue should make to keep the professor updated on the troubleshooting progress.</i></p>
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If students experience difficulty accessing or using components of the course, s/he should try using Google Chrome browser. If the student still experience technical difficulties, first, notify the instructor. If the problem is still not resolved, call Canvas 24/7 Help Desk at the phone number listed on the first page of the syllabus. Also, no matter what browser in use, always enable pop-ups. For more information see:

- <http://www.untdallas.edu/dlit/ecampus/requirements>
- <https://community.canvaslms.com/docs/DOC-10701>

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>.

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 https://www.untdallas.edu/sites/default/files/page_level2/hds0041/pdf/7_001_student_code_of_conduct_may_2014.pdf. Respect is a given principle in all online communication. Therefore, please be sure to proofread all written communication prior to submission.

Certain behaviors are expected when communicating with both peers and instructors. The following netiquette guidelines are required for this course:

- Treat instructor with respect, even in e-mail or in any other online communication.
- Always use your professors’ proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, do not refer to them by first name.
- Use clear and concise language.
- All communication should have correct spelling and grammar.

- Avoid slang terms and texting abbreviations (such as “u” instead of “you”).
- Be cautious when using humor or sarcasm, as tone is sometimes lost in an email or discussion post, and your message might be taken seriously or offensive.
- Use standard fonts and avoid using caps lock feature as it can be interpreted as yelling.
- Limit and possibly avoid use of emoticons like 😊.
- Be careful with personal information

Discussion Board Netiquette.

- Make posts that are on topic and within the scope of course material.
- Take your posts seriously, review, and edit your posts before sending.
- Always give proper credit when referencing or quoting another source.
- Be sure to read all messages in a thread before replying.
- Do not repeat someone else’s post without adding something of your own to it.
- Avoid short, generic replies such as “I agree”, you should include why you agree or add to the discussion.
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
- Do not make personal or insulting remarks.
- Be open-minded.

E-mail Netiquette

- Use a descriptive subject line.
- Avoid attachments unless you are sure your recipients can open them.
- Avoid HTML in favor of plain text.
- Sign your message with your name and return e-mail address.

Students attending Brigham Young University-Idaho created two videos that explain discussion board basics and netiquette.

Byuicurdev. (2012, June 12). *Discussion board netiquette*. [Video file]. Retrieved from <http://www.youtube.com/watch?v=DwdqQjCfWSc>

Byuicurdev. (2012, May 10). *Discussion board basics*. [Video file]. Retrieved from <http://www.youtube.com/watch?v=jvLs96eQ2Gc>

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 at the end of the semester, providing opportunity 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 the instructor has approved it in advance in writing before the due date.

Extra Credit Policy. No extra credits will be awarded. Do not attempt to ask for extra credit, including individual extra credit at the end of semester to raise your grade. It is not fair to other students, and the professor does not look upon it favorably.

Exam Policy. Exams must be taken as scheduled. No make-up examinations will be allowed except for documented emergencies (See Student Handbook). Online exams may be proctored on campus per instructor’s discretion.

Academic Integrity. Academic integrity is a hallmark of higher education. All students 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%20Integrity.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.

Please be aware in some online or hybrid courses; therefore, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove the title page and other personal information.

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. Students may not skip a week or plan to “catch-up” on previous week activities.

This course follows a structured, week-by-week format. Each week, students are expected to participate, electronically, on multiple occasions each and every week. Each week begins at 12:00 (midnight) on Monday morning and ends at 11:59 p.m. on Sunday evening. Students should spend a minimum of 6 hours per class each week to complete course activities. This time can be whenever it is convenient since all of the online classes are conducted in an asynchronous environment. This means there are no particular times set for responses and submissions but there will be weekly deadlines.

Students are responsible to notify the instructor if they are missing class and for what reason. Should a student need to miss scheduled class activities for any reason, it is expected that he/she inform the course instructor – by email – prior to the due date of the activity or assignment (only emergency situations will be exempt from this expectation). 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 logged in and active in Canvas, 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 students are absent/not active in the course shell, it is the his/her responsibility to let the instructor know immediately, upon return, the reason for the 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

Inclement Weather and Online Classes. Online classes may or may not be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.