University of North Texas at Dallas
Fall 2019
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
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 306
Class Days & Times:	Monday: 11:30AM – 12:20PM
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 experiential 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 Canvas announcement.

Week	Dates	Course Topics	Assessment
1	August 26	Introduction to the Course	Module Tasks
☺	Campus Closed	**Labor Day Holiday**	Campus Closed
2	September 2	Professional Toolkit (Headshot, Resume, and LinkedIn)	Module Tasks
3	September 9	Give Great Presentations	Module Tasks
4	September 16	Reflection Presentation (Site Overview)	Module Tasks
5	September 23	Experiential Learning Activities (No Class)	Module Tasks
6	September 30	Experiential Learning Activities (No Class)	Module Tasks
7	October 7	Experiential Learning Activities (No Class)	Module Tasks
8	October 14	Experiential Learning Activities (No Class)	Module Tasks
9	October 21	Reflection Presentation (Midterm Assessment)	Presentation
10	October 28	Experiential Learning Activities (No Class)	Module Tasks
11	November 4	Reflection Presentation (Informational Interview)	Presentation
12	November 11	Experiential Learning Activities (No Class)	Module Tasks
13	November 18	Reflection Presentation (Professional Networking)	Presentation
14	November 25	**Thanksgiving Holiday** (November 28 – December 1)	Have Fun!
☺	Campus Closed	Experiential Learning Activities (No Class)	Module Tasks
15	December 2	Capstone Presentation	Presentation
16	December 9	Capstone Presentation (TBD)	Presentation (TBD)

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.

Before you begin clocking hours for the experiential learning experience, please note the following:

- The instructor must approve your experiential learning site. The instructor must first approve your experiential learning site whether you want to work at an approved UNT Dallas site or a site that needs to complete the UNT Dallas Affiliation Agreement process. Any student who fails to obtain advanced written approval from the instructor must forfeit hours accumulated to the 100-hour requirement. To get approval, e-mail the instructor at william.garner@untdallas.edu under the subject PBHL 4390 Site Approval for First Name Last Name (e.g., subject PBHL 4390 Site Approval for John Doe).

- Your experiential learning opportunity must be in: (1) health services; (2) traditional public health; or (3) social policy.

- Your experiential learning hours must be completed in the same semester in which you enroll in PBHL 4390. Per policy, hours completed in previous semesters may not be used to meet the 100-hour requirement for PBHL 4390.

- Your experiential learning hours cannot be duplicated. Hours completed for another experiential learning requirement (social or academic) may not be used to meet the 100-hour requirement for PBHL 4390.

- Except in rare cases, hours cannot be completed with your current employer. Since the goals of experiential learning are to expand students ' professional knowledge and professional network, experiences in new workplaces and with new people are required. For example, you can achieve these goals by being allowed to complete an administrative rotation in different areas, locations, settings within your current organization and for an extended period. However, you being asked to work at the same organization would not achieve these goals, generally.

- You must have a UNT Dallas Affiliation Agreement is on file with UNT Dallas.

  o If you choose to work at an approved UNT Dallas site (attached), you do not need to complete the UNT Affiliation Agreement (attached). Your next step is to contact the organization to learn more about what types of experiential learning opportunities are available and of interest. If you believe the opportunities qualify as (1) health services; (2) traditional public health; or (3) social policy, send the instructor information on the experiential learning opportunity and request approval. Once approved, you can start logging on or after the start of the fall semester.

  o If you choose to work on an unapproved UNT Dallas site, you must have the site/organization complete and sign the (attached) UNT Affiliation Agreement. First, send information about the experiential learning opportunity to the instructor and request approval. Next, get the site/organization to complete and sign the UNT Affiliation Agreement. Once the UNT Dallas Affiliation Agreement has been signed by your site/organization, you must e-mail the signed copy to Eronia King (Eronia.King@untdallas.edu). Please request notification once the agreement has been approved. Ms. King will get the required UNT Dallas signature and notify you once it has been approved. After receiving this notification, you must notify the instructor that it has been approved. Once approved, you can start logging on or after the start of the fall semester.

- Additional resources about experiential learning are available, including:

  o Office of Experiential Learning (https://www.untdallas.edu/el/students);
  o Office of Career Services (https://www.untdallas.edu/careers/students); and
  o Syllabus for PBHL 4390 (https://faculty.untdallas.edu/william-garner)

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 Canvas. 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 the students grade for class participation. Repeated unexcused absences and tardiness will affect the

students 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, the 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, student 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, s/he will receive a **ZERO** grade for participation on that day. The use of laptop computers in class is not allowed. Moreover, if the student need to leave the classroom during class, let the instructor know the reason for leaving; otherwise s/he 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	
Professional Headshot	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 = 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.

Supported Browsers: Chrome Firefox Flash 28, 29 (for audio/video) Internet Explorer 11 Safari 10, 11 **Supported Devices:** iPhone Android Chromebook (Tablet users can use the Canvas app)	**Getting Help with Canvas:** **Canvas 24 /7 Phone Support for Students:** 1-833-668-8634 **Canvas Help Resources:** https://community.canvaslms.com/docs/DOC-10701 **For additional assistance, contact Student Assistance (Distance Learning):** Founders Hall, Rm 124 phone: (972) 338-5580 email: distancelearning@untdallas.edu ***Students working with Canvas 24/7 Support to resolve a technical issue should make to keep the professor updated on the troubleshooting progress.***

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 or 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_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.

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.