

**PHC 6251
Spring 2018
University of Florida
College of Public Health and Health Professions**

Course: Assessment and Surveillance in Public Health
PHC 6251

Venue: E-Learning: elearning.ufl.edu

Course Instructor:
Lindsey K. Redding, MPH

Contacting the Course Instructor: Please email using Canvas. Be sure to allow around 24 hours for a response. Please contact the *course instructor* with any course or lecture related questions. For any website or other technical issues please post your comment in the Technical Difficulties Discussion Board.

Course Instructor Office Hours: Phone and web-based office hours will be available upon request.

Course Overview

This course is designed to provide students with the knowledge, skills, and methods for conducting community health assessments to identify factors that affect the health of a population.

Course Objectives

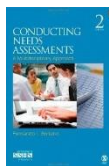
By the end of the course students should be able to:

1. Create a comprehensive plan for conducting a community assessment.
2. Develop partnerships with community members, organizations, and stakeholders.
3. Determine appropriate assessment methods.
4. Develop instruments for data collection, both quantitative and qualitative.
5. Report findings from an assessment.
6. Communicate findings to stakeholders.

Online Learning Environment

To be successful in an online course it is essential that students become familiar with the course outline, syllabus, and assignments. Since we do not meet weekly, it is the sole responsibility of the student to keep up with course requirements. I highly recommend you email the instructor with any specific questions or concerns.

Required Text



Soriano, F. (2013). *Conducting Needs Assessments: Multidisciplinary Approach*. 2nd Edition
Los Angeles, CA: SAGE Publications Inc.
ISBN: 978-1-4129-6574-3

Additional Readings/ Resources

Will be updated throughout the semester and will be accessible via Canvas.

Table 1: Graded Components of Course:

<i>Description of Components</i>		<i>Points</i>	<i>Due Date</i>
1.	Discussion: Self-Introduction Video	1	January 18 th by 11:55 PM
2.	Quiz 1: General Needs Assessment Overview (Lecture, Chapters 1)	1	January 18 th by 11:55 PM
3.	Human Subjects Training (Assignment)	1	Jan. 25 th by 11:55 PM
4.	Discussion: Social and political factors and their impact on programs and services.	1	February 1 st by 11:55 PM
5.	Quiz 2: Lecture and Chapters 2, 3, and 4	1	February 1 st by 11:55 PM
6.	Discussion: Partnership Invitation List and Invitation Letter (two components – post your list and letter by 2/5 and critique those of 2 classmates by 2/8)	1	February 5 th by 11:55 PM February 8 th by 11:55 PM
7.	Assignment: Partnership Invitation List and Invitation Letter	15	February 15 th by 11:55 PM
8.	Discussion: Sampling Method Problem	1	February 15 th by 11:55 PM
9.	Quiz 3: Methods Lecture and Chapters 5 and 6	1	February 15 th by 11:55 PM
10.	Discussion: CTSA and CHSA Problem	1	February 22 th by 11:55 PM
11.	Discussion: Post CTSA survey tool and key informant interview tool	1	March 1 st by 11:55 PM
12.	Quiz 4: Lecture MAPP Phase 3 and Chapter 9	1	March 1 st by 11:55 PM
13.	Discussion: Critique two survey tools of classmates and Critique two key informant interview tools of classmates	1	March 15 th by 11:55 PM
14.	Quiz 5: Lecture of PHAB	1	March 15 th by 11:55 PM
15.	Assignment: Conference Call with Partner to discuss CTSA survey tool	5	March 22 nd by 11:55 PM
16.	Assignment: Submit final CTSA Survey Tool	25	March 30 th by 11:55 PM
17.	Assignment: Submit final CTSA Key Informant Interview Tool	5	March 30 th by 11:55 PM
18.	Discussion: Reporting the Findings Problem	1	March 29 th by 11:55 PM
19.	Quiz 6: Lecture and Chapter 10	1	March 29 th by 11:55 PM
20.	Discussion: Phase 4 Techniques	1	April 5 th by 11:55 PM
21.	Quiz 7: Lecture MAPP Phase 4	1	April 5 th by 11:55 PM
22.	Assignment: Community Health Status Assessment Narrative	15	April 13 th by 11:55 PM
23.	Discussion: Applying the PEARL Test	1	April 12 th by 11:55 PM
24.	Quiz 8: Lecture MAPP Phases 5 and 6	1	April 12 th by 11:55 PM
25.	Assignment: Needs Assessment Findings Presentation Video	5	April 19 th by 11:55 PM
26.	Discussion: Children's Services Topic	1	April 19 th by 11:55 PM
27.	Quiz 9: Children's Services Lecture	1	April 19 th by 11:55 PM
28.	Assignment: Critique Needs Assessment Findings Presentation of Classmates and submit Reflection Paper	10	May 1 st by 11:55 PM
Total Possible Points (excluding extra credit)		100	

Graded Discussions, Assignments and Quizzes Descriptions

1. Discussions → 1 Point Each

- a. Discussions are due according to Table 1: Graded Components of Course Table above.
- b. Each discussion is worth 1 point
- c. Please refer to the Discussions Tab for details related to each individual discussion. There are 10 discussions in total for the semester.

2. Assignments → (range in value from 1 point to 25 points; these assignments build upon each other, meaning all are important for the successful completion of the course and understanding of the course materials)

- a. Assignments are due according to the table above by 11:55 PM on the date for which they are due.
- b. Each Assignment will have an Assignment tab in the week for which it is due.
- c. Assignment details can be found within the Assignments tab of Canvas

3. Quizzes

- a. A total of nine quizzes will occur throughout the semester.
- b. Each quiz is worth 1 point
- c. Quizzes are due according to Table 1: Graded Components of Course

Grading Scale: The final grade for the course will be computed on the basis of the following breakdown:

Grade	Percent	Points	Grade	Percent	Points
A	93-100%	93-100	C	70-77%	70-77
A-	90-92%	90-92	C-	68-69%	68-69
B+	88-89%	88-89	D+	66-67%	66-67
B	83-87%	83-87	D	60-65%	60-65
B-	80-82%	80-82	D-	58-59%	58-59
C+	78-79%	78-79	E	<58%	<58

Academic Integrity: Each student is bound by the academic honesty guidelines of the University that state: "The students of the University of Florida recognize that academic honesty and integrity are fundamental values of the university community. Students who enroll at the university commit to holding themselves and their peers to the high standard of honor required by the honor code. Any individual who becomes aware of a violation of the honor code is bound by honor to take corrective action. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the honor code."

And, each student, upon submission of an assignment, implies the pledge:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

Late Assignments Policy:

- Assignments turned in up to 24 hours late will be accepted but the assignment grade will be reduced by 10% of the grade you would have received.
- Assignments turned in more than 24 hours late will not be graded and will contribute zero points toward your final grade.
- Special Circumstances: In the event of exceptional situations that may interfere with your ability to perform an assignment or meet a deadline, contact the instructor as soon in advance

of the deadline as possible. Such special cases will be dealt on an individual basis, provided that you have sufficient documentation.

- Assignments turned in at 11:55:01 PM are LATE. This is how the Canvas programming works. Do not wait until 11:54 PM to submit an assignment unless you understand that the assignment may be marked late. See Notes on Turnitin® for time needed to submit an assignment.
- It is the responsibility of the student to verify not only that an assignment was submitted, but that an attachment was made, and it was the correct attachment, and in the correct file format.

Turn It In:

The Turnitin® feature in Canvas will rate student writing assignments on their originality compared to other published books, journals, websites and other student paper submissions. This course will use the results of the Turnitin® report to assist in grading the originality of the assignment. Generally, an originality report of $\geq 20\%$ is cause for concern.

Plan Ahead: Turnitin® reports take about 30-minutes to generate. Therefore, students should check back after their submission for an originality score on their submission. If a student receives an unfavorable report they should rewrite and re-submit. Students can re-submit unlimited times before the deadline. (Another great reason not to wait until the last minute to submit☺). If a report is not generated within 2-3 hours, students should re-submit their assignment.

****Note about using Internet Explorer:** Turnitin® is not operational in IE8, so it is suggested to use an alternative web browser that supports HTML5 (e.g. Firefox, Chrome, Safari, or IE10 or higher). It is the student's responsibility to make sure they are using the right browser and to make adequate arrangements to address technical issues as they arise.

I recommend that you allow for sufficient time to submit the assignment. Students should keep their email receipt, generated by Canvas, when submitting an assignment. You may submit this email if an assignment is denoted "late" when it was actually submitted prior to the deadline.

Students with Disabilities:

The College and the course instructor are committed to providing reasonable accommodations to assist students' coursework. To obtain academic accommodations, first register with the Dean of Students' Office. The Dean of Students' Office will provide documentation to be given to the course instructor at the time you request the accommodation.

Counseling and Student Health

- Students may occasionally have personal issues that arise in the course of pursuing higher education or that may interfere with their academic performance. If you find yourself facing problems affecting your coursework, you are encouraged to talk with an instructor and to seek confidential assistance at the UF Counseling & Wellness Center, 352-392-1575. Visit their web site for more information: <http://www.counseling.ufl.edu/>.
- They are located on campus at 3190 Radio Road and are open from 8 am to 5 pm Monday through Friday. You can also get emergency walk-in crisis stabilization at the Counseling and Wellness Center's (CERC) on-campus "Crisis and Emergency Response Center" in Peabody Hall.
- The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services, including primary care, women's health care, immunizations, and pharmacy services. The clinic is located on the second floor of the Dental Tower in the Health Science

Center. For more information, contact the clinic at 352-294-5700 or check out the web site at: <http://shcc.ufl.edu/>

- Crisis intervention is always available 24/7 from: Alachua County Crisis Center, (352) 264-6789 <http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx>
- Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

BUT – Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. **You are not alone so please don't be afraid to ask for assistance.**

Course Outline

<u>Week</u>	<u>Lecture/Reading</u>	<u>Assignment/Discussion/Quiz</u>
Week 1: 1/7 – 1/12	Lecture: Introduction to the Course Reading: NA	NA
Week 2: 1/14 – 1/19	Lecture: General Needs Assessment Overview Reading: Chapter 1	Assignment: NA Discussion: Introduction Video by 1/18 Quiz 1: Due 1/18
Week 3: 1/21 – 1/26	Lecture: Human Subjects Training (IRB) – follow link from Canvas	Assignment: Human Subjects Training due 1/25 Discussion: NA Quiz: NA
Week 4: 1/28 – 2/2	Lecture: Planning Your Assessment: Phase 1 and 2 of MAPP Reading: Chapters 2 – 4; Supplemental TBD	Assignment: NA Discussion: Sociopolitical and Economic Considerations Due 2/1 Quiz 2: Due 2/1
Week 5: 2/4 – 2/9	NA	Assignment: NA Discussion: Partnership List and Invitation Letter Posting by 2/5; Critique the lists and invitation letters of 2 classmates by 2/8 Quiz: NA
Week 6: 2/11 – 2/16	Lecture: Methods: Quantitative and Qualitative Reading: Chapters 5 and 7	Assignment: Partnership Invitation List and Invitation Letter Assignment Due 2/15 Discussion: Sampling Method Problem Due 2/15 Quiz 3: Due 2/15
Week 7: 2/18 – 2/23	Lecture: MAPP Phase 3 (Part 1) Reading: Chapter 9, Supplemental (TBD)	Assignment: Begin planning CTSA tool development Discussion: CTSA and CHSA Problem Due 2/22
Week 8: 2/25 – 3/2	Lecture: MAPP Phase 3 (Part 2)	Assignment: Continue CTSA tool development Discussion: Post CTSA survey tool and key informant interview tool to Discussion Board due 3/1 Quiz 4: Due 3/1
Week 9: 3/4 – 3/9	Spring Break	No Lectures, Assignments, Discussions or Quizzes. Enjoy the break.
Week 10: 3/11 – 3/16	Lecture: Public Health Accreditation and Needs Assessments Reading: Supplemental TBD	Assignment: NA Discussion: Critique two survey tools and two key informant interview tools of classmates and offer suggestions for improvement by 3/15 Quiz 5: Due 3/15
Week 11: 3/18 – 3/23	Lecture: NA	Assignment: Conference Call with Assigned Partner to review and edit CTSA survey tool by 3/22 Discussion: NA Quiz: NA

Week 12: 3/25 – 3/30	Lecture: Reporting The Findings Reading: Chapter 10	Assignment: Submit final CTSA survey tool and key informant interview tool by 3/30 Discussion: Reporting the Findings Problem by 3/29 Quiz 6: Due 3/29
Week 13: 4/1 – 4/6	Lecture: MAPP Phase 4 Reading: Supplemental	Assignment: Assignment: Begin preparing secondary data (CHSA) narrative report Discussion: Phase 4 Techniques by 4/5 Quiz 7: Due 4/5
Week 14: 4/8 – 4/13	Lecture: MAPP Phases 5 and 6 Reading: Supplemental (TBD)	Assignment: Community Health Status Assessment Narrative Due 4/13 Discussion: Adopt Strategies by Applying the PEARL Test by 4/12 Quiz 8: Due 4/12
Week 15: 4/15 – 4/20	Lecture: Children’s Services Needs Assessment Guest Lecture	Assignment: Record and Submit Needs Assessment Findings Presentation by 4/19 Discussion: Children’s Services Topic Quiz 9: Due 4/19
Week 16: 4/22 – 4/27	Lecture: NA	Assignment: Critique Needs Assessment Findings Presentations of classmates (details in the Assignment Tab of Canvas) and submit reflection paper by 5/1 Discussion: NA Quiz: NA
Final Exams Week		There is no final exam for this course. Your final assignment to Critique Needs Assessment Findings Presentations take the place of a Final Exam. As such, this assignment will be due during Finals week on 5/1.

Course content, material and assignments may be revised at the discretion of the course instructor to facilitate the learning process. Students will be notified if any changes occur.