

University of Florida
College of Public Health & Health Professions Syllabus
PHC 6251: Assessment and Surveillance in Public Health
Spring 2021
Delivery Format: Online e-Learning in Canvas

Instructor Name: Heather Stark, MD, MPH

Adjunct Clinical Associate Professor

Email Address: Please use this hsaanderson@ufl.edu or canvas to contact

Office Hours: By request. Please send message via UF email.

Preferred Course Communications: hsaanderson@ufl.edu or canvas

Prerequisites: None

PURPOSE AND OUTCOME

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.

For technical support for this class, please contact the UF Computing Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

DESCRIPTION OF COURSE CONTENT

Topical Outline/Course Schedule

Week	Topics
Week 1: 1/11-1/15	Introduction to the Course and General Overview of Surveillance
Week 2: 1/18-1/22	General Community Health and Needs Assessment Overview
Week 3: 1/25-1/29	Planning Your Assessment: Phase 1 and 2 of MAPP
Week 4: 2/1-2/5	Planning your Assessment Phase 2 of Map Group Work this week
Week 5: 2/8-2/12	Research Methods: Quantitative and Qualitative: Designing survey tools
Week 6: 2/15-2/19	MAPP Phase 3 (Part 1)
Week 7: 2/22-2/27	MAPP Phase 3 (Part 2)
Week 8: 3/1-3/5	Public Health Accreditation and Needs Assessments
Week 9: 3/8-3/12	Community Based Health - Surveillance Methods
Week 10: 3/15-3/19	Reporting the Findings
Week 11: 3/22-3/26	MAPP Phase 4
Week 12: 3/29-4/2	MAPP Phases 5 and 6
Week 13: 4/5-4/9	Needs Assessment Guest Lecture
Week 14: 4/12-4/16	Needs Assessment Findings Presentation Video
Week 15: 4/19-4/23	Needs Assessment Critique

Course Materials and Technology 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.

ACADEMIC REQUIREMENTS AND GRADING

Table 1: Graded Components of Course:

<i>Description of Components</i>	<i>Week</i>	<i>Points</i>	<i>Due Date</i>
1. Discussion 1: Self-Introduction Video	1	10	Friday, Jan 15 th Response Mon, Jan 18 th
2. Quiz 1: General Needs Assessment Overview Lecture and chapter 1	2	5	Friday, Jan 22 nd
4. Discussion 2: Social and political factors and their impact on programs and services.	3	10	Friday, Jan 29 th Response Mon, Feb 1 st
5. Quiz 2: Lecture and chapters 2, 3, and 4	3	5	Friday, Jan 29 th
6. Group Assignment Part A: Submit your group's <i>draft</i> Partnership Invitation List and Invitation Letter.	4	5	Friday, Feb 5 th
7. Group Assignment Part B: Review the randomly assigned submission of a peer group	5	5	Tuesday, Feb 9 th
8. Group Assignment: Submit <i>final</i> Partnership Invitation List and Invitation Letter	5	10	February 12 ^h
9. Quiz 3: Methods Lecture and Chapters 5,6	5	5	February 12 ^h
10. Discussion 3: CTSA and CHSA Problem or Research Methods	6	10	February 19 th Response Mon, Feb 21 st
11. Group Assignment: Submit <i>draft</i> CTSA survey tool	7	10	February 26 th
12. Group Assignment: Critique two survey tools of peer groups as randomly assigned in Canvas	8	10	March 5 ^h
13. Quiz 4: Lecture of MAPP Phase 3 and PHAB. Chapter 9	8	5	March 5 th
14. Quiz 5: Research Ethics	9	5	March 12 th
15. Group Assignment: Submit final CTSA Survey Tool	9	35	March 12 th

16.	Quiz 6: Lecture and Chapter 10	10	5	March 19 th
17.	Discussion 4: Phase 4 Techniques or Reporting the Findings Problem	11	10	March 26 th
18.	Group Assignment: Community Health Status Assessment Narrative	12	35	April 2nd
19.	Assignment: Needs Assessment Findings Presentation Video	13	10	April 9th
20.	Assignment: Critique Needs Assessment Findings Presentation of Classmates and submit Reflection Paper	15	10	Tuesday, April 20st
Total Possible Points			205	

Graded Discussions, Assignments and Quizzes Descriptions

1. **Discussions:** Discussions are meant to facilitate engagement and interaction with your classmate. Most discussions will require you to post a response by Friday and then comment on at least two classmates' posts by the following Monday.
 - a. Please refer to the Discussions Tab for details related to each individual discussion. There are four (4) discussions in total for the semester.
 - b. Each discussion is worth 10 points

2. **Assignments:** (range in value from 5 points to 35 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. Nine (9) quizzes will occur throughout the semester.
 - b. Each quiz is worth 5 points
 - 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:

Points earned	94 - 100	90 - <94	87 - <90	84 - <87	80 - <84	77 - <80	74 - <77	70 - <74	67 - <70	64 - <67	61 - <64	0 - <61
Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E

Please be aware that a C- is not an acceptable grade for graduate students. A grade of C counts toward a graduate degree only if an equal number of credits in courses numbered 5000 or higher have been earned with an A.

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0	0.0	0.0	0.0	0.0

For greater detail on the meaning of letter grades and university policies related to them, see the Registrar's Grade Policy regulations at:

<http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Academic Integrity

Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

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

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details: <https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/> <http://gradschool.ufl.edu/students/introduction.html>

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

Policy Related to Make up Exams or Other Work

Late submissions will be accepted for up to 4 days, but the following policies and penalties apply:

- Coordinator/instructor will not contact you about missing or incomplete assignments.
- It may be possible to avoid a late penalty IF YOU CONTACT THE INSTRUCTOR AT LEAST 24 HOURS IN ADVANCE. You should email the course coordinator and

explain what issue (e.g., bereavement, illness) necessitates lateness. In some cases, documentation may be requested. If a lateness allowance is agreed to, this applies to a single assignment only. It does not allow you to delay future assignments. Note, conference attendance or doctoral qualifying examinations or thesis/dissertation defenses do not constitute valid lateness excuses.

For the assignments in this course that make up the final portfolio. If an assignment is late, **you will lose 5% each day from your final portfolio score** up to the fourth day, after which a zero grade will be assigned for the assignment and 25% will be subtracted from the final portfolio score. For example, if you are two days late submitting assignment 1, then 10% of the maximum portfolio score will be subtracted. If you are more than four days late submitting assignment 1, then 25% of the maximum portfolio score will be deducted. "Late" begins one minute after the due time (e.g., an assignment due at 11:59 pm is considered late at midnight).

Please note: Any requests for make-ups due to technical issues **MUST** be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You **MUST** e-mail me within 24 hours of the technical difficulty if you wish to request a make-up.

Discussions:

- 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 11:59:01 PM are LATE. This is how the Canvas programming works. Do not wait until 11:58 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 **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 can 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.

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.

U Matter, We Care Information

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.

Counseling and Student Health

Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.

- The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: <http://www.counseling.ufl.edu>. On line and in person assistance is available.
- You Matter We Care website: <http://www.umatter.ufl.edu/>. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.

- 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. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: <https://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>

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 do not be afraid to ask for assistance.

Inclusive Learning Environment

Public health and health professions are based on the belief in human dignity and on respect for the individual. As we share our personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion, where every individual feels valued. We believe in, and promote, openness and tolerance of differences in ethnicity and culture, and we respect differing personal, spiritual, religious and political values. We further believe that celebrating such diversity enriches the quality of the educational experiences we provide our students and enhances our own personal and professional relationships. We embrace The University of Florida's Non-Discrimination Policy, which reads, "The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act." If you have questions or concerns about your rights and responsibilities for inclusive learning environment, please see your instructor or refer to the Office of Multicultural & Diversity Affairs website: www.multicultural.ufl.edu