University of Florida
College of Public Health and Health Professions
PHC6251 Assessment and Surveillance 3 credit
hours, periods 5 – 7 (2:00 – 6:15PM)
Summer 2023
On-Campus

Instructor Name: Lindsey K. Redding, MPH
Room Number: TBD
Phone Number: (352)538-2988
Email Address: TBD
Office Hours: Available upon request immediately
              following class
Preferred Course Communications: email
Prerequisites: ?

Contacting the Course Instructor: Please email. Be sure to allow 24 hours for a response. Please contact the *course instructor* with any course or lecture related questions.

PURPOSE AND OUTLINE

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.

Relation to Program Outcomes
This course is associated with the MPH Social and Behavioral Sciences competency of:
- Design and conduct a community needs assessment

Course Objectives
By the end of the course students should be able to:
1. Explain the purpose of conducting community assessments and public health surveillance.
2. Work as a group to create a comprehensive plan for conducting a community assessment.
3. Develop partnerships with community members, organizations, and stakeholders.
4. Determine appropriate assessment methods.
5. Develop instruments for data collection, both quantitative and qualitative. Demonstrate the skills necessary to develop instruments that are IRB and community approved.
6. Conduct primary and secondary data collection and analyses.
7. Report findings from an assessment.
8. Communicate findings to stakeholders.

Instructional Methods
Lectures and readings will provide the basic instruction for this course. Learning will be practiced and refined through assignments, classroom activities and classroom discussions. Quizzes will be utilized to gauge learning. Readings should be completed in advance of class as they will inform classroom discussions and quizzes. You are expected to actively participate in the class as such participation fosters a rich course experience for you and your peers. These expectations also apply to guest lecturers (if any).
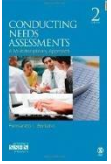
DESCRIPTION OF COURSE CONTENT:

Week	Date	Topics	Readings & Activities
1	May 15 - 19	Introduction to Course and Syllabus General Overview of Assessment and Surveillance	Reading: Soriano Chapter 1 Activity: Self-Introductions Activity: Identify Group, Topic, and next meeting time
2	May 22 - 26	Cultural and Social Considerations Planning for Needs Assessments and Collaborating with the Community Due: Group Information (names, topic, group contract)	Reading: Soriano Chapters 2 and 3 Activity: Create Group Contract Activity: Develop Partnership Invitation List and Invitation Letter
3	May 29 – June 2	Memorial Day, no class Due: Human Subjects/IRB Training certificate Due: Draft Partnership Invitation List and Invitation Letter Quiz 1	Reading: Soriano Chapter 4 Activity: Human Subjects/IRB training
4	June 5 - 9	Data Methods: Qualitative and Quantitative Data. Secondary and Primary Sources (Part 1) Due: Narrative of Learning regarding the exchange and review of other group's Partnership Invitation List and Invitation Letter Due: Bring one copy per group member of the Draft Partnership Invitation List and Invitation Letter	Reading: Soriano Chapters 5 – 7 Activity: Partnership Invitation List and Invitation Letter (Exchange with another group and receive feedback)
5	June 12 - 16	Data Methods: Qualitative and Quantitative Data. Secondary and Primary Sources (Part 2) Due: Final Partnership Invitation List and Invitation Letter Quiz 2	Reading: Soriano Chapter 8 Activity: Group discussion related to needed assessment and surveillance secondary data for group topic. Find relevant sources of data. Develop a list of data indicators and sources that will be reviewed next week by another group for feedback.

6	June 19 - 25	Collecting Data from Community Due/Presentation: Each group will present the draft list of secondary data sources and indicators to be included in their assessment. Class will work together to provide feedback to each group related to the content and sources. Due: Group Member Participation – Peer Evaluation (Will be considered as part of your grade for group assignments)	Reading: Soriano Chapter 9; Reading: TBD, likely a locally completed community health needs assessment Activity: As a group, present the draft list of secondary data sources and indicators. Receive peer and instructor feedback
7	June 26 – 30 (BREAK)	No Class	None
8	July 3 - 7	Qualitative Data Collection	Reading: TBD Activity: Individually review a survey, complete associated activities as assigned, review with your group Activity: Group development of primary data collection tools (key informant interviews, focus groups).
9	July 10 - 14	No In-Person Class, recorded lecture (s)	Reading: TBD Activity: Group development of key informant interview tool and focus group tool. Will use drafts next week on Monday, July 17
10	July 17 - 21	MAPP: Mobilizing for Action through Planning and Partnerships – practical applications Due: Draft Key Informant Interview Tool and Focus Group Tool (Due July 17, bring one printed copy of each tool per group member)	Reading: TBD Activity: Role play – practical facilitation skill building exercise using draft group tools
11	July 24 - 28	No In-Person Class, recorded lecture(s) Due: Final Key Informant Interview Tool and Focus Group Tool Quiz 3	Activity: Work with your Groups to finalize key informant interview tool and focus group tool
12	July 31 – August 4	Reporting Findings	Reading: Soriano Chapter 10 Activity: Prepare your Group Presentation and Practice
13	August 7 - 11	Group Presentations Due: Group Member Participation – Peer Evaluation (Will be considered	

		as part of your grade for group assignments	

Course Materials and Technology
Required Reading:

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.

Technology:
In general, you will need Microsoft Word or similar software and Microsoft PowerPoint or similar software to develop all materials. Access to a laptop or computer is required.

For technical support for this class, please contact the UF Help Desk at:
- helpdesk@ufl.edu
- (352) 392-HELP - select option 2
- https://helpdesk.ufl.edu/

Additional Academic Resources

Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

Library Support: Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

Writing Studio*: 2215 Turlington Hall*, 352-846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints On-Campus: Visit the Student Honor Code and Student Conduct Code webpage for more information.

On-Line Students Complaints: View the Distance Learning Student Complaint Process.

ACADEMIC REQUIREMENTS AND GRADING

Table 1: Graded Components of Course:

	Description of Components	Points	Due Date
1.	Group Information (Group Assignment)	10	May 22 by 11:55 PM
2.	Draft Partnership List and Invitation Letter (Group Assignment)	10	June 2 IN CLASS
3.	Human Subjects Training (Assignment) – IRB Training	10	June 2 by 11:55 PM
4.	Quiz 1	20	June 2 by 11:55 PM
5.	Narrative of Learning regarding Partnership and Invitation Lists	10	June 9 by 11:55 PM
6.	Final Partnership List and Invitation Letter (Group Assignment)	30	June 16 by 11:55 PM
7.	Quiz 2	20	June 16 by 11:55 PM
8.	Draft Secondary Data (Group Assignment)	20	June 19 IN CLASS
9.	Peer Evaluation	10	June 25 by 11:55 PM
10.	Draft Primary Data Tools (Group Assignment)	20	July 17 IN CLASS
11.	Quiz 3	20	July 28 by 11:55 PM
12.	Final Primary Data Tools (Group Assignment)	30	July 28 by 11:55 PM
13.	Presentation (Group Assignment) Includes introduction to needs assessments, roles of steering committee and community, secondary data overview and primary data collection tools	60	August 7 IN CLASS
14.	Peer Evaluation of Group Members and Participation	10	August 11 by 11:55 PM
15.	Class Participation (See section below regarding class participation)	20	NA
Total Possible Points (excluding extra credit)		**300**	

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.

Percentage Earned	Letter Grade
93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
Below 60	E

Please be aware that a C- is not an acceptable grade for graduate students. The GPA for graduate students must be 3.0 based on 5000 level courses and above to graduate. A grade of C counts toward a graduate degree only if based on credits in courses numbered 5000 or higher that have been earned with a B+ or higher. In addition, the Bachelor of Health Science and Bachelor of Public Health Programs do not use C- grades.

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

More information on UF grading policy may be found at:
http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#grades
https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/

Exam Policy
Quizzes will be open for several days, if you have an excused reason for not being able to complete a quiz, please contact Lindsey Redding. Late Quizzes (if excused) will be offered at a 10% deduction.

Policy Related to Make up Exams or Other Work
Late Group Assignments will be accepted within 24 hours of the due date with a 10% deduction. If you need this extension, contact Lindsey Redding.

Please note: Any requests for make-ups due to technical issues MUST be accompanied by the UF Computing help desk (http://helpdesk.ufl.edu/) correspondence. You MUST e-mail me within 24 hours of the technical difficulty if you wish to request a make-up.

Policy Related to Required Class Attendance

Please note all faculty are bound by the UF policy for excused absences. For information regarding the UF Attendance Policy see the Registrar website for additional details:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Excused absences must be consistent with university policies in the Graduate Catalog (https://catalog.ufl.edu/graduate/regulations/#text). Additional information can be found here:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Expectations Regarding Course Behavior
Students are expected to arrive prepared and on-time for class. The class is designed to incorporate a large deal of group discussions and activities, as such student participation is expected and required. Use of phones and other electronic devices for non-class related reasons are discouraged. Breaks will be offered during class to discourage phone use during class instruction and group activities/discussions.

Communication Guidelines
Please be courteous and considerate of others during class and group work. Please contact Lindsey Redding should you have questions regarding the course.

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.

Recording Within the Course:

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

[Policy Related to]**Guests Attending Class:**

Only registered students are permitted to attend class. However, we recognize that students who are caretakers may face occasional unexpected challenges creating attendance barriers. Therefore, by exception, a department chair or his or her designee (e.g., instructors) may grant a student permission to bring a guest(s) for a total of two class sessions per semester. This is two sessions total across all courses. No further extensions will be granted. Please note that guests are **not** permitted to attend either cadaver or wet labs. Students are responsible for course material regardless of attendance. For additional information, please review the Classroom Guests of Students policy in its entirety. Link to full policy: https://phhp.ufl.edu/policy-classroom-guests-of-students/

Online Faculty Course Evaluation Process
Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

SUPPORT SERVICES

Accommodations for Students with Disabilities
If you require classroom accommodation because of a disability, it is strongly recommended you register with the Dean of Students Office http://www.dso.ufl.edu within the first week of class or as soon as you believe you might be eligible for accommodations. The Dean of Students Office will provide documentation of accommodations to you, which you must then give to me as the instructor of the course to receive accommodations. Please do this as soon as possible after you receive the letter. Students with disabilities should follow this procedure as early as possible in the semester. The College is committed to providing reasonable accommodations to assist students in their coursework.

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.

- **U 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

- **University Police Department**: Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).

- **UF Health Shands Emergency Room / Trauma Center:** For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website.

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