

UNIVERSITY OF TEXAS AT EL PASO
College of Health Science – Bachelor of Science in Public Health
PUBH 5307 – 001 – CRN 21618
Health Services Administration and Policy
Spring 2023
Course credits: 3.0

Adjunct Faculty: Aurora Aguirre Polanco, B.S, MPH, PhD., phone (cell) (915)-207-5561.
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Office Hours: by appointment

Class meeting time and location: Monday 5:30pm – 8:30pm, room HSSN 131

Course catalog description: Core course examines organizational skills and basic principles, theories, and practices of administering public health programs in voluntary and governmental agencies. Also focuses on leadership, motivation, small group processes, problem solving, conflict resolution, inter-organizational relationships, and organizational change.

Required text: Shi, L., & Johnson, J. A. (2020). *Novick and Morrow's Public Health Administration: Principles for Population-Based Management* (4th ed.). Jones & Bartlett Learning, LLC.

COURSE FORMAT

This seminar is designed to facilitate the knowledge and skills acquisition related to the Health Services Administration and Policy (HSAP) course topics. The student is required to be present and actively involved in the course activities, which will include 1) discussion of weekly assigned materials, 2) discussion and application of course concepts and principles to achieve potential solutions to HSAP case studies, 3) students' brief oral presentation of a research paper in their Public Health area of interest and 4) discussion and sharing of input to class participants about the PowerPoint presentations that will occur in the last weeks of the course.

The class is therefore structured as follows:

- A short lecture by the instructor, student or guest speaker followed by a group discussion of the topics,
- A review of assigned readings, reflection papers, and peer-reviewed articles' summaries, and
- Participation in-class while completing individual/group assignments & activities

LEARNING OBJECTIVES

By the end of this course, the student will be able to:

1. Apply administration principles to approach solutions to Public Health problems of the 21st century
2. Be familiar with the organization and functions of the Public Health system
3. Understand the role of governments and organizations in creating and implementing policies that impact the performance of the Public Health system
4. Describe the importance of an effective governance structure for a local health department
5. Explain what constitute professional and ethical behavior in the Public Health practice used to analyze Public Health interventions and policies
6. Describe the complexities of the Public Health legal system
7. Analyze Public Health policies and their impact in population health and health equity
8. Examine Public Health finance competencies for Public Health managers
9. Define the actual demand for an adequately balanced Public Health workforce
10. Define the roles and development of Public Health leaders
11. Explain the importance of the surveillance mechanism for Public Health administration and policy
12. Be able to analyze a strategic plan of a Public Health organization
13. List the National Public Health Performance Standards
14. Describe the importance of community and constituency engagement for Public Health action
15. Discuss the principles of evaluation and research activities in the Public Health system

ASSESSMENT STRATEGIES & GRADING RUBRIC

1. Assignments. Individual exercises including outlining, reflection papers, article reviews, and individual presentations will be assigned throughout the semester. The student must be in attendance to earn points.
2. Classroom discussion of materials, assignments and case study exercises. Participation in classroom through discussions of weekly topics, research papers, and case studies exercises will occur. The student must be in attendance to earn points.
3. Examination. A final analytical paper will be required at the end of the course. The instructor will provide a guide to write the analytical paper and a rubric for grading.

Course requirement	Grading
Individual assignments: outlines, reflection papers, article summaries, PowerPoint presentation	60%
Participation in class: discussion of weekly topics and case study exercises	20%
Final examination: analytical paper	20%
TOTALS	100%
Grades and percentages required: A = 90 – 100% , B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, F = 59% or less	

THIS COURSE MEETS THE FOLLOWING PUBLIC HEALTH DEGREE COMPETENCIES

1. Analyze the data to determine the health of the priority population(s) and the factors that influence health.
2. Engage priority populations, partners, and stakeholders for participation in the planning process.
3. Identify a current or emerging health issue requiring policy, systems, or environmental change.
4. Engage coalitions and stakeholders in addressing the health issue and planning advocacy efforts.
5. Coordinate relationships with partners and stakeholders (e.g., individuals, teams, coalitions, and committees).
6. Manage human resources.
7. Manage fiduciary and material resources.
8. Conduct strategic planning with appropriate stakeholders.
9. Practice in accordance with established ethical principles.

COURSE NORMS & INSTITUTIONAL POLICIES

Incomplete policy:

An “I” (incomplete grade) can be considered only if requested by the student in advance of the conclusion of the course and only for legitimate, documented emergencies. Failure to request and negotiate the terms of an “Incomplete” grade before the conclusion of the course will result in a denial except in the most extraordinary circumstances.

Attendance:

It is UTEP policy that all students attend all scheduled classes. Attendance will be taken at each class. When a student registers for a course, it is assumed that she/he has made arrangements to avoid such conflicts. Students are responsible for any information or activities presented in class discussions, lectures, assignments, and/or readings. If you are unable to attend class, it is your responsibility to inform the instructor before the respective

class session. Students may be administratively withdrawn for excessive unexcused absences (2 or more classes). Compliance to due dates, in class presentations, assignments, and other activities is mandatory. All emergency-related absences must be verified. Chronic tardiness not only reflects lack of commitment and professional behavior but also is disruptive to your classmates and the instructor. You are expected to be in class and seated by 5:40 pm.

Reading assignments:

All assigned readings need to be completed prior to coming to the next scheduled class session. Example: the reading assignments for week 2 need to be completed prior to coming to the week 2 class session.

Writing standards:

Effective public health leaders and practitioners are also effective written as well as oral communicators. Written communication is a critical element of the communication process. Our Master in Public Health program both recognizes and expects good writing to be the norm for course work. Please feel free to seek out assistance from the UTEP Writing Center. It is free and they are very helpful.

Policy for late assignments:

Due dates for assignments, presentations and other activities are designed for fairness to all students. No exceptions to those dates will be made excepting in cases of university-designated closures.

Cellphone/electronic tablet/PC use policies:

Please note that all cellular telephones, pagers, headphones, iPods, iPads, mp3 players, earpieces, laptops, and other forms of communication and entertainment technology equipment must be powered off and put away during the class period. If a situation should arise which necessitates a student to be contacted by a physician or family member, the instructor shall be notified and cell phone can be set to “vibrate.” Please be advised that students who use unauthorized technology during class time will be dismissed from that week’s class session.

Special accommodations:

If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass.

Student conduct:

Students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the university. “Scholastic dishonesty includes but

is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another student, any act designed to give unfair advantage to a student or the attempt to commit such acts.” Regent’s Rules and Regulations, Part One, Chapter VI, Section 3.2, Subdivision 3.22. Since scholastic dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. From the UTEP Dean of Student Affairs (<http://studentaffairs.utep.edu/Default.aspx?tabid=4386>) “It is an official policy of university that all suspected cases or acts of alleged scholastic dishonesty must be referred to the Dean of Students for investigation and appropriate disposition.

Examples of “cheating” include:

- Copying from the homework, in-class work or exam paper of another student, engaging in written, oral, or any other means of communication with another student during an exam or homework assignment, or giving aid to or seeking aid from another student during a test;
- Possession and/or use during an exam or home test of materials which are not authorized by the person giving the test, such as class notes, books, or specifically designed “crib notes”;
- Using, obtaining, or attempting to obtain by any means the whole or any part of non-administered test, test key, homework solution, or computer program; using a test that has been administered in prior classes or semesters but which will be used again either in whole or in part without permission of the instructor; or accessing a test bank without instructor permission;
- Collaborating with or seeking aid from another student for an assignment without authority;
- Substituting for another person, or permitting another person to substitute for one's self, to take a test;
- Falsifying research data, laboratory reports, and/or other records or academic work offered for credit.

“Plagiarism” means the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own academic work offered for credit, or using work in a paper or assignment for which the student had received credit in another course without direct permission of all involved instructors. NOTE: This includes cutting-and-pasting and photocopying from on-line and other material.

“Collusion” means the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on scholastic dishonesty.

Preliminary course schedule

BOOK: Shi, L., & Johnson, J. A. (2020). Novick and Morrow's Public Health Administration: Principles for Population-Based Management (4th ed.). Jones & Bartlett Learning, LLC.

Dates & topics	In-class activities	Next class assignments, readings & other
<p>Week 1: 01/23/23 – 01/29/23</p> <p>Introduction to the course</p> <p>Syllabus review</p> <p>Introduction of class members</p> <p>Key concepts in Public Health Administration</p>	<p>Meeting time: 01/23/2023, 5:30pm</p> <ul style="list-style-type: none"> *Instructor presentation *Syllabus review *Students presentation *Selection of public health topic *Diagnostic questions <p style="text-align: center;">TED TALK.</p> <p style="text-align: center;">https://www.youtube.com/watch?v=hJMA1iPDwKE</p> <p style="text-align: center;">The Business of Public Health Njide Ndili TEDxOguiRoad</p> <ul style="list-style-type: none"> *Discuss the video contents 	<p>Due date: 01/27/2023 12pm</p> <p style="text-align: center;">Individual activity # 1.</p> <p>Evaluation of interest & Public Health topic</p> <p>Due date: 01/30/2023 5:30pm</p> <p>Read book chapters 1 & 2</p> <p style="text-align: center;">Individual activity # 2.</p> <ul style="list-style-type: none"> *1-page summary of chapters 1 & 2 *Reflection paper about chapters 1 & 2 *Annotated bibliography on Public Health area of interest
<p>Week 2: 01/30/23 – 02/05/23</p> <p>Public Health in the 21st Century</p> <p>Historical Developments in Public Health</p>	<p>Meeting time: 01/30/2023, 5:30pm</p> <ul style="list-style-type: none"> *Instructor PowerPoint presentation *Students discussion of week's topics *Students presentation of annotated bibliography *Activity for the week <p style="text-align: center;">TED TALK.</p> <p style="text-align: center;">TBD</p> <ul style="list-style-type: none"> *Discuss the video contents 	<p>Due date: 02/06/2023 5:30pm</p> <p>Read book chapters 3 & 4</p> <p style="text-align: center;">Individual activity # 3.</p> <ul style="list-style-type: none"> *1-page summary of chapters 3 & 4 *Reflection paper about chapters 3 & 4 *1-page summary of research paper
<p>Week 3: 02/06/23 – 02/12/23</p> <p>Public Health and Social Determinants of Health</p> <p>Systems Thinking for Public and Global Health</p>	<p>Meeting time: 02/06/2023, 5:30pm</p> <ul style="list-style-type: none"> *Instructor PowerPoint presentation *Students discussion of week's topics *Students presentation of research paper *Activity for the week <p style="text-align: center;">TED TALK.</p> <p style="text-align: center;">TBD</p> <ul style="list-style-type: none"> *Discuss the video contents 	<p>Due date: 02/13/2023, 5:30pm</p> <p>Read book chapters 5 & 6</p> <p style="text-align: center;">Individual activity # 4.</p> <ul style="list-style-type: none"> *1-page summary of chapters 5 & 6 *Reflection paper about chapters 5 & 6 *1-page summary of research paper
<p>Week 4: 02/13/23 – 02/19/23</p> <p>Organization of the Public Health System</p>	<p>Meeting time: 02/13/2023, 5:30pm</p> <ul style="list-style-type: none"> *Instructor PowerPoint presentation *Students discussion of week's topics *Students presentation of research paper *Activity for the week <p style="text-align: center;">TED TALK.</p>	<p>Due date: 02/20/2023, 5:30pm</p> <p>Read book chapters 7 & 8</p> <p style="text-align: center;">Individual activity # 5.</p> <ul style="list-style-type: none"> *1-page summary of chapters 7 & 8 *Reflection paper about chapters 7 & 8 *1-page summary of research paper

Professionalism and Ethics in Public Health Practice and Management	<p style="text-align: center;">TBD</p> <p style="text-align: center;">*Discuss the video contents</p>	
<p style="text-align: center;">Week 5: 02/20/23 – 02/26/23</p> <p>Public Health Law Public Health Policy</p>	<p>Meeting time: 02/20/2023, 5:30pm</p> <p>*Instructor PowerPoint presentation</p> <p>*Students discussion of week's topics</p> <p>*Students presentation of research paper</p> <p style="text-align: center;">*Activity for the week</p> <p style="text-align: center;">TED TALK.</p> <p style="text-align: center;">TBD</p> <p style="text-align: center;">*Discuss the video contents</p>	<p>Due date: 02/27/2023, 5:30pm</p> <p>Read book chapters 9 & 10</p> <p style="text-align: center;">Individual activity # 6.</p> <p>*1-page summary of chapters 9 & 10</p> <p>*Reflection paper about chapters 9 & 10</p> <p>*1-page summary of research paper</p>
<p style="text-align: center;">Week 6: 02/27/23 – 03/05/23</p> <p>Public Health Finance*</p> <p>The Public Health Workforce</p>	<p>Meeting time: 02/27/2023, 5:30pm</p> <p>*Instructor PowerPoint presentation</p> <p>*Students discussion of week's topics</p> <p>*Students presentation of research paper</p> <p style="text-align: center;">*Activity for the week</p> <p style="text-align: center;">TED TALK.</p> <p style="text-align: center;">TBD</p> <p style="text-align: center;">*Discuss the video contents</p>	<p>Due date: 03/06/2023, 5:30pm</p> <p>Read book chapters 11 & 12</p> <p style="text-align: center;">Individual activity # 7.</p> <p>*1-page summary of chapters 11 & 12</p> <p>*Reflection paper about chapters 11 & 12</p> <p style="text-align: center;">12</p> <p>*1-page summary of research paper</p>
<p style="text-align: center;">Week 7: 03/06/23 – 03/12/23</p> <p>Human Resource Management for Public Health</p> <p>Leadership for Public Health</p>	<p>Meeting time: 03/06/2023, 5:30pm</p> <p>*Instructor PowerPoint presentation</p> <p>*Students discussion of week's topics</p> <p>*Students presentation of research paper</p> <p style="text-align: center;">*Activity for the week</p> <p style="text-align: center;">TED TALK.</p> <p style="text-align: center;">TBD</p> <p style="text-align: center;">*Discuss the video contents</p>	<p>Due date: 03/08/2023 5:30pm</p> <p>Read book chapters 13 & 14</p> <p style="text-align: center;">Individual activity # 8.</p> <p>*1-page summary of chapters 13 & 14</p> <p>*Reflection paper about chapters 13 & 14</p> <p style="text-align: center;">14</p> <p>*1-page summary of research paper</p>
SPRING BREAK		
<p style="text-align: center;">Week 9: 03/20/23 – 03/26/23</p> <p>Public Health Information and Data Acquisition</p> <p>Geographic Information Systems for Public Health</p>	<p>Meeting time: 03/20/2023, 5:30pm</p> <p>*Instructor PowerPoint presentation</p> <p>*Students discussion of week's topics</p> <p>*Students presentation of research paper</p> <p style="text-align: center;">*Activity for the week</p> <p style="text-align: center;">TED TALK.</p> <p style="text-align: center;">TBD</p> <p style="text-align: center;">*Discuss the video contents</p>	<p>Due date: 03/27/2023 6pm</p> <p>Read book chapters 15 & 16</p> <p style="text-align: center;">Individual activity # 9.</p> <p>*1-page summary of chapters 15 & 16</p> <p>*Reflection paper about chapters 15 & 16</p> <p style="text-align: center;">16</p> <p>*1-page summary of research paper</p> <p style="text-align: center;">[Start working on your contents for the PowerPoint presentations for weeks 14 and 15]</p>

<p>Week 10: 03/27/23 – 04/02/23</p> <p>Public Health Surveillance</p> <p>Strategic Planning in Public Health</p>	<p>Meeting time: 03/27/2023, 5:30pm</p> <ul style="list-style-type: none"> *Instructor PowerPoint presentation *Students discussion of week's topics *Students presentation of research paper <li style="padding-left: 20px;">*Activity for the week *Determine schedule for students' PowerPoint presentations (wks 14 & 15) <p style="text-align: center;">TED TALK. TBD</p> <ul style="list-style-type: none"> *Discuss the video contents 	<p>Due date: 04/03/2023 5:30pm</p> <p>Read book chapters 17 & 18</p> <p style="text-align: center;">Individual activity # 10.</p> <ul style="list-style-type: none"> *1-page summary of chapters 17 & 18 *Reflection paper about chapters 17 & 18 <li style="padding-left: 40px;">18 *1-page summary of research paper
<p>Week 11: 04/03/23 – 04/09/23</p> <p>Performance Management in Public Health</p> <p>Engaging Communities and Building Constituencies for Public Health</p>	<p>Meeting time: 04/03/2023, 5:30pm</p> <ul style="list-style-type: none"> *Instructor PowerPoint presentation *Students discussion of week's topics *Students presentation of research paper <li style="padding-left: 20px;">*Activity for the week <p style="text-align: center;">TED TALK. TBD</p> <ul style="list-style-type: none"> *Discuss the video contents 	<p>Due date: 04/10/2023, 5:30pm</p> <p>Read book chapters 19 & 20</p> <p style="text-align: center;">Individual activity # 11.</p> <ul style="list-style-type: none"> *1-page summary of chapters 19 & 20 *Reflection paper about chapters 19 & 20 <li style="padding-left: 40px;">20 *1-page summary of research paper
<p>Week 12: 04/10/23 – 04/16/23</p> <p>Evaluation of Public Health Programs</p> <p>Advancing Public Health Systems Research</p>	<p>Meeting time: 04/10/2023, 5:30pm</p> <ul style="list-style-type: none"> *Instructor PowerPoint presentation *Students discussion of week's topics *Students presentation of research paper <li style="padding-left: 20px;">*Activity for the week <p style="text-align: center;">TED TALK. TBD</p> <ul style="list-style-type: none"> *Discuss the video contents 	<p>Due date: 04/17/2023, 5:30pm</p> <p>Read book chapters 21 & 22</p> <p style="text-align: center;">Individual activity # 12.</p> <ul style="list-style-type: none"> *1-page summary of chapters 21 & 22 *Reflection paper about chapters 21 & 22 <li style="padding-left: 40px;">22 *1-page summary of research paper *<u>First group of students</u> post their content materials for their presentations on Blackboard
<p>Week 13: 04/17/23 – 04/23/23</p> <p>Social Marketing and Consumer- Based Approaches in Public Health</p> <p>Prevention, Health Education, and Health Promotion</p>	<p>Meeting time: 04/17/2023, 5:30pm</p> <ul style="list-style-type: none"> *Instructor PowerPoint presentation *Students discussion of week's topics *Students presentation of research paper <li style="padding-left: 20px;">*Activity for the week <p style="text-align: center;">TED TALK. TBD</p> <ul style="list-style-type: none"> *Discuss the video contents 	<p>Due date: 04/24/2023 5:30pm</p> <p>Read the materials posted by first group of students who will present their selected topics</p> <p style="text-align: center;">Individual activity # 13.</p> <ul style="list-style-type: none"> *1-page summary of content materials for students' presentations *<u>Second group of students</u> post their content materials for their presentations on Blackboard
<p>Week 14: 04/24/23 – 04/30/23</p>	<p>Meeting time: 04/24/2023, 5:30pm</p> <ul style="list-style-type: none"> *First group. Students PowerPoint presentations *Students discussion of week's topics 	<p>Due date: 05/01/2023 5:30pm</p> <p>Read the materials posted by second group of students who will present their selected topics</p> <p style="text-align: center;">Individual activity # 14.</p>

First group of students' PowerPoint presentations	*Grade your classmates' PowerPoint presentation according to rubric	*1-page summary of content materials for students' presentations
Week 15: 05/01/23 – 05/07/23 Second group of students' PowerPoint presentations	Meeting time: 05/01/2023, 5:30pm *Second group. Students PowerPoint presentations *Students discussion of week's topics *Grade your classmates' PowerPoint presentation according to rubric	Due date: 05/08/2023 5:30pm <u>FINAL EXAM: Analytic paper</u> *Send through Blackboard
Resources Evashwick, C. J., Evashwick, C., & Turner, J. S. (2020). <i>Case studies in population and community health management</i> (C. Evashwick & J. S. Turner, Eds.). Health Administration Press. The cone of learning Writing an outline: https://owl.purdue.edu/owl/general_writing/the_writing_process/developing_an_outline/index.html https://www.thoughtco.com/how-to-outline-a-chapter-4149501 Basic Outlining Format Guide for Chapter Outlines https://www.hasdk12.org Writing a reflection paper: https://custom-writing.org/blog/reflection-paper https://www.youtube.com/watch?v=d2ifnZ82_qs Ted-Talk discussion guide How to write an Analytic paper https://www.youtube.com/watch?v=E4k3JmYPTXY&t=351s		
* This course syllabus is a general tentative plan for the course. Any changes will be announced to the class in advance by the instructor.		