HSCI 4304: Public Health Administration (Online)
CRN: 20876
Spring 2021

Professor: Lucia Hernandez, M.S., R.N.
Lhernandez3@utep.edu
Office Hours: Virtually via Blackboard Collaborate M 9-11am, W 4-6pm or by appointment.

Course Information: What this class is about and what we will do

COURSE DESCRIPTION

HSCI 4304 is a required 3-credit core course for Public Health majors and an optional credit course for Health Promotion majors. HSCI 4304 is the study of basic principles, theories, and practices of public health administration. Emphasizes the development and organization of administering health programs from voluntary and official agencies to meet community health needs.

Students enrolled in HSCI 4304 should have successfully completed HSCI 3301.

COURSE OBJECTIVES OR EXPECTED LEARNING OUTCOMES

At the end of this course, the students will be able to:

- Apply management and theory in public health administration.
- Describe the importance of effective governance structure for a local health department.
- Discuss basic accounting and finance terms.
- List the key principles of marketing.
- Explain what constitutes ethical behavior.
- Formulate a rationale for having a human resources department.
- Describe the importance and uses of a properly prepared position or job description.
- Apply the theories of motivation in the workplace.
- Discuss the relationship between employee motivation and compensation.
- Describe the organizational requirements of a public health agency.
- List the National Public Health Performance Standards.
- Define continuous quality improvement.
- Explain the conceptual development of national voluntary public health accreditation.
- Discuss the importance of interagency corporation.
- Describe the history of public health and public health law.
LEARNING MODULES

This course is designed using a modular format – that is, each week is “packaged” as a single module so that all the materials, lecture notes, submission areas, discussion posts are in one area for a given week.

REQUIRED READING MATERIALS

Authors: Shi, L., and Johnson, J.A.
Title: Novick & Morrow's Public Health Administration: Principles for Population-Based Management
Copyright: 2020
Edition: 4th
ISBN: 9781284195507

COURSE ASSIGNMENTS AND GRADING

- Blackboard discussion – Participation in Blackboard discussions is required to earn points.
- Quizzes - weekly quizzes will be administered via blackboard covering the assigned reading for the week. Assessments will include multiple choice, true/false, matching, and open-ended.
- Examinations – Four exams will be administered during the semester. Exams will include fill-in-the-blank, listing, matching, multiple choice and true/false.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes (10 pts each)</td>
<td>100</td>
</tr>
<tr>
<td>Discussion Boards (20 pts each)</td>
<td>100</td>
</tr>
<tr>
<td>Exam #1</td>
<td>100</td>
</tr>
<tr>
<td>Exam #2</td>
<td>100</td>
</tr>
<tr>
<td>Exam #3</td>
<td>100</td>
</tr>
<tr>
<td>Exam #4</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td>600</td>
</tr>
</tbody>
</table>

TECHNOLOGY REQUIREMENTS

Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop with Internet access. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player,
QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP’s Microsoft Office Portal. Click the following link for more information about Microsoft Office 365 and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP Help Desk as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

**Course Communication:** How we will stay in contact with each other.

Because this is an online class, we won’t see each other in the ways you may be accustomed to: during class time, small group meetings, and office hours. However, there are a number of ways we can keep the communication channels open:

- **Office Hours:** We will not be able to meet on campus, but I will still have office hours for your questions and comments about the course. My office hours will be held on Blackboard Collaborate during the following times:
  - Mondays: 9-11 a.m. Mountain Time
  - Wednesdays: 4-6 p.m. Mountain Time

- **Email:** UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When e-mailing me, be sure to email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name, and your university identification number.

- **Discussion Board:** If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students’ questions if you have a helpful response.

- **Announcements:** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

**NETIQUETTE**

As we know, sometimes communication online can be challenging. It’s possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.
• Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other’s ideas.
• Respect and courtesy must always be provided to classmates and to the instructor. No harassment or inappropriate postings will be tolerated.
• When reacting to someone else’s message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
• Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

Course Policies: What you need to do to be successful in this course.

ATTENDANCE AND PARTICIPATION

Attendance in the course is determined by participation in the learning activities of the course. Your participation in the course is important not only for your learning and success but also to create a community of learners. Participation is determined by completion of the following activities:

• Reading/Viewing all course materials to ensure understanding of assignment requirements
• Participating in engaging discussion with your peers on the discussion boards (grading rubric provided in the “grading information” area of each forum)
• Participating in scheduled Blackboard Collaborate sessions
• Other activities as indicated in the weekly modules

Because these activities are designed to contribute to your learning each week, they cannot be made up after their due date has passed.

EXCUSED ABSENCES AND/OR COURSE DROP POLICY

I will not drop you from the course. However, if you feel that you are unable to complete the course successfully, please let me know and then contact the Registrar’s Office to initiate the drop process. If you do not, you are at risk of receiving an “F” for the course.

DEADLINES, LATE WORK, AND ABSENCE POLICY

Due dates for homework, exams, presentations and other assignments are designed for fairness to all students. No exceptions to those dates will be made excepting in cases of university-designated closures. Five (5) points will be deducted for each day an assignment is late (including weekend days).
Blog/Discussion Assignments

- Initial post (your initial post to the discussion question) is due on Fridays by midnight (11:59 pm). Your reply to two classmates is due on Sundays by midnight (11:59 p.m.)

Quizzes

- Quizzes are due on Wednesdays at midnight (11:59 PM). No late quizzes will be accepted if the reason is not considered excusable.

MAKE-UP WORK

Make-up work will be given only in the case of a documented emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted. Please do not hesitate to contact me if a situation arises that impact your ability to complete your assignment.

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.

SCHOLASTIC INTEGRITY

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as one’s own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit HOOP: Student Conduct and Discipline.

ACCOMMODATIONS POLICY

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them...
with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

CLASS RECORDINGS

The use of recordings will enable you to have access to class lectures, group discussions, and so on in the event you miss a synchronous or in-person class meeting due to illness or other extenuating circumstance. Our use of such technology is governed by the Federal Educational Rights and Privacy Act (FERPA) and UTEP’s acceptable-use policy. A recording of class sessions will be kept and stored by UTEP, in accordance with FERPA and UTEP policies. Your instructor will not share the recordings of your class activities outside of course participants, which include your fellow students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners with whom we may engage during a class session. You may not share recordings outside of this course. Doing so may result in disciplinary action.

COVID-19 ACCOMMODATIONS

For the safety of our community, students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms.

COVID-19 PRECAUTIONS

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Course Resources: Where you can go for Assistance

UTEP provides a variety of student services and support:
TECHNOLOGY RESOURCES

- **Help Desk**: Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

ACADEMIC RESOURCES

- **UTEP Library**: Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- **University Writing Center (UWC)**: Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- **Math Tutoring Center (MaRCS)**: Ask a tutor for help and explore other available math resources.
- **History Tutoring Center (HTC)**: Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- **RefWorks**: A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.

INDIVIDUAL RESOURCES

- **Military Student Success Center**: Assists personnel in any branch of service to reach their educational goals.
- **Center for Accommodations and Support Services**: Assists students with ADA-related accommodations for coursework, housing, and internships.
- **Counseling and Psychological Services**: Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments