



**Department of Public Health Sciences
Health Promotion Program Syllabus**

Course name:	Public Health Administration
Course no.:	HSCI 4304
Course CRN:	21213
Semester/year	Spring 2016
Undergraduate credit hours:	3
Class location:	Health Sciences, Room 135
Class meeting time:	Wednesday, 4:30pm – 7:20pm
Class instructor:	Sue Beatty
Office location:	TBD
Phone:	915-525-7138
Email:	sbeatty@utep.edu
Office hours:	Wednesday 3:30pm – 4:30pm or by appointment
Preferred contact method:	email
Course description:	Study of basic principles, theories and practices of public health administration. Emphasizes the development and organization of health programs from voluntary and official agencies to meet community health needs. Prerequisite: HSCI 3301. Public Health Administration (3-0) Study of organizational skills and basic principles, theories, and practices of administering health programs in voluntary and governmental agencies. Leadership, motivation, small group process, problem solving, conflict resolution, inter-organizational relationship, and organizational change. May include field trips.
Course pre-requisites:	HSCI 3301.
Required textbooks:	Fleming Fallon, L. & Zgodzinski, E. J. (2012). <i>Essentials of Public Health Management</i> . Third Edition. Sudbury: MA: Jones & Bartlett Learning. ISBN978-1-4496-1896-4
Supplemental reading:	
Course format:	Lecture-discussion Assigned readings in text or handouts Educational DVDs Individual/Group Assignments Individual/Group Activities Guest Lectures
Major learning objectives (must be numbered):	Upon completion of the course, the student will be able to: 1. Apply management and theory in public health administration. 2. Describe the importance of effective governance structure for a local health department. 3. Discuss the conceptual foundations of organizational behavior. 4. Define basic accounting and finance terms. 5. List the key principles of marketing. 6. Explain what constitutes ethical behavior. 7. Formulate a rationale for having a human resources department. 8. Describe the importance and uses of a properly prepared position or job

	<p>description.</p> <ol style="list-style-type: none"> 9. Apply the theories of motivation in the workplace. 10. Discuss the relationship between employee motivation and compensation. 11. Describe the organizational requirements of a public health agency. 12. List the National Public Health Performance Standards. 13. Define continuous quality improvement. 14. Explain the conceptual development of national voluntary public health accreditation. 15. Discuss the importance of interagency cooperation. 16. Describe the history of public health and public health law.
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Assessment strategies: (must be numbered)	<ol style="list-style-type: none"> 1. Assignments – Group and individual exercises will be assigned throughout the semester. The student must be in attendance to earn points. 2. Classroom discussion – Participation in classroom discussions will occur. The student must be in attendance to earn points. 3. Quizzes – weekly quizzes will be administered via blackboard covering the assigned reading for the week. Quizzes will include multiple choice, true/false, and matching. 4. Examinations – A mid-term and final will be administered during the course of the semester. Exams will include short answer, fill-in-the-blank, listing, and short essay.
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Program Competencies (core competency area must be identified & numbered according to that listed by the Health Promotion program)	Learning objectives	Assessment strategies
This course meets the following Health Promotion degree competencies		
1. Involve people and organizations in program planning.	5, 15	1,2,3,4
2. Use a variety of methods to implement strategies, interventions, and programs.	6	1,2,3,4
3. Carry out evaluation and research plans and Competency E: Interpret results from evaluation and research	12,13,14	1,2,3,4
4. Exercise organizational leadership	1,2,3,11	1,2,3,4
5. Secure fiscal resources	4	1,2,3,4
6. Manage human resources	6,7,8,9,10	1,2,3,4
7. Influence health policy to promote health	16	1,2,3,4

Grading scale & criteria	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Quizzes (10 with 20 points each)</td> <td style="text-align: right;">200</td> </tr> <tr> <td>Mid-term Examination</td> <td style="text-align: right;">100</td> </tr> <tr> <td>Final Examination</td> <td style="text-align: right;">100</td> </tr> <tr> <td>Group Projects (2 with 50 points each)</td> <td style="text-align: right;">100</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">500</td> </tr> </table>	Quizzes (10 with 20 points each)	200	Mid-term Examination	100	Final Examination	100	Group Projects (2 with 50 points each)	100	Total	500
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Group Projects (2 with 50 points each)	100										
Total	500										

Incomplete policy:	<p>An "I" (incomplete grade) can be considered only <u>if requested by the student in advance of the conclusion of the course</u> and only for <u>legitimate, documented</u> 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.</p>
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Course/Instructor & Institutional Policies

Attendance:	<p>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, homework, exams and other activities is mandatory. All emergency-related absences must be verified.</p> <p>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 4:35 PM.</p>
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 MPH graduate 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 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. All assignments are due at the beginning of the class period on the due date. Five (5) points will be deducted for each day an assignment is late (including weekend days).
Permission to record lectures & discussions	Not permitted without express permission of the instructor

Cellphone/electronic tablet/ 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.
Field trip policies:	N/A
Class participation:	Active student participation in this course is very important. Students must be prepared to come to class to discuss, answer questions, and participate in all class activities.
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 .
MPH handbook:	http://chs.utep.edu/publichealthsciences/pdf/MPH%20STUDENT%20%20HANDBOOK%202013-2014.pdf
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. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, 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 person, any act designed to give unfair advantage to a student or the attempt to commit such acts”.

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.

TENTATIVE COURSE SCHEDULE*

Dates	Topics	Homework Assignments
WEEK 1 1/20/16	Introduction and Course Orientation City of El Paso Department of Public Health Overview	Read Chapters 1 & 2 Research a Public Health Mission Statement (not El Paso DPH). Bring to 1/27/16 class.
WEEK 2 1/27/16	Management Theory and Applications Governance and Leadership Quiz #1 – Chapters 1 & 2 (due by 11:59pm on 1/26/16)	Read Chapters 3 & 4
WEEK 3 2/3/16	Organizational Behavior Accounting, Finance, and Budgets Quiz #2 - Chapters 3 & 4 (due by 11:59pm on 2/2/16) Begin 1 st group project – mission statement and program summary	Read Chapters 6 & 8 Work on group project assignment
WEEK 4 2/10/16	Marketing Ethics Human Resources Quiz #3 – Chapters 6 & 8 (due by 11:59pm on 2/9/16) Group project – ethical issues/human resources	Read Chapters 9 & 10 Work on group project assignment
WEEK 5 2/17/16	NO CLASS Quiz #4 – Chapters 9 & 10 (due by 11:59 on 2/16/16)	Read Chapters 11 & 12 Work on group project assignment
WEEK 6 2/24/16	Employee Preparation Employee Feedback Compensation and Benefits Quiz #5 – Chapters 11 & 12 (due by 11:59pm on 2/23/16) Group project – salary & fringe projections	Finalize group project – prepare presentation
WEEK 7 3/2/16	1st Group Presentations & Report Submission	Prepare for Exam I (mid-term)
WEEK 8 3/16/16	Exam I – covers Chapters 1-12 and classroom lectures	Read Chapters 15 & 16
Dates	Topics	Homework Assignments
WEEK 9 3/23/16	Internal Structure & External Constituencies Nat. Public Health Performance Standards Quiz #6 – Chapters 15 & 16 (due by 11:59pm on 3/22/16)	Read Chapters 17 & 22
WEEK 10 3/30/16	Quality Improvement Assessing Community Health Quiz #7 – Chapters 17 & 22 (due by 11:59pm on 3/29/16) Begin 2 nd group project – essential PH services/activities	Read Chapter 18 Work on group project assignment
WEEK 11 4/6/16	Public Health Accreditation Quiz #8 – Chapter 18 (due by 11:59pm pm	Read Chapters 19 & 20

	4/5/16) Group project – PHAB criteria	Work on group project assignment
WEEK 12 4/13/16	Interactions with Other Entities Traditional and Social Media Quiz # 9 – Chapters 19 & 20 (due by 11:59pm on 4/12/16) Group project - collaboration	Read Chapters 23 & 25 Work on group project assignment
WEEK 13 4/20/16	Organizing and Operating Clinics Public Health Officer Role Quiz #10 – Chapters 23 & 25 (due by 11:59 4/19/16) Group project - media	Read Chapters 27 & 29 Finalize group project – Prepare for presentation
WEEK 14 4/27/16	2nd Group Presentations & Report	Prepare for Exam II (final exam)
WEEK 15 5/4/16	Exam II – covers Chapters 15-20; 22-23; 25; 27; and 29 and classroom lectures	
WEEK 16 5/11/16	NO CLASS	

* Note: The course syllabus is a general tentative plan for the course. Any changes will be announced to the class in advance by the instructor.