

**University of Florida  
College of Public Health and Health Professions**

**Course:** Community Assessment and Partnerships  
PHC 6937, Sections: 08B6, 04H4, 5781 & 5786

**Course** Online  
**Venue:** E-Learning: <http://lss.at.ufl.edu>

**Course Instructor:**  
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**Contact:** The best way to contact me is through the college's email address. However, if you use the email via Sakai feature be sure to check the box "*Send a copy of this message to recipients' email address(es)*". Please contact the course instructor *first* with any course or lecture related questions. For any website or other technical issues please post your comment in the Technical Issues Discussion Board.

**Office Hours:** By Appointment, Skype, or Telephone. For those of you on campus, in-person meetings are also available.

### **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

In order 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. To assist with this process you are assigned a syllabus/academic integrity quiz. If you do not get a perfect score; I highly recommend you review your responses and email the instructor with any specific questions or concerns.

## Required Text



Soriano, F. (2013). *Conducting Needs Assessments: Multidisciplinary Approach*. 2<sup>nd</sup> 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 Sakai.

## Course Assignments

<i>Assignments</i>		<i>Points</i>	<i>% of Total Grade</i>	<i>Due Date</i>
1.	Syllabus / Academic Integrity Quiz*	N/A	0.0%	Aug. 25 <sup>th</sup> – Sept. 5 <sup>th</sup>
2.	Participation / Interactive Weeks	20	6.6%	Ongoing
3.	Human Subjects Training	20	6.6%	Sept. 12 <sup>th</sup> @ 11:55PM
4.	Community Assessment Data Collection	80	26.6%	October 24 <sup>th</sup> @ 11:55 PM
5.	Final Exam	80	26.6%	Nov. 30 <sup>th</sup> – Dec. 6 <sup>th</sup> @ 11:55PM
6.	Community Assessment Written Report	100	33.3%	Dec. 12 <sup>th</sup> @ 11:55 PM
<b>Total</b>		<b>300</b>	<b>100%</b>	

## Assignment Description

### 1. Syllabus/ Academic Integrity Quiz → No Points

- The quiz is available from August 25<sup>th</sup> – August 31<sup>st</sup>.
- The quiz will cover the course syllabus and protocols for academic integrity
- Please review the syllabus, course overview lecture, and academic integrity lecture prior to completing the syllabus/academic integrity quiz
- It is the students' responsibility to keep up with course lectures, assignments, and readings
- \*A perfect score is required before the remainder of course materials become available

- 2. Participation/ Interactive Weeks → 20 Points** (10pts each) (6.6% final grade)
    - a. The course schedule includes two interactive meetings during the semester, the first during Week 9 and the second during Week 16
    - b. We will use Skype for these meetings, so please be sure that you have the software installed and working prior to the meeting
    - c. Closer in time to the actual date, a poll will be distributed to determine availability. There will be a few days/times available, and it is required to Skype in on one of these meetings, per interactive week.
    - d. More information and technical details will be made available during the semester
  
  - 3. Human Subjects Training → 20 points** (6.6% final grade)
    - a. Assignment Due September 12<sup>th</sup> before 11:55pm (EST)
    - b. Complete online training: “Protecting Human Research Participants”
    - c. Training may be found: <https://phrp.nihtraining.com/users/login.php>
    - d. Assignment details can be found within the Assignments tab of Sakai
  
  - 4. Community Assessment Data Collection → 80 Points** (26.6% final grade)
    - a. Assignment due October 24<sup>th</sup> before 11:55pm (EST)
      - i. Two participant interviews with select key informants
      - ii. Windshield survey
    - b. Written report of assessment findings
    - c. Assignment details can be found within the Assignments tab of Sakai
  
  - 5. Final Exam → 80 Points** (26.6% final grade)
    - a. The final exam will be available from November 30<sup>th</sup> – December 6<sup>th</sup>
    - b. It will cover lecture, reading, and supplemental materials provided in the course
    - c. It may include a combination of multiple choice, short answer, and true/false questions
    - d. The exam will be limited to 120 minutes (2 hours)
    - e. We will use the proctoring service “ProctorU”; more information on “ProctorU” is provided later in the syllabus. See the “ProctorU” tool in the Sakai course site for additional information
    - f. Prior registration is required
  
  - 6. Community Health Assessment Written Report → 100 Points** (33.3%)
    - a. Assignment due December 12<sup>th</sup> before 11:55 pm (EST) via Sakai.
    - b. This is the capstone project for this course.
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- c. This paper is the complete description of the community assessment you completed in segments throughout the semester
- d. This assignment will be submitted through Turnitin® (see below)
- e. The final paper is expected to be between 15-20 pages *excluding* the title page, diagrams, references, appendix, etc.
- f. General formatting is listed below. More assignment details can be found within the Assignments tab of Sakai
  - i. 15-20 pages (excluding title page, references, tables, figures, graphs)
  - ii. Double-spaced
  - iii. Font size 12 (Arial or Times New Roman)
  - iv. 1.0 inch margins
  - v. APA format and citations

**Grading Scale:** The final grade will be computed on the basis of the following assessments:

Grade	Percent	Points	Grade	Percent	Points
A	93-100%	279-300	C	70-77%	210-233
A-	90-92%	276-278	C-	68-69%	204-209
B+	88-89%	264-275	D+	66-67%	198-203
B	83-87%	249-263	D	60-65%	180-197
B-	80-82%	240-248	D-	58-59%	174-179
C+	78-79%	234-239	E	<58%	<173

**Academic Integrity:** Each student is bound by the academic honesty guidelines of the University that state: "The students of the University of Florida recognize that academic honesty and integrity are fundamental values of the university community. Students who enroll at the university commit to holding themselves and their peers to the high standard of honor required by the honor code. Any individual who becomes aware of a violation of the honor code is bound by honor to take corrective action. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the honor code."

And, each student, upon submission of an assignment, implies the pledge:  
**"On my honor, I have neither given nor received unauthorized aid in doing this assignment."**

Additional information can be found at:  
<https://www.dso.ufl.edu/sccr/procedures/academicguide.php> for a link to Nancy Shafer's Plagiarism lecture.

### **Late Assignments Policy:**

- 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 11:55:01 PM are LATE. This is how the Sakai programming works. Do not wait until 11:54 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 correct attachment, and in the correct file format.

### **Turn It In:**

The Turnitin® feature in Sakai 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 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.

I recommend that you allow for sufficient time to submit the assignment. Students should keep their email receipt, generated by Sakai, when submitting an assignment. You may submit this email if an assignment is denoted "late" when it was actually submitted prior to the deadline.

### **ProctorU:**

This course will be using ProctorU, a proctoring service for graded exams. This service is a user-friendly system, but you must follow these guidelines to register and take your exams:

1. Students must register for a time slot for their course exams with ProctorU starting the second week of the semester, but no later than 3 days prior to an exam. You will register for your exams at [www.proctoru.com](http://www.proctoru.com). Their website will describe how you register and log on for your exam. Your exams will be taken in your Sakai course, but only ProctorU will be able to open the exam for you. Please test your computer connection and equipment via the ProctorU website prior to your exam.
2. Exams will be administered 8:00AM – midnight (Eastern Time), seven days a week.
3. Students will need to have a microphone and webcam in place during the test-taking period. An inexpensive webcam and microphone should work fine. Students will NOT be allowed to take an exam without a webcam. (Note: a microphone and webcam are program requirements for the online MPH program, see computer requirements on the program website)
4. Exams may be taken at a student's home. Students must plan to take their exams in an environment where other people are not in the room during the exam. The proctor will ask to see 2 forms of ID, will ask you some questions to identify yourself, will test your microphone and camera, will ask you to pan your desk and clear it of anything not allowed during the exam.
5. Students will need to have some administrative rights on the computer they are using for the exam to enable the proctoring service to function. Please plan on an extra hour of time to complete the exam outside the scheduled exam time to accommodate connection time with the proctor and any technical issues that arise.
6. The program will pay your proctoring fees, but students will be responsible for late registration fees. For exams scheduled less than 3 days before an exam, they will charge a \$5 late fee.
7. It is recommended that students not use a wireless Internet connection for exams. Please consider a wire connecting your wireless laptop to your modem for a more reliable Internet signal during the exam. Inexpensive modem cables are available in most electronic stores and online.

**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.

**Counseling and Student Health**

- Students may occasionally have personal issues that arise in the course of pursuing higher education or that may interfere with their academic performance. If you find yourself facing problems affecting your coursework, you are encouraged to talk with an instructor and to seek confidential assistance at the

UF Counseling & Wellness Center, 352-392-1575. Visit their web site for more information: <http://www.counseling.ufl.edu/>.

- They are located on campus at 3190 Radio Road and are open from 8 am to 5 pm Monday through Friday. You can also get emergency walk-in crisis stabilization at the Counseling and Wellness Center's (CERC) on-campus "Crisis and Emergency Response Center" in Peabody Hall.
- 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, including primary care, women's health care, immunizations, and pharmacy 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 352-294-5700 or check out the web site at: <http://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>

**BUT – 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 please don't be afraid to ask for assistance.**

# Course Outline

\*\*Please note that 'weeks' start on Sundays and end on Saturdays\*\*

Week/ Dates	Lecture	Readings / Assignment
<b>Module One: Foundation and Planning</b>		
<b>1</b> 8/24--8/30	<b>Lesson:</b> Introduction: Review of the course, syllabus, goals for the semester	<b>Assignment:</b> None <b>Readings:</b> <sup>a.</sup> Sharpe et al, 2000
<b>2</b> 8/31--9/6	<b>Lesson:</b> Community Assessment: Gaining Perspective	<b>Assignment:</b> Syllabus/Academic Integrity Quiz <b>Due 9/5/14</b> <b>Readings:</b> <sup>a.</sup> Soriano Ch. 1 <sup>b.</sup> Altschuld, 2007
<b>3</b> 9/7--9/13	<b>Lesson:</b> The Bigger Picture	<b>Assignment:</b> NIH Training <b>Due 9/12/14</b> <b>Readings:</b> <sup>a.</sup> Soriano Ch. 2 <sup>b.</sup> Donaldson 1991 <sup>c.</sup> DeBate 2004
<b>4</b> 9/14--9/20	<b>Lesson:</b> Special Considerations	<b>Assignment:</b> None <b>Readings:</b> <sup>a.</sup> Soriano Ch. 3 <sup>b.</sup> Thomson 2009
<b>5</b> 9/21--9/27	<b>Lesson:</b> Planning your assessment	<b>Assignment:</b> None <b>Readings:</b> <sup>a.</sup> Soriano Ch. 4 <sup>b.</sup> Astramovich, 2011 <sup>c.</sup> Barry, 2000 <sup>d.</sup> Watkins, 1998
<b>Module Two: Methodology</b>		
<b>6</b> 9/28--10/4	<b>Lesson:</b> Recruiting & collecting data	<b>Assignment:</b> None <b>Readings:</b> <sup>a.</sup> Soriano Ch.9, <sup>b.</sup> Wang, 1997 <sup>c.</sup> Resource: Rotary publication on community assessment
<b>7</b> 10/5--10/11	<b>Lesson:</b> Qualitative Methods	<b>Assignment:</b> None <b>Readings:</b> <sup>a.</sup> Soriano Ch. 7 <sup>b.</sup> <a href="#">CTB Ch. 3 Set. 15 Qualitative Methods</a> <sup>c.</sup> <a href="#">CTB Chapter 3: Section 6 Conducting FG</a> <sup>d.</sup> <a href="#">CTB Ch. 3 Section 12 Conducting Interviews</a>
<b>8</b> 10/12--10/18	<b>** No Lecture**</b>	<b>Assignment:</b> Community Assessment Data Collection <b>Readings:</b> None
<b>9</b> 10/19--10/25	<b>Lesson:</b> Interactive Week — P. Hinson	<b>Assignment:</b> Community Assessment Data Collection <b>Due 10/24/14</b> <b>Readings:</b> TBD
<b>10</b> 10/26--11/1	<b>Lesson:</b> Quantitative Methods	<b>Assignment:</b> None <b>Readings:</b> <sup>a.</sup> Soriano Ch. 5 <sup>b.</sup> Brakel, 2006

<b>Module Three: Data Preparation and Reporting</b>		
<b>11</b> 11/2--11/8	<b>Lesson:</b> Data Prep & analysis	<b>Assignment:</b> None <b>Readings:</b> <sup>a</sup> Soriano Ch. 6 <sup>b</sup> Chow 2010 <sup>c</sup> <a href="#">Ch. 3: Sect 13 Conducting Surveys</a>
<b>12</b> 11/9--11/15	<b>Lesson:</b> Qualitative Data Prep and analysis	<b>Assignment:</b> None <b>Readings:</b> <sup>a</sup> Soriano Ch.8, <sup>b</sup> Clark 2003
<b>13</b> 11/16--11/22	<b>Lesson:</b> Reporting findings	<b>Assignment:</b> None <b>Readings:</b> <sup>a</sup> Soriano Ch.10
<b>14</b> 11/23--11/29	<b>Lesson:</b> Thanksgiving Break	<b>Assignment:</b> Thanksgiving Break <b>Readings:</b> None
<b>15</b> 11/30--12/6	<b>Lesson:</b> **No Lecture**	<b>Assignment:</b> Final Exam <b><u>Due 12/6/14</u></b> <b>Readings:</b> None
<b>16</b> 12/7—12/13	<b>Lesson:</b> Interactive Week — P. Hinson	<b>Assignment:</b> Final CHA Report <b><u>Due 12/12/14</u></b> <b>Readings:</b> TBD

*Course content, material and assignments may be revised at the discretion of the course professor to facilitate the learning process. Students will be notified if any changes occur.*