

**University of Florida
College of Public Health and Health Professions
Department of Behavioral Science and Community Health**

ASSESSMENT AND SURVEILLANCE IN PUBLIC HEALTH

PHC 6251 (section 7H55)

Summer A/C 2013-14

Wednesday 9:30 AM – 1:35 PM

HPNP Room G307

A. CONTACT INFORMATION

Instructor:

Steven B Pokorny, Ph.D.

Adjunct Assistant Professor

Department of Behavioral Science and Community Health

College of Public Health and Health Professions

UF email: spokorny@ufl.edu

Director of Health Promotion

Florida Department of Health – Alachua County Health Department

DOH email: Steven_Pokorny@doh.state.fl.us

Phone: (352) 334-7980

Teaching Assistant:

Thalia V. Smith, MPH

Department of Behavioral Science and Community Health

College of Public Health and Health Professions

101 S. Newell Drive, HPNP Bldg., Room 3132

Gainesville, FL 32610

Office: (352) 273-8287

UF email: [Thalia Smith <thaliasm@ufl.edu>](mailto:Thalia_Smith<thaliasm@ufl.edu>)

Department Chair:

Barbara Curbow, Ph.D.

Professor and Chair

Department of Behavioral Science and Community Health

College of Public Health and Health Professions

UF email: bcurbow@phhp.ufl.edu

Office Hours: Office hours will be held immediately after class and by appointment.
Please try to schedule all meetings in advance.

As you know, the professor is not a full-time faculty member of the department and therefore has limited availability. If you need to contact the professor urgently, you may use the DOH email address or phone number. The professor will try to respond to student email communications within 2 business days.

Proactive communication with the professor is highly recommended. In addition, feel free to meet with the professor if you have questions or concerns at anytime throughout the semester. Please note that we cannot send or discuss grades or anything about your performance via UF or DOH e-mail according the department's and university's student privacy policy. Both UF and DOH e-mails are public records and subject to the Florida Sunshine laws. Therefore, all communication about grade and performance issues should be done in person or through the course website.

Course Website and e-Learning Services: <http://lss.at.ufl.edu/>

The syllabus, course materials, and class announcements will be posted through Sakai on the e-Learning Website, so check the site regularly. Please report any problems with the Website directly to e-Learning Support Services at 352-392-4357. The professor does not control the technical aspects of the Website.

B. COURSE DESCRIPTION

Catalog Description: Knowledge, skills, and methods for conducting community assessments and surveillance to inform design of social and behavioral interventions.

Instructor Description: The aim of the course is to learn about community assessment and public health surveillance through in-class and community-based work.

Course Objectives

Upon completion of the course, students will be able to:

- 1) create a work plan for conducting a community assessment;
- 2) develop collaborative partnerships with community members, organizations, and stakeholders;
- 3) obtain human subjects approval from an IRB;
- 4) develop instruments for collecting data;
- 5) employ qualitative methods for data collection;
- 6) analyze quantitative data using appropriate statistical procedures;
- 7) engage community members in data interpretation; and
- 8) effectively communicate findings to community organizations and stakeholders.

C. CLASS STRUCTURE

We will begin class promptly at 9:30 AM and end at 1:35 PM on Wednesdays with a short break around 11:30 AM. Class sessions may have multiple components - the general format for class will include lecture/discussion, article discussions, followed by group meetings and activities relevant to your health communication projects. **The**

success of the course will depend heavily upon active participation by the students so you are strongly encouraged to present your ideas and to listen respectfully to the ideas of others.

Attendance and Participation Class Discussion:

Students are responsible for coming to class on time and participating regularly. You are required to complete assigned readings, attend class sessions, and participate in discussions and/or interactive exercises. You will find you learn from this class in direct proportion to your contributions.

Please notify the professor in advance if you will be absent for a university related or professional activity; if you will miss class due to an illness please, if possible, advise the professor before the class meeting by email. Excused absences include medical appointments and illness (with doctor's notes), deaths in the family (with documentation) and school events (with documentation on school letterhead). Ultimately, the absent student is responsible for obtaining notes, announcements, and materials covered in the class they missed. They also will be responsible for completing any assignments distributed during class time.

D. REQUIRED TEXT & READINGS

Petersen, D.J. & Alexander, G.R. (2001). Needs Assessment in Public Health: A Practical Guide for Students and Professionals. New York: Kluwer Academic/Plenum Publishers.

Required Online Training in Human Participants Protections Education

Students are required to complete the free online training program entitled “Protecting Human Research Participants” provided by the Office of Extramural Research at the National Institutes of Health. The program takes about 3 hours to complete. It can be found at:

<http://phrp.nihtraining.com/users/login.php>

Evidence of student training will be demonstrated by sending an electronic copy of the Certificate of Completion - bearing your name – to Dr. Pokorny – no later than 11:59 PM on June 5th, 2013.

Course Outline

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|----------------|---|
| May 15th | <p>Overview of Course.
 Discuss options for community assessment projects.
 Assign students for presentations.
 Reading: Chapter 1.</p> |
| May 22nd..... | <p>The Context for Needs Assessment.
 Student presentation.
 Q & A with previous PHC 6215 students.</p> |

	<p>IRB application and process. Discuss and <u>choose</u> community assessment projects and teams (4 Groups of 4 Students). Reading: Chapter 2.</p>
May 29th	<p>The Process of Needs Assessment. Student presentation. Development of IRB applications, review of instruments and methods, development of work plans for community assessment projects, and development of team member performance assessment. Reading: Chapter 3.</p>
June 5th	<p>Data Sources for Public Health Needs Assessment. Student presentation. Certificate of Completion of NIH Human Research Participants Training must to be submitted to Dr. Pokorny before 11:59 PM. The Community-Based Participatory Research Paradigm. Submission of IRB applications. Reading: Chapter 4.</p>
June 12th	<p>Communicating Needs for Community Action. Student presentation. Development of work plans for community assessment projects and development of team member performance assessment. Reading: Chapter 5.</p>
June 19th	<p>The Selection and Use of Indicators. Student presentation. Introduction to statistical software. Development of work plans for community assessment projects and development of team member performance assessment. Reading: Chapter 6.</p>
June 26th	<p>Summer Break</p>
July 3rd	<p>Determining and Developing Solutions. Student presentation. Development of work plans for community assessment projects and development of team member performance assessment. Reading: Chapter 7.</p>

- July 10th Effecting Program and Policy Solutions.
 Student presentation.
 Continued development of work plans for community
 assessment projects and development of team member
 performance assessment.
 Reading: Chapter 8.
- July 17th The Needs Assessment Team.
 Student presentation.
Exam One: Chapters 1 to 8, and class material.
 Team data collection in field.
- July 24th Team data collection in field.
- July 31st Team data analysis and interpretation.
- August 7th Team Presentations.

Student Evaluation

Final grades will be based on (1) your performance on Exam One (multiple choice & true-false questions), (2) your contribution to your team's community assessment project, (3) the quality of your team's presentation at the end of the semester (details about the presentation will be discussed in class), and (4) your article presentation. Exam One will represent 30% of your final grade, with 30% based on your team members' mean rating of your contribution to the community assessment project (determined by an authentic assessment procedure of your group), 30% based on your team's presentation score (determined by Dr. Pokorny), and 10% will be based on the article presentation. There will be no opportunities for "extra-credit."

If you find yourself having difficulty with your team, the course content, the readings, or my lectures, please see me early in the semester. It is important to me that you succeed and have a positive experience in the course.

Assignment of letter grades for the course:

A = 93-100%	C = 70-76%
A- = 90-92%	C- = 68-69%
B+ = 87-89%	D+ = 67%
B = 83-86%	D = 63-66%
B- = 80-82%	D- = 60-62%
C+ = 77-79%	F = < 60%

Assistance Outside of Class

Students are expected to frequently seek my assistance outside of class (beginning early in the semester). If your team is having difficulty, let me know right away. Please do not procrastinate or wait until the end of the course to ask for help.

Obtaining Human Subjects Approval for Your Community Assessment Project

Research projects that collect data from humans must be approved by a University of Florida IRB before the project can begin. The IRB approval process is reviewed at: <http://www.irb.ufl.edu>. The University requires that several documents be read by all applicants (click on “required reading” at the IRB home page). Your application should be completed by following the instructions provided by IRB-02 - “UF Campus/Non-Medical.”

Accommodations for 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.

Academic Integrity

Each student is bound by the academic honesty guidelines of the University of Florida and the Code of Student Conduct, printed in the *Student Guide* and published on the University web site. The Honor Code states: *We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.* Cheating, plagiarism, other academic dishonesty or conduct violations in any form is unacceptable and inexcusable behavior and can result in dismissal from the College and/or University.

E. COURSE RULES

Respect each other’s opinions and comments even though you may not agree. Each of you has a heritage, history, and variety of life experiences that influence how you see the world. We tend to attach labels, develop values, and express attitudes based on this diversity. It is this diversity, however, that makes us each unique and important. In this classroom, the professor will attempt to minimize the barriers associated with sensitive or controversial topics and maximize learning together in a trusting environment.

You are prohibited from unnecessary side talking, sleeping, doing outside work, reading off-topic material (such as newspapers) while class is being conducted. The use of electronic devices, including laptops, will not be allowed without explicit permission from the professor. Please do not use cell phones, hand held electronics, headsets, pagers, etc. in this class. It is disruptive to the class.

No make-up assignments or exams will be given without presentation of a medical excuse or notice of a university-sponsored activity prior to the assignment or exam date.

Exams will not be distributed 15 minutes after the start of the testing period. Late assignments will not be graded.

Please do not begin packing up until you have been officially dismissed by the professor. When a few people start to pack up it is distracting to the professor and fellow students. Please be respectful and wait until the class is concluded.

According to copyright Laws, lectures given in class are the property of the university/professor and may not be taped without prior permission from the lecturer and may not be used for any commercial purpose. Students found to be in violation may be subject to discipline under the University's Student Conduct Code.

Accommodations for students with disabilities. The professor's goal is to create an environment that fosters learning for all students. Students must follow the written University procedure: "Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation." 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."

By formally registering for coursework at the University of Florida, you agreed to abide by the following statements:

"I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University."

"All faculty, staff and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate."

"We, the members of the University of Florida, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."
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."

F. RESOURCES

Career Resource Center, J. Wayne Reitz Union, 352-392-1601

Student Mental Health Services, Student Health Care Center, 352-392-1161

University Counseling Center, P301 Peabody Hall, 352-392-1575

Center for Sexual Assault/Abuse Recovery & Education (CARE), SHCC, 352-392-1161

Making Health Communications Program Work.

[On-Line <http://cancer.gov/pinkbook>]

Healthy People 2020: National Health Promotion and Disease Prevention Objectives. USDHHS, Public Health Service. [On-line: www.healthypeople.gov]

Theory At A Glance: A Guide For Health Promotion Practice

[On-line: <http://www.cancer.gov/cancertopics/cancerlibrary/theory.pdf>]

The Community Toolbox. The Community Tool Box is the world's largest resource for free information on essential skills for building healthy communities.

[On-Line: <http://ctb.ku.edu/en/>]