PHG 6937 – COMMUNITY ASSESSMENT AND PARTNERSHIPS

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                           Behavioral Science and Community Health
                           College of Health and Health Professions

Semester: Fall 2013

Course Overview
Knowledge, skills, and methods for conducting community health assessments to identify factors that affect the health of a population.

Course Objectives
Upon completion of the course students will 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.

The Online Learning Environment
It is important that students become familiar with the syllabus and the course requirements. Since we do not meet weekly in a classroom, I am not able to provide weekly reminders of impending due dates for assignments, projects, etc. **This is your responsibility.**

* The lectures (excluding the lecture A &B) were not recorded by the course instructor.

Required Textbook
Soriano, Fernando (1995). Conducting needs assessments. A multidisciplinary approach. Thousand Oaks, CA: SAGE Publications, Inc.

Recommended Readings
Green, L., Daniel, M., & Novick, L. (2001). Partnerships and coalitions for community-based research. Public Health Reports, 116, Supplement 1, 20-31.

Israel, B., Schulz, A., Parker, E., & Becker, A. (1998). Review of community-based research: Assessing partnership approaches to improve public health. Annual Review of Public Health, 19, 173-202.

MacQueen, K., McLellan, E., Metzger, D., Kegeles, S., Strauss, R., Scotti, R., Blanchard, L., & Trotter, R. (2001). What is community? An evidence-based definition for participatory public health. American Journal of Public Health, 91(12), 1929-1938.

Scheuren, F. "What is a survey?" American Statistical Association, available free of charge at: http://www.whatisasurvey.info

Course Assignment Overview

1. **Community Summary (25 points)**
   - Complete Step 1A and 1B from project.
   - See Assignment link for more detail.
   - **Community Summary DUE September 22, 2013**

2. **Protecting Human Research Participants Online Training (25 points)**
   - Complete online training: "Protecting Human Research Participants"
   - Training may be found: http://phrp.nihtaining.com/users/login.php
   - Assignment details can be found in the Assignment folder.
   - **Certificate of Completion must be received by October 13, 2013**

3. **Community Health Assessment Project (100 points)**
   - See Assignment folder for complete project description.
   - **Final Project DUE November 24, 2013**

4. **Exam (100 points)**
   There will be one exam. The exam will cover material presented in the text, lectures, and supplemental materials. The exam will include multiple choice questions, short answer, and essay questions. The exam will be **closed note, closed text exam**. You will have **2 hours** to complete the exam. The exam will be worth 100 points. The online MPH program uses a proctoring service for all graded exams. Refer to the later section in the syllabus "ProctorU" on instructions for using this service. The exam will be available to you **November 25 – December 2, 2013**.

Assignments	Points	% of Total Grade	Due Date
Community Summary	25	10	SEP 22, 2013
Online Human Subjects Training	25	10	OCT 13, 2013
Community Health Assessment Project	100	40	NOV 24, 2013
Exam	100	40	NOV 25 – DEC 2, 2013
Total	**250**	**100%**	

Grading Scale

A	93-100%	**B+**	87-89%	**C+**	77-79%	**D+**	67-69%	**E**	Below 60%
A-	90-92%	**B**	83-86%	**C**	73-76%	**D**	63-66%		
		B-	80-82%	**C-**	70-72%	**D-**	60-62%		

Contact with Course Instructor

If you have questions or concerns of a personal nature, please email me using the email feature in Sakai. If you have questions about a lecture or the project, please post questions to the appropriate discussion board, so that your classmate can benefit from my response.

Late Work Policy

- Assignments turned in up to 24 hours late will be accepted but the grade for the assignment will be reduced by 15% of the grade you would have otherwise received.
- Assignments turned in more than 24 hours late will not be graded and will contribute zero points toward your final grade.
- Exceptions to this policy will be made only for reasons that are beyond your control, and preferably discussed in advance of the due date when possible. Examples of these circumstances include: serious illness impacting a significant portion of the time you had to do the assignment, or death in your immediate family (you may be asked for documentation). Examples of circumstances that are generally NOT exceptions include coming down ill the night before the assignment was due or conflicts with work.
- Assignments turned in at 11:55:01 PM are LATE. This is how the online 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.

TURNITIN[©]

Turnitin[©] will rate student writing assignments on their originality compared to other published books, journals, websites and other student paper submissions. I will use the results of the turnitin[©] report to assist in grading the originality of the assignment.

Plan Ahead: Turnitin[©] reports may take a few minutes to generate. Therefore, students should check back after their submission for an originality score on their submission. If a report is not generated within 2-3 hours, students should resubmit their assignment. If it takes more time to generate the report that the student has left to submit an assignment, the assignment will be marked "late."

I recommend that you allow for sufficient time to submit the assignment. However, let's have a contingency plan. Students should keep their email receipt, generated from the program, when submitting an assignment. Students should submit this email if their assignment is denoted "late" when they 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 the 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. 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 9:00AM – 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 will work fine. ProctorU recommends the Microsoft LifeCam VX-5000 webcam, but most brands or models will work. This webcam, as well as many newer webcams, come complete with a microphone in the camera. 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, but students must plan to take their exams in an environment where other people are not in the room with the student 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 in 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 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.

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 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."

Cheating, lying, misrepresentation or plagiarism in any form is unacceptable and inexcusable behavior. Plagiarism is especially damaging in an online learning environment and will be dealt with

in an official way according to University of Florida regulations. Incidents will be reported directly to the Office of Student Judicial Affairs and a formal procedure will be started in each and every case. There will be no informal incident resolution between student and instructor. Should you have any doubts on whether something constitutes plagiarism, consult the many available resources on the topic, e.g. starting with http://web.uflib.ufl.edu/msl/subjects/Physics/StudentPlagiarism.html, or contact the instructor in advance.

Before you submit an assignment, you will have the opportunity to check it for unintentional plagiarism using Turnitin®, the same software that instructors will use to check your work. You are encouraged to take advantage of this option. Follow the link 'Check your work before submission' on the course home page. Remember to actually submit the final version of your work after checking it. It may take 30 minutes or more for a report to be generated, in some cases, so plan accordingly.

Accommodations for Students with Disabilities
Students with disabilities will be accommodated. Students must follow the written University procedure: "Students requesting classroom [or other] 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." You must notify the instructor by **September 6, 2013** if you are requesting classroom accommodation.

Counseling and Mental Health Services
Students in need of counseling and mental health services are encouraged to explore the Student Health Care Center, http://www.shcc.ufl.edu, (352)-392-1161, or the University of Florida Counseling Center, http://www.counsel.ufl.edu, (352)-392-1575.

NOTE: Though I will try to remain as faithful as possible to this syllabus, I reserve the right to make changes, as long as they are announced in via the class email list.

Course Outline

Week #	Week of..		Topics & Activities	Readings

1	AUG 21 – 25	**Lecture A:**
		Lecture B:
		Assignment:
			Introduction to the Course
			Project Overview
			Getting Acquainted (DUE AUG 30, 2013)
				Syllabus
				Project Outline:
				    Community Health
				    Assessment

2	AUG 26 – SEP 1	**Lecture 1:** **Lecture 2:** **PROJECT:**	What is a Community Assessment? Planning a Community Assessment Section 1A	Soriano: Introduction, Chapter 1
3	SEP 2 – 8	**Lecture 3:** **Lecture 4:** **PROJECT:**	The Community Overview of Step 1: Establish a Community Assessment Team Partnerships Section 1B	MacQueen, et al. Green, et al.
4	SEP 9 – 15	**Lecture 5:** **PROJECT:**	Overview of Step 2: Collect Community Data Data Collection Considerations Section 2A	Soriano: Chapters 2, 3
5	SEP 16 – 22	**Lecture 6:** **Assignment:**	Nominal Groups and Focus Groups **Community Summary (DUE SEP 22, 2013)**	Soriano: Chapters 2, 3 Scheuren: pp. 33-38
6	SEP 23 – 29	**Lecture 7:** **PROJECT:**	Single Step Surveys, Multi-step Surveys, and Interviewing Sections 2B and 2C	Soriano: Chapters 2, 3
7	SEP 30 – OCT 6	**Lecture 8:** **PROJECT:**	Instrument Development Sections 2B and 2C	Soriano: Chapter 4 Scheuren: pp. 9-14, 39-44
8	OCT 7 – 13	**Lecture 9:** **PROJECT:** **Assignment:**	Sampling Section 2B **Human Subjects Training Certificate** **(DUE OCT 13)**	Soriano: Chapter 5 Scheuren: pp. 21-23
9	OCT 14 – 20	**Lecture 10:** **PROJECT:**	Community Health Statistics Overview of Step 3: Collect & Analyze Community Statistics Section 3	
10	OCT 21 – 27	**Lecture 11:** **PROJECT:**	Large Scale Community Assessment Strategies Section 3	
11	OCT 28 – NOV 3	**Lecture 12:** **PROJECT:**	Data Preparation, Analysis, and Reporting Overview of Step 4: Combine your County Health Statistics with Your Community Data Section 4	Soriano: Chapters 6, 7
12	NOV 4 – 10	**Lecture 13:** **Lecture 14:** **PROJECT:**	Selecting Health Priorities Overview of Step 5: Solicit Community Input to Select Health Priorities Documentation, Dissemination of Data and Next Steps Overview of Steps 6-8 Sections 5 & 6	

13	NOV 11 – 17	**EXAM:** **PROJECT:**	Begin Preparing for Exam <mark>Work on Project</mark>	
14	NOV 18 – 24	**PROJECT:**	Thanksgiving Holiday **Final Project (DUE NOV 24, 2013)**	
15	NOV 25 – DEC 1	**EXAM:**	**Available NOV 25 – DEC 2, 2013**	
16	DEC 2 – 6	**EXAM:**	**Available NOV 25 – DEC 2, 2013**	