HEAL 460: Health Administration

CRN 11571, Section 01

Fall 2016

Class Meetings: MW 2:00-3:15pm, Johnson Physical Education Center J206

Instructor: Brian Bossak, PhD, MPH
Email: bossakbh@cofc.edu (preferred method of contact)
Office: Silcox Physical Education and Health Center, Rm 316
Office Hours: Tuesdays 1-5pm or by appointment

Course Catalog Description

This course examines public health as an organized system, pulling together the different areas of study, fields of work and government agencies that facilitate the delivery of public health services on a daily basis. Essential public health principles are discussed in the context of identifying and controlling community health problems.

Prerequisites: HEAL 325 (Health Promotion) and HEAL 325L (Health Promotion Lab)

Course Learning Objectives

Upon successful completion of the course, you should be able to:

1. Describe the origin and influences on the development and current form of health departments in the United States.

2. Explain how health departments are responsive to their community's perceived needs.

3. Analyze the importance of skillful administration in maximizing the effectiveness of a health department.

4. Summarize the role of community partnerships in healthcare delivery.
5. Build your dream public health organization, from the ground up, in order to understand the many roles and responsibilities of a public health administrator.

Student Learning Outcomes

1. As a result of participating in HEAL 460, students will be able to formulate a public health organization plan using concise, evidence-based language and ideas. All students are expected to earn a 75% or higher on their semester project.

2. Students must select one professional article for each journal club activity. Students are to describe the content, analyze its importance and relevance to the public health field and our course, and prepare a 5-minute oral presentation. All students are expected to earn a 75% or higher on each journal club activity.

3. Students are to compare and contrast different models and theories of public health administration. This will be assessed on Exam 1 and Exam 2 and students are expected to earn a 75% or higher on each exam item related to this topic.

CEPH Competency Descriptions

1. Describe the current U.S. and selected global public health and health care delivery systems; explain structures for and approaches to development of health policies; apply knowledge of the U.S. public health and health care delivery systems to current policy debates; and apply principles for conducting a health policy analysis.

2. Describe and explain the impact of management theory, and economics as applied to managing in the health services and public health field.

Required Text


The Centers for Disease Control and Prevention publishes a weekly Morbidity and Mortality Weekly Report (MMWR). You will be required to subscribe to this report (by email). To sign up for the MMWR, please visit http://www.cdc.gov/mmwr/mmwrsubscribe.html

Recommended Readings

Additional relevant articles/links will be posted on OAKS.

Course Requirements

1. **Class Attendance:** Class attendance is important for your success in this course but in order to receive full points for your attendance grade you must come to class as well as
make an active contribution during class meetings. Students may miss two class sessions (one week of meetings) without penalty. Missing a third class session without a prior valid excuse will result in a deduction of ten points of the attendance grade. Missing a fourth class session without a prior valid excuse will result in a deduction of an additional twenty attendance points. Every effort will be made to administratively withdraw a student that misses more than four class meetings (two weeks of the semester) without prior approval or submission of a valid excuse for the absences. There are two exceptions: All students must be present for BOTH group presentation dates or a thirty point attendance deduction will be awarded and students must be present for the in-class evaluation at the end of the semester. All readings assigned on a particular day must be completed PRIOR to the beginning of class. A ten point syllabus quiz will be held early in the semester.

2. **Exams (Midterm and Final):** There will be two examinations. Exam dates are listed on the syllabus. The Final will be cumulative and may cover material from both before and after the midterm. Exams will include multiple choice, true/false, and short answer. If you will be absent on exam day, you must make PRIOR arrangements with me. Make-up exams will not be given without prior arrangement or a valid and documented reason for missing the exam. You should turn in the appropriate documentation to the Absence Memo Office at 67 George St.

3. **Group Journal Club.** This will be a group assignment. Students will be required to participate in five graded journal clubs throughout the semester. Each journal club will be worth ten total points. In order to obtain the maximum amount of points, students are required to do the following: submit one selected popular media or scientific article (topics will be assigned as needed) to the designated Dropbox folder on OAKS by the submission deadline for that journal club, be in attendance for each journal club class session, bring a printed or electronic copy of the article with highlights/personal notes for discussion purposes, provide an oral summary of the selected article in a group setting, and engage in in-depth group and class conversations related to all articles presented. The purpose of these activities is to stay current with trending Public Health topics, investigate content of interest to class, and share opinions and ideas about current trends in the field of Public Health.

4. **Group Project: Building a Public Health Agency.** In a group you will be creating a PowerPoint/Prezi presentation that describes a hypothesized Public Health Agency designed to address a major Public Health Initiative. Groups will select a Public Health issue from a distributed list. Your group will need to present the strengths and weaknesses of their agency proposals. Your group will offer recommendations for improvement of existing Public Health Initiatives or existing agencies. Each group will also submit a written report summarizing their proposal. Additional details on this project will be presented during the semester.

**Course Grade Breakdown (Total Possible Points = 500)**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>40</td>
<td>8%</td>
</tr>
<tr>
<td>Journal Club (5 x 10 points each)</td>
<td>50</td>
<td>10%</td>
</tr>
<tr>
<td>Midterm</td>
<td>125</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>125</td>
<td>25%</td>
</tr>
</tbody>
</table>
Group Project Written Report 50 points (10%)
Group Project Presentation 100 points (20%)
Syllabus Quiz 10 points (2%)

Grading


Grading Scale:

A 90-100
A- 88-89
B+ 85-87
B 80-84
B- 78-79
C+ 75-77
C 70-74
C- 68-69
D+ 66-67
D 64-65
D- 62-63
F Less than 62

Numerical grades will be rounded to the nearest whole number and no additional rounding will occur. For example, a final point total of 447 out of 500 possible points would be an 89.4% course average, which would result in an A- final grade (89% course grade). Extra credit will not be provided, encouraged, or utilized on an individualized basis in this course. Any extra credit offered will consist of bonus exam questions available to all students and any such opportunity will be at the discretion of the instructor.

I utilize the following expectations in regards to grade achievements:

Grade A+, A, A-: Denotes excellent mastery of the subject and outstanding scholarship (far above class average).

Grade B+, B, B-: Denotes good mastery of the subject and good scholarship (above class average).

Grade C+, C, C-: Denotes acceptable mastery of the subject and usual achievement expected (at the class average).

Grade D+, D, D-: Denotes borderline understanding of the subject, marginal performance, and does not represent satisfactory progress toward a degree (below the class average).

Grade F: Denotes failure to understand the subject and unsatisfactory performance (far below the class average).
Course Policies

ATTENDANCE: Students may miss two class sessions (one week of meetings) without penalty. Missing a third class session without a prior valid excuse will result in a deduction of ten points of the attendance grade. Missing a fourth class session without a prior valid excuse will result in a deduction of an additional twenty attendance points. Every effort will be made to administratively withdraw a student that misses more than four class meetings (two weeks of the semester) without prior approval or submission of a valid excuse for the absences. There are two exceptions: All students must be present for BOTH group presentation dates or a thirty point attendance deduction will be awarded and students must be present for the in-class evaluation at the end of the semester.

LATE WORK: I will NOT accept late work unless there is a valid reason (i.e. accident, major illness). Please contact me ahead of time if you know you will be absent on a day when an assignment is due.

ASSIGNMENT FORMATTING:
- 12 point font, Times New Roman
- 1” Margins, 1.5 spaced
- Page numbers at bottom right corner
- APA citation

TURNING IN ASSIGNMENTS: Assignments should be turned in as hard-copies at the beginning of class when due or in a prior class-session. I will NOT accept assignments through email.

WRITTEN ASSIGNMENTS: It is strongly encouraged for every student to utilize the services of the Writing Lab in the Center for Student Learning at the Addlestone Library (First Floor) for every written assignment. The Writing Lab can be reached at 843-953-5635. Additional information is available on the web at: csl.cofc.edu.

The following characteristics will be assessed when grading written work:

*Accuracy of content

*Evidence of strategic, in-depth thinking and analysis, especially related to Public Health principles

*Mechanics (e.g., grammar, spelling, punctuation) – proofreading is essential!

*Organization of ideas and writing quality

*Conformance to standards covered in class and assignment instructions

*Creativity
**Professional formatting**

**ELECTRONIC DEVICES:** Cell phones should be on silent during class. They must remain out of sight during exams. Laptops/tablets are acceptable during class as long as the volume is muted. Students causing a disruption to the class meeting as a result of the use of electronic devices may be asked to leave the classroom and/or referred to the Dean of Student’s Office for further action. No vaping is acceptable in-class.

**COMMUNICATION:** Email is my preferred method of communication. Here are a few things I expect when receiving an email from you:

1) A brief explanation in the subject line (e.g., HEAL 460 Question);
2) A salutation (e.g., Dear Professor Bossak or Good morning, Dr. Bossak);
3) A signoff/signature (e.g., Sincerely, Best, or Respectfully).

See the following link for additional etiquette tips for emailing a professor: http://amath.colorado.edu/sites/default/files/2014/08/1882210370/EMAIL_ETIQUETTE.pdf

**College of Charleston Honor Code and Academic Integrity**

All students are expected to adhere to the Honor Code, which forbids lying, cheating, attempted cheating, stealing, attempted stealing, and plagiarism. Any work you turn in must be your own and when incorporating outside references, proper citations must be provided. If there is evidence that you have violated any part of Honor Code [http://studentaffairs.cofc.edu/honor-system/index.php](http://studentaffairs.cofc.edu/honor-system/index.php), this violation will be reported to the Office of the Dean of Students. If the Honor Board finds you responsible for intentional academic dishonesty, you will receive an XF in the class, which signifies academic dishonesty on your transcript.

Copyright and Plagiarism: Please note that all materials used in this course are copyrighted. This includes, but is not limited to, handouts (i.e., syllabi, in-class materials, quizzes, exams, and other forms). Therefore, no student has the right to copy the handouts, unless permission is expressly granted. As commonly defined, plagiarism consists of passing off as one’s own the ideas, words, writings, of another person. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own, even if you have the permission of that person.

**Statement on Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protections for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.
The College abides by section 504 of the Rehabilitation Act of 1973 and the ADA, which stipulates that no student shall be denied access to an education solely by reason of a handicap. Disabilities covered by law include, but are not limited to, learning disabilities and hearing, sight; or mobility impairments. Students with disabilities are eligible for academic accommodations throughout the course. Please contact the Center for Disability Services/SNAP located on the first floor of the Lightsey Center, Suite 104 (843-953-1431) to register for these accommodations and they will provide me with a letter describing your individual needs.

Other Accommodations

Any student who needs special arrangements as a result of religious holidays or university-sponsored events, etc. must contact me within the first two weeks of class to make such accommodations as may be necessary.

Center for Student Learning

I encourage you to utilize the Center for Student Learning’s (CSL) academic support services for assistance in study strategies, speaking & writing skills, and course content. They offer tutoring, Supplemental Instruction, study skills appointments, and workshops. Students of all abilities have become more successful using these programs throughout their academic career and the services are available to you at no additional cost. For more information regarding these services please visit the CSL website at http://csl.cofc.edu or call (843)953-5635.

Changes to Syllabus

The schedule, policies, and procedures listed in this syllabus are subject to change, at the discretion of the instructor.

Final Exam Schedule

Final examination times are scheduled by CofC’s Office of the Registrar. No deviations are permitted and the examination will be held as scheduled. Any student missing the final examination for any reason (other than a seriously valid and legitimate excuse presented prior to the exam) will receive a grade of zero for that assignment.
Tentative Schedule (subject to modification, every effort will be made to announce scheduling changes in-class)

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Readings</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>8/24</td>
<td>Syllabus and Chapter 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>8/29, 8/31</td>
<td>Chapters 2 and 3</td>
<td>Syllabus Quiz on 8/31</td>
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<tr>
<td>3</td>
<td>9/5, 9/7</td>
<td>Chapters 4, 5, and 6</td>
<td>Journal Club Assignments</td>
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<tr>
<td>4</td>
<td>9/12, 9/14</td>
<td>Chapters 7 and 8</td>
<td>Journal Club #1</td>
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<tr>
<td>5</td>
<td>9/19, 9/21</td>
<td>Chapters 9 and 10</td>
<td>Group Assignments</td>
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<tr>
<td>6</td>
<td>9/26, 9/28</td>
<td>Chapters 11 and 12</td>
<td>Journal Club #2</td>
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<tr>
<td>7</td>
<td>10/3, 10/5</td>
<td>Chapters 13 and 14</td>
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<td>8</td>
<td>10/10</td>
<td></td>
<td>Journal Club #3</td>
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<tr>
<td>8</td>
<td>10/12</td>
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<td>MIDTERM EXAM</td>
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<tr>
<td>9</td>
<td>10/17, 10/19</td>
<td>Chapters 15 and 16</td>
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<td>10</td>
<td>10/24, 10/26</td>
<td>Chapters 17 and 18</td>
<td>Journal Club #4</td>
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<td>11</td>
<td>10/31, 11/2</td>
<td>Chapters 19 and 20</td>
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<td>11/7</td>
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<td>NO CLASS - BREAK</td>
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<tr>
<td>12</td>
<td>11/9</td>
<td>Chapters 21 and 22</td>
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<tr>
<td>13</td>
<td>11/14, 11/16</td>
<td>Chapters 23 and 24</td>
<td>Journal Club #5</td>
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<td>14</td>
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<td>Chapters 25 and 26</td>
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<td>14</td>
<td>11/23</td>
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<td>15</td>
<td>11/28</td>
<td>Chapter 27</td>
<td>Group Project Paper Due</td>
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<td>15</td>
<td>11/30</td>
<td></td>
<td>Group Presentations I</td>
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<tr>
<td>16</td>
<td>12/05</td>
<td></td>
<td>Group Presentations II</td>
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FINAL EXAM: WEDNESDAY DECEMBER 14, 12:00pm-3:00pm

The final exam will be given in the same classroom as used for class meetings (J206). The exam starts promptly at 12:00pm.

For exam scheduling information, see the registrar’s exam schedule at: