TIME & PLACE: Students will make arrangements with their volunteer sites. Students are responsible for their own transportation to off campus lab sites.

INSTRUCTOR: Susan E. Balinsky, DrPH, CHES

OFFICE HOURS: Monday, Tuesday, and Wednesday 1:30 – 2:30 pm
Thursday 9:30-11:00 am
and by appointment

OFFICE: Room 319, Silcox Physical Education and Health Center

PHONE/FAX: 953-8242 (direct) 953-5558 (Dept. Office) 843-953-6757 (FAX)

E-MAIL: BalinskyS@cofc.edu

PREREQUISITES: HEAL 216, Junior status CO-REQUISITE: HEAL 325


COURSE DESCRIPTION: Students will be placed within a variety of public health/health promotion settings, including worksite, profit, and non-profit agencies. The theoretical, educational, organizational, economical and environmental supports for behaviors conducive to health in these public and private settings will be examined.

TEXTBOOK: None

COURSE OBJECTIVES: Upon successful completion of this course, students should have experience in and be able to relate these experiences to at least three (3) of the following CEPH competencies

As educated members of society, all undergraduates should be able to….  
1.2 Describe risk factors of infectious and chronic diseases and how these diseases affect both personal and population health
1.11 Appreciate the role of community collaborations in promoting health
2.2 Identify scientific data and other information for assessing the well-being of a community
2.4 Communicate health information to a wide range of audiences through an array of media
2.6 Engage in collaborative and interdisciplinary approaches and teamwork for improving population health
2.10 Recognize the impact of policies, laws, and legislation on both individual and population health
3.1 Identify stakeholders who influence health programs and interventions
3.5 Champion the role of prevention in promoting a healthy community

AND at least three (3) of the following CHES competencies: (HEJA)
I.A.E.4 Select valid sources of information about health needs and interests
I.B.E.3 Conduct health related needs assessment
I.C.E.1 Identify diverse factors that influence health behaviors
I.C.E.2 Identify behaviors that tend to promote or compromise health

II.A.E.1 Identify populations for health education programs
II.A.E.2 Elicit input from those who will affect, or be affected by, the program
II.B.E.3 Suggest approaches for integrating health education within existing health programs
II.G.E.2 Identify barriers to the implementation of health education methods

III.C.E.1 Use the Code of Ethics in professional practice
III.C.E.3 Demonstrate skills needed to develop capacity for improving health status

IV.D.E.1 Use appropriate research methods and designs in health education practice
IV.E.E.4 Report effectiveness of programs in achieving proposed objectives

VII.B.E.1 Assess the appropriateness of language in health education messages
VII.B.E.6 Use oral, electronic, and written techniques for communicating health education information
VII.B.E.7 Demonstrate proficiency in communicating health information and health education needs
VII.C.E.1 Develop a personal plan for professional growth

STUDENT LEARNING OUTCOMES:
1. After completing at least one CEPH or CHES competency, the student will correctly identify how their lab experience met the designated competency.
2. After reviewing the lab site supervisor’s written evaluation, the student will evaluate his/her professional attributes in preparation for completing an internship.

Log in after initial email invitation The link to log into Qualtrics 360 after the initial email invitation is https://cofc360.qualtrics.com. Please bookmark this!

REQUIREMENTS:
1. Log into your Qualtrics 360 account by January 17 (by 4pm)
   At the minimum, you need to complete the following:
   “By providing my electronic signature below, I acknowledge that I have read and understand the lab expectations on the syllabus including the grading policy.”
2. Obtain Dr. Balinsky’s approval of site by January 20
3. Enter supervisor/site data by January 27 (by 4 pm)
4. Enter CEPH/CHES data for at least one day by February 3 (by 4 pm)
5. Complete a minimum of thirty (30) hours in a health-related setting
6. Meet at least three (3) CEPH and at three CHES (3) competencies AND enter at least one competency per volunteer session to count toward your 30 minimum hours. Up to five (5) hours with no competency identified can be used toward your 30 minimum.
7. Submit hard copy of hours and competencies met as requested.
8. Appropriate application/description of how you met competencies. You need to keep up with entering your information in Qualtrics. Reports will be pulled at various times during the semester and your account should be up-to-date. [Hard copy should match your online Qualtrics report] Make sure that you check the week for each week you meet a competency.
9. Site supervisor rating submitted by April 26
   It is your responsibility to make sure your supervisor agrees to complete your evaluation by the due date. A significant part of your grade is dependent on your supervisor evaluation!

MID-TERM GRADES: Mid-term grade will be based on date of setting up Qualtrics account, entering site and supervisor information, initial CEPH/CHES competency info, and total hours completed at mid-term.

FINAL GRADING CRITERIA:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Total Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log into Qualtrics 360 account by January 17 (by 4pm)</td>
<td>30</td>
</tr>
<tr>
<td>Including electronic signature</td>
<td></td>
</tr>
<tr>
<td>Enter supervisor/site data by January 27 (by 4 pm)</td>
<td>30</td>
</tr>
<tr>
<td>If completed by Feb. 3 (by 4 pm)</td>
<td>20 points</td>
</tr>
<tr>
<td>If completed after Feb. 3</td>
<td>0 points</td>
</tr>
<tr>
<td>Enter CEPH/CHES data for at least one day by February 3 (by 4 pm)</td>
<td>30</td>
</tr>
<tr>
<td>including how you met competency</td>
<td></td>
</tr>
<tr>
<td>(remember it is your job to keep Qualtrics up to date and it should match hard copy! )</td>
<td></td>
</tr>
<tr>
<td>(zero points if not done by this date)</td>
<td></td>
</tr>
</tbody>
</table>

Example of an acceptable entry:
If you met CEPH competency 2.4, go to competency 2.4 and enter the information. Make sure that you check off the week within that competency. If you do not, it will now show up in the number of competencies met for mid-term and final grades!

Week 1 (1/11/2017) I taught a diabetes education course for parents and their young children. I used a PowerPoint presentation, a diabetes health education song and an interactive educational game.

NOTE: If you do exactly the same thing at your site on different dates, you should enter the information as follows:
   Week x (date month/date/year) Same as week X (whatever week it was)

Complete 30 volunteer hours in an approved setting

<table>
<thead>
<tr>
<th>Hours Completed</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 hours or more</td>
<td>480</td>
</tr>
<tr>
<td>28-29.9 hours</td>
<td>430</td>
</tr>
<tr>
<td>26-27.9 hours</td>
<td>375</td>
</tr>
<tr>
<td>24-25.9 hours</td>
<td>325</td>
</tr>
<tr>
<td>20-24.9 hours</td>
<td>275</td>
</tr>
<tr>
<td>15-20.9 hours</td>
<td>100</td>
</tr>
<tr>
<td>10-14.9 hours</td>
<td>10</td>
</tr>
<tr>
<td>Less than 10 hours</td>
<td>0</td>
</tr>
</tbody>
</table>

NOTE: enter at least one competency per volunteer session to count toward your 30 minimum hours. Up to five (5) hours with no competency identified can be used toward your 30 minimum.

On Qualtrics, there is a section entitled “Hours Worked but No Competencies Met.” You will need to select each week you volunteered but did not address a competency. Also, enter the date and the tasks you accomplished that did not address any competency.
Keeping Qualtrics up-to-date.

1. Enter hours on on main page each week. If you do not have any hours in any given week, leave the zero! Do not delete the zero!
2. If you met a competency, make sure that you check the week the competency was met (presumably you will meet a competency more than one week!)
3. See above for an acceptable format. Week, actual date, how you met the competency.
4. EVERY time you update your lab report, you MUST go to the SUBMIT PAGE and click on “>>>” to submit your responses. If you do not complete these steps after you enter new information each week, your entries/data will not be accessible on the administrator reports, which will affect your grade!
5. Your Qualtrics entries should match your hard copy information each time it is collected.

Minimum of three (3) CEPH and a minimum of three CHES (3) competencies met over the semester.
- If complete at least 2 CEPH and 2 CHES competencies: 70
- If complete less than 2 CEPH and 2 CHES competencies: 0 points

Appropriate application of CEPH and CHES competencies, demonstrated by
1) descriptions provided for each competency identified in format shown in syllabus
2) proper spelling, grammar, and punctuation

Supervisor Rating
- If you have two sites, your supervisor ratings will be averaged.
  - Excellent: 120
  - Above Average: 90
  - Average: 60
  - Below Average: 20
  - Unacceptable: 0

EVALUATION

<table>
<thead>
<tr>
<th>Scale</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>88-89%</td>
<td>A-</td>
</tr>
<tr>
<td>85-87%</td>
<td>B+</td>
</tr>
<tr>
<td>80-84%</td>
<td>B</td>
</tr>
<tr>
<td>78-79%</td>
<td>B-</td>
</tr>
<tr>
<td>75-77%</td>
<td>C+</td>
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<tr>
<td>70-74%</td>
<td>C</td>
</tr>
<tr>
<td>68-69%</td>
<td>C-</td>
</tr>
<tr>
<td>66-67%</td>
<td>D+</td>
</tr>
<tr>
<td>64-65%</td>
<td>D</td>
</tr>
<tr>
<td>62-63%</td>
<td>D-</td>
</tr>
<tr>
<td>&lt;62%</td>
<td>F</td>
</tr>
</tbody>
</table>

Total Possible Points: 1,000

EXPECTATIONS:
- Students will:
  1. be on time and dressed professionally
  2. maintain client confidentiality as required
  3. maintain a mature and professional attitude
  4. complete tasks independently and seek learning experiences
  5. accept and use constructive criticism
  6. keep personal life issues separate from field experience
  7. take responsibility for personal professional growth

ATTENDANCE:
- Students are expected to be at their sites at the determined times. It is the responsibility of the student to communicate with their volunteer site supervisor regarding any change in times. The supervisor will complete an evaluation at the end of the semester addressing professionalism.
STUDENTS WITH DISABILITIES: Any student eligible for and needing accommodations because of a disability is requested to speak with the professor during the first two weeks of class or as soon as the student has been approved for services so that reasonable accommodations can be arranged.

ACADEMIC SUPPORT SERVICES: The Center for Student Learning (CSL), located on the first floor of the library, offers a wide variety of tutoring and other academic resources that support many courses offered at the College. Services include walk-in tutoring, by appointment tutoring, study strategies appointments, Peer Academic Coaching (PAC), and Supplemental Instruction (SI). All services and lab schedules are posted on the CSL website http://csl.cofc.edu/, or call 843.953.5635 for information.

HONOR CODE & ACADEMIC INTEGRITY: Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student’s actions are related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XXF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student’s transcript for two years after which the student may petition for the XX to be expunged. The F is permanent. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration--working together without permission-- is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others’ exams, fabricating data, and giving unauthorized assistance.

Students can find the complete Honor Code and all related processes in the Student Handbook at http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php

ALL MATERIALS DUE NO LATER THAN Wednesday April 26 at 4:00 p.m.

For your information:

<table>
<thead>
<tr>
<th>Week 1</th>
<th>January 11-21</th>
<th>Week 2</th>
<th>January 22-28</th>
<th>Week 3</th>
<th>January 29 – Feb. 4</th>
<th>Week 4</th>
<th>February 5-11</th>
<th>Week 5</th>
<th>February 12-18</th>
<th>Week 6</th>
<th>February 19-25</th>
<th>Week 7</th>
<th>February 26-March 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 8</td>
<td>March 5-11</td>
<td>Week 9</td>
<td>March 12-18</td>
<td>Week 10</td>
<td>March 19-25</td>
<td>Week 11</td>
<td>March 26-April 1</td>
<td>Week 12</td>
<td>April 2-8</td>
<td>Week 13</td>
<td>April 9-15</td>
<td>Week 14</td>
<td>April 16-22</td>
</tr>
</tbody>
</table>