



HHPH 544: Health Promotion Administration & Management  
**COURSE SYLLABUS: Summer II 2022**

**Instructor:** Dr. Elizabeth Wachira, Assistant Professor  
**Office Location:** NHS 134  
**Office Hours:** Online (Appointment by Email)  
**Office Phone:** (903) 886-5349  
**Office Fax:** 903-886-5365  
**University Email Address:** [Elizabeth.Wachira@tamuc.edu](mailto:Elizabeth.Wachira@tamuc.edu)

**Course Information:**

**Course Value:** Three (3) Credit Hours  
**Course Location:** Online  
**Course Time** Online

**REQUIRED Text:** Burke, R. & Friedman, L. (2011). **Essentials of Management and Leadership in Public Health** Jones & Bartlett Learning

**Course Description:**

This course addresses management and leadership of public health programs in various settings and will provide students with skills and knowledge needed to effectively lead and manage public health organizations. Public health requires a full range of management skills – from budgeting to personnel, from planning to marketing to overseeing emergency procedures and safety, developing policies and procedures to staff and facility management. This class is designed to facilitate self-directed management development equipping public health students with the skills and knowledge to be effective manager and leaders in various public health organizations.

**Student Learning Outcomes**

Upon completion of this course, students should be able to:

1. Distinguish between the concepts of management and leadership.
2. Identify the core competencies of public health managers.
3. Discuss the challenges faced by public health leaders/ managers.
4. Discuss the principles of ethics and cultural competence as applied in public health organizations.
5. Discuss diversity as it pertains to the public health workforce and context
6. Gain a better understanding of personal leadership practice strengths and areas for improvement
7. Utilize skills of inquiry and research as a means to enhance knowledge base, facilitate change, and improve quality of service delivery.

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## **Instructional Methods**

The course is organized by modules. Each module will be formatted similarly including chapter learning objectives, printable power point slides, discussion boards, quizzes and a written assignment (discussion board – or- project related work). A course schedule is listed at the bottom of the syllabus.

## **How Should Students Proceed Each Week for Class Activities?**

- The student will access and follow all course instructions found in the module content areas.
- The student will first read the assigned reading for the given week using the Power Point section of each week.
- The student will complete all assignments (quizzes, discussion boards, project related work) as outlined in the syllabus schedule by the Sunday @ 11:59pm deadline.

## **Assessments**

### **1. Assignment 1: Course Orientation = 50 points**

During the first week of class, students are required to review the course syllabus, set up inclusive of how the D2L course shell is arranged and review various material to ensure success in the class. Course introduction assignments include introducing yourself, reading and completing quizzes to acknowledge review and understanding of these resource guides. Specific directions for completing these is provided on D2L in the corresponding week/module folder.

### **2. Assignment 2: Discussion Board (3 @ 100 points = 300 points)**

Despite this being a web based course, students are still required to interact with each other through cyberspace. Interpersonal communication serves an important educational purpose. You will learn more as you engage each other and discuss the material together. These discussion assignments provide a way to synthesize the module content (readings etc). The student will be responsible for obtaining all materials presented online and assigned readings from the textbook. To facilitate learning through engagement, these assignments will be submitted in the corresponding DB folders. Your responses should indicate not only your experience, but what you have learned as part of the reading and module assignments

### **3. Assignment 3: Health Professional/Leader Evaluation (100 points)**

Interview two managers at two different health related organizations of your choice and find out what kind of management challenges he/she is facing (i.e., organizational and structural problems).

**Approval for interviewees needed by date listed on schedule.** See D2L for more details

### **4. Assignment 4: Final Project: Cultural Competence Paper & Presentation (230 points)**

- The final project is the culminating product (learning and application) to be completed by the end of the semester. This is a GROUP project and has two parts that require group effort. Cultural Competence paper and Educational Presentation. More details on D2L. No more than 2 students to a group

#### **A. Part I: Cultural Competence 101 Paper (150 points):**

- This is a group project (no individual work). Each group will choose an “target group” to write the CC paper for (ex: nurses, teachers, healthcare directors, etc). These target groups are first come, first served. To sign up for a this, create a discussion board post

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under the “Final Project Selections” discussion board with your target population (ex: Cultural Competency among Nurses) then in the input section, write out all group member names by the given due date.

- *Before posting your group selections, be sure you look to see what others have selected. **Do NOT pick a target audience** that another group has already picked.*
- Part I will be submitted as a written word document to the corresponding assignment link. This is a formal assignment – avoid personal pronouns, use correct APA formatting.

**B. Part II: Continuing Education Presentation (150 points):**

- Each group will prepare a virtual health education session/ presentation for their target audience. An evaluation assessment to measure knowledge and get feedback must also be created. Presentation overall should clearly demonstrate the knowledge gained on Part 1. **More details on D2L on what to submit**
- 150 points = CE Presentation
  - 100 points - Actual presentation
  - 25 points – overall power point
  - 25 points – evaluation assessment.

**5. Assignment 5: Group Engagement Grade (125 points)**

- a. Selection of group members & topic – 10 points
- b. Group Contract – 30 points
- c. Group Member Evaluation & Class reflection - 35 points
- d. Individual Group Participation Grade – 50 points

**6. Assignment 6: Project Peer Review – Individual Work (125 points)**

- CE Presentation Review (50 points)
  - View and respond to the group you were assigned to peer-review. Provide a response that is minimum 200 words on what you learned and liked about their presentation. Be sure to complete and submit the post-session evaluation provided as part of your response posting.
- Paper Review = 75 points
  - Review the final paper of the group you viewed the presentation on using the peer-review document provided.

## GRADING

Please see a listing and description of all assignment grading criteria. Rubrics for major assignments can be found on D2L.

- |   |            |
|---|------------|
| ● Assignment 1: Course Orientation          | 50 points  |
| ● Assignment 2: Module Discussion (3 x 100) | 300 points |
| ● Assignment 3: Health Leader Evaluation    | 100 points |
| ● Assignment 3: Final Project               | 300 points |
| ● Assignment 5: Group Engagement            | 125 points |

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- Assignment 6: Project Peer Review 125 points  
**Total Points = 1000 points**

### **Grading Criteria:**

**Final grades in this course will be based on the following Grading Scale:**

900– 1000 points = A    800-899 = B    700-799 = C    600-699 = D    0-599 = F

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## **ACCESS AND NAVIGATION**

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## **COMMUNICATION AND SUPPORT**

### **Brightspace Support**

#### **Need Help?**

#### **Student Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

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### **Interaction with Instructor Statement**

E-mail strategy: You are welcome to email your questions or concerns to me. There are, however, some caveats associated with email that you must remember:

1. A reasonable response time to emailed questions is 24 - 48 business hours.
2. Questions emailed on weekends may not receive a response until the work week begins.
3. As the instructor, I reserve the right to answer emailed questions regarding assignments, tests, discussion boards, etc., in a direct email to everyone for the benefit of all students.
4. Please be courteous and professional in all of your interactions with me and fellow students.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

1. Attendance in class is **required**. If you are unable to attend a class (actively logged in and participating in the online class), please notify me through email.
2. It will be very difficult for you to do well in this class if you miss submitting coursework. Please be aware that class participation goes beyond simply logging into this class. Just because you are logged in to the class, does not mean you are participating. It means active involvement in class discussions, assignments, and active participation in group activities.
3. Make-up of coursework will only be given in very rare circumstances: serious illness with a note from your physician, a death in your family or if you have an officially excused absence while representing the university. If any of these situations occur you **MUST** email me prior to the module end date.

An “excused absence” is defined as a documented university approved activity. The instructor reserves the right to change the content or format of all make-up work. The student is responsible for making up missed work. If the absence is one of the reasons listed below, you will be able to make up the work. To reserve this right, you **MUST** provide written documentation on the day of your return to class (a copy that I can keep). Please notify me ahead of time if you know you will be absent.

- i. Participation in an activity appearing on the University’s authorized activity list.
- ii. Death or major illness in a student’s immediate family.
- iii. Illness of a dependent family member
- iv. Participation in legal proceedings or administrative procedures that require a student’s presence.
- v. Religious Holy Day
- vi. Illness that is too severe or contagious for the student to attend class (to be determined by Health Center or off campus physician).

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vii. Required participation in military duty

4. Make-ups will only be given if I have been notified prior to the end of the course module in order to verify your reason for missing coursework. All missed coursework not meeting the criteria for a make-up will be given a grade of 0.

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### **University Specific Procedures**

#### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

#### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

#### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

- [Undergraduate Academic Dishonesty 13.99.99.R0.03](#)
- [Undergraduate Student Academic Dishonesty Form](#)
- <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>
- [Graduate Student Academic Dishonesty Form](#)

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- <http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>
- <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

## **ADA Statement**

### **Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection 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. If you have a disability requiring an accommodation, please contact:

#### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: Office of Student Disability Resources and Services

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

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Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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