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## **HHPH 544.81B/81W: Health Promotion Administration & Management** COURSE SYLLABUS: FALL 2023

### **INSTRUCTOR INFORMATION**

Instructor: Dr. Elizabeth Wachira, Assistant Professor  
Office Location: Dallas Northpark Site (Room 1935)  
Office Hours: MW 8-10am; 12pm – 2pm (Scheduled Appointments\*)  
Office Phone: 903-886-5349  
Office Fax: 903-5365  
University Email Address: [Elizabeth.Wachira@tamuc.edu](mailto:Elizabeth.Wachira@tamuc.edu)  
Preferred Form of Communication: **Email; Scheduled appointments**  
Communication Response Time: 48 business hours

### **COURSE INFORMATION**

**Course Value:** Three (3) Credit Hours

**Course Location/Time:**

- 81B – Bi-Weekly Zoom sessions (Time: TBD)
- 81W = Online

Materials – Textbooks, Readings, Supplementary Readings

**Inclusive Access to book is automatically provided on D2L, no need to purchase independently**

**Optional Texts and/or Materials:** All course written assignments are to be submitted in APA format style unless otherwise noted in the assignment directions. All students are encouraged to have a current copy of the APA Publication Manual: *Publication Manual of the American Psychological Association*, (7th ed.).

*The syllabus/schedule are subject to change.*

### **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.

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

Using the learning management system, using Microsoft Word, PowerPoint, and Excel, using university email, and using Google Docs / Slides.

### **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.

## **Student Responsibilities or Tips for Success in the Course**

### **Strong reading and writing skills:**

- Most of the material in the online environment will come from your textbooks, discussions, lectures, and videos; therefore, strong reading, writing and critical thinking skills are very important for success in an online course.
- Success in this class will come from independent reading of textbook chapters as well as other assigned material.

***The syllabus/schedule are subject to change.***

## Self-motivated and independent learner:

- While online courses can offer more flexibility in scheduling, they require more self-discipline and independence than on-campus courses.
- In the online environment, you have to be able to start and to work on tasks on your own, without someone keeping you focused, and you have to be self-disciplined in order to follow the class schedule and meet deadlines.

## Time commitment:

- Online classes take as much time as regular on-campus classes. You need to set aside sufficient time for study. Plan to spend at least as much time working on the assignments and studying as you would with a traditional course. You should plan to spend approximately 10 hours study time per week to accomplish your readings and assignments inclusive of discussion board, written assignments, final project and exam.
  - As the semester progresses, more time may be required to complete the components of the Pilot Program Report Assignment.
  - I encourage you to be proactive and budget your time wisely. Spend the first few days of each module reviewing what the workload entails and budget your time wisely. Some students may require more time. You know your study habits and abilities, so encourage you to be wise so all work is completed by the due date.
- **Late Work Policy for written assignments ONLY:**
  - 0-24 hours late: 50% credit possible
  - 24+ hours late: No credit possible
- **81W students:** Even though you may not have to "be" in class on some specific day and time, you still have to follow the course schedule provided. Remember that online classes are not independent study courses; you are still required to "show up" and participate actively (e.g. regularly logging into the course website, actively participating and turning in assignments on time).
- **81B students:** Bi-weekly lecture & check-in sessions are required. More details shared on D2L along with Zoom link (01W students are welcome to join these as we discuss the class content)

For assignments, it is highly recommended that students do not wait until the last minute to complete assignments, discussion boards or exams. Communication is important! If you have questions, concerns, are struggling with understanding material, will be missing class, etc. please notify the instructor.

## GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Total points corresponding to the final letter grades

A = 900– 1000 points

B= 800-899

C= 700-799

D= 600-699

F= 599 & >

Points

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- It is your responsibility to regularly monitor your points in the D2LGrade Center. If you notice a discrepancy, contact me immediately. Do not wait until the end of the semester to question your grades.
- **If you drop the class, and you are not passing the course, the grade assigned will be “Dropped Failing”.**

Please see a listing and description of all assignment grading criteria within the Course Grading Rubric folder.

Grading:

Assignment 1: Course Orientation	40 points
Assignment 2: Module Discussion Boards	300 points
Assignment 3: Health Leader Evaluation	150 points
Assignment 4: ePortfolio	200 points
Assignment 4: Final Project	250 points
Assignment 5: Group Engagement	60 points
<b>Total Possible Points</b>	<b>1000 points</b>

### Assessments

The student will be responsible for obtaining all materials presented online, assigned readings from the textbook, and any outside assignments given by the instructor. All class assignments must be turned in online. You are responsible for making sure your assignments are in on time per the directions. You are also responsible for making sure the assignment is in a file format (word/pdf) that can be viewed by the instructor and peers (discussion boards). All assignment details will be provided during each week/module section. No emailed work will be accepted.



NOTE: Unless otherwise specified, all assignments are due ONLINE by 11:59pm on the date provided in the syllabus schedule.

**ALL coursework/ assignments (unless otherwise stated) need to be written and formatted per APA Publication Manual (7<sup>th</sup> Ed)**

*See D2L for details on all course assignments.*

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# 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

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### Technical 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:

<https://community.brightspace.com/support/s/contactsupport>

### 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,

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discussion boards, etc., in a direct email/announcement post to everyone for the benefit of all students.

4. Please be courteous and professional in all of your interactions with fellow classmates and instructor.

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

The course is organized by modules. There are five total modules, each formatted very similarly with a 2 to 3 week duration (except for Module 5). Each module will include module learning objectives, printable power point slides, additional reading materials and module assignments (discussion board and written assignments). A tentative course schedule with due dates is listed at the bottom of the syllabus. You will be responsible for managing your time to complete readings, post your discussion boards, and written assignments. Discussion Board posting should be submitted in the respective discussion board link, and written assignments in the corresponding assignment link.

### ***Attendance:***

- Time spent on coursework is at your leisure (except for due dates).
- You can work at your own pace (except that due dates are absolute).
- Due dates are when coursework **MUST** be completed. You can work ahead, but you cannot get behind.

### **What Should Students Do First?** Students should begin by:

- Thoroughly reviewing the syllabus
- Obtain materials (textbooks)
- Familiarizing oneself with the course layout (watch welcome video)
- Introduce yourself in the Module 1 introduction discussion
- Review the final project

### **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 read associated module readings and listen to all online lectures provided in the Power Point section.
- The student will then complete all module assignments inclusive of discussion boards, written assignments and major project content.

### **Course Specific Policies**

1. For 81B students, bi-weekly remote attendance on scheduled day/time is **required**.
  - i. If you are unable to attend a class, please notify me through email.
  - ii. For 81W, attendance counts as logging in, completing work weekly.
  - iii. 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

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because you are logged in to the class, does not mean you are participating. It means active involvement in class discussions, assignments, quizzes and active participation in group activities.

2. For 81b students, while you are in class, I expect you to participate and with video on. That means you should a) actively prepare by reading the assigned materials, b) participate in discussion (ask and answer questions), c) bring your notes and textbook, d) bring your ideas, and e) come ready to engage
3. 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
  - v. Participation in legal proceedings or administrative procedures that require a student’s presence.
  - vi. Religious Holy Day (please let instructor know at the beginning of the semester so as to discuss alternative accommodations as appropriate)
  - vii. Illness that is too severe or contagious for the student to attend class (to be determined by Health Center or off campus physician).
  - viii. Required participation in military duty
4. Any student *missing a quiz or exam* without prior arrangement per the make-up policy will receive a *score of zero*.
5. You **MUST** be familiar with D2L; familiarize yourself with the online portion of the class.
6. You **MUST** check your e-mail regularly in case I need to communicate with you. I will not e-mail you junk, and I request that you do the same for me.
7. **NO PROFANITY**. No inappropriate or offensive language or gestures. No inappropriate or offensive clothing. This will not be tolerated and you will be asked to leave and it will be considered an unexcused absence for the day.

### **Make-up Work**

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 with appropriate documentation, or if you have an officially excused absence while representing the university. If any of these situations occur you **MUST** email me **48 business hours prior to said excused absence**.

1. Make-ups will only be given if I have been notified at least 48 hours business hours prior to the end of the course week a particular assignment is due in order to verify your reason for missing coursework (rare circumstances and/or excused absences). All missed coursework not meeting the criteria for a make-up will be given a grade of 0.

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2. No extra credit is given in the class

### **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: <https://www.britannica.com/topic/netiquette>

### **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](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

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## **Students with Disabilities-- ADA Statement**

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.

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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## A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

### HHPH 544: Health Promotion Administration and Management COURSE OUTLINE

Fall 2023

\*Dates and assignment are tentative and subject to change

<b>Week #:</b>	<b>Module</b>	<b>Topics to Cover</b>	<b>Assignments Due</b> Unless otherwise stated, due time is 11:59pm on the day listed
1	0	Course Introductions Syllabus and Online Orientation Review Semester Assignments	Course Orientation Items Due

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2	1	Chapter 1 – 2	
3 – 6	2	Chapter 3, 4, 6	<i>Week 3 – Group Topics due</i>  <i>Week 4 - Interviewee approval (check back for approval)</i>  Week 6 - DB 2
7 -9	3	Chapter 5, 7,9  <i>*All interviews completed by Week 11</i>	Week 8 - DB 3  <b>Week 9 Health Leader Assignment</b>
10 - 12	4	Chapters 10-12 Module Article s	Week 13 DB 4 Week 14 – ePortfolio Due
13 – 15	5	<b>Wrap – Up</b>	<b>Week 13 – Part 1 due</b>  <b>Week 14 – Part 2 Due</b> <b>Week 15 - Peer Responses Due</b> <b>Group Member Evaluation &amp; Reflection</b>

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