



HHPH 301: 01B Foundations of Public Health Practice & Professionalism

COURSE SYLLABUS: Fall 2026

NOTE: This is a hybrid course (group & individual meetings on Zoom)

INSTRUCTOR INFORMATION

Instructor: Rachel Aumann, MSW, MPH

Office Location: NHS 144

Office Hours: MW 11:00 am to 12:45 pm; Drop-in Virtual W 4:30-5:30 pm

Zoom Link for Virtual OH: <https://etamu-edu.zoom.us/my/professora>

Office Phone: 650.776.6096 Texts Ok

University Email Address: Rachel.aumann@etamu.edu

Preferred Form of Communication: **Email**

Communication Response Time: 24-48 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required: No required textbook. All readings will be provided in D2L.

Software Required: Microsoft Word, PowerPoint, Canva, Google Docs

Course Description

This course introduces key public health competencies and prepares students for their senior-year advanced practicum, where these skills will be applied in real-world settings. Emphasis is placed on the NCHEC Areas of Responsibility, including locating and citing peer-reviewed literature (APA style), applying health communication models, and developing professional materials such as resumes, cover letters, and portfolios. Students will also engage in mock interviews, personal branding, and internship preparation to support their growth as emerging public health professionals.

Student Learning Outcomes

1. Demonstrate foundational knowledge of public health competencies, including the NCHEC Areas of Responsibility, and explain their relevance to professional practice.
2. Locate, evaluate and properly cite scholarly resources to support public health writing and communication, using appropriate citation style (APA).

The syllabus/schedule are subject to change.

3. Apply health communication models to public health messaging in written, visual and oral formats.
4. Develop professional materials and professional brand (resume, cover letter, digital portfolio) that reflect public health training and career readiness.
5. Engage in self-assessment and peer feedback to strengthen professional communication, personal branding and internship readiness.
6. Identify appropriate placement opportunities based on individual interests and career goals.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Instructional Methods

Much of the work in this class is done asynchronously, HOWEVER, there are a number of times where we will meet as a class virtually and in-person. Those dates are in the course schedule.

Instruction in this course will be by way of: recorded lectures and select Youtube videos, virtual group meetings, 1:1 meetings with me, interactive online activities, engagement with guest lecturers, in-person experiential learning (public health showcase), etc.

It is VITAL that you check D2L regularly and read ALL the contents on each module's landing page. We do not have a textbook for this class so all content will be on D2L on the landing pages for each module.

Student Responsibilities or Tips for Success in the Course

1. Check email & D2L daily (also check the D2L announcements)
2. Put every meeting and event date from the course schedule in your preferred time management tracker/calendar
3. Make sure you know what is due each week and work ahead. Do not wait until the last minute.
4. If you have questions or need help, send me an email, text or visit during my in-person or virtual office hours.
5. Attend the group and 1:1 meetings. If you no-show a 1:1 meeting, you will not get the opportunity to make it up and those are mandatory to pass the course. If you need to reschedule, you must reach out to me beforehand.

MY AI POLICY:

There will be opportunities to specifically use AI in this class, however, if not written IN THE INSTRUCTIONS, AI is not permitted. A major goal of this class is to equip you with the knowledge and skills to be competitive and successful out there in the job market. If you let AI do things for you then you are proving why your job should replace you with AI. We need to sharpen those skills. NOT dull them.

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GRADING

Final grades in this course will be based on the following scale ***(your grade will be bumped up to the next letter grade IF you have consistently put in effort, communicated regularly, participated and are within 1% of the next grade. This does not apply to an F).***

A = 90%-100% A=900-1000 pts
 B = 80%-89% B=800-899 pts
 C = 70%-79% C=700-799 pts
 D = 60%-69% D=600-699 pt
 F = 59% or Below F=599 points or less

Weights of the assessments in the calculation of the final letter grade.

Graded Assessment	# of items x points assigned	Total Points
Module 0 (syllabus quiz)	1 x 25 points	25 points
Module 0.5 (worksheet & self-assessment)	1 x 50 points	50 points
Required Group Meetings/Attendance Discussions	5 x 20 points	100 points
Individual Check-in Meetings	2 x 50 points	100 points
Module Assignments (1-4) 8 mini pre-work assignments 4 comprehensive assignments	8 x 20 points 4 x 35 points	160 points 140 points Total=300 points
Mock Interview & Peer Feedback (group project)	1 x 100 points	100 points
Professional Portfolio Presentation & Peer Review	1 x 125 points	125 points
Internship/Job Plan	1 x 125 points	125 points
Public Health Showcase (10/30 9:00-3:30 pm)	1 x 75 points	75 points
TOTAL Points		1000

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Assessments

Module 0 (25 points or 2.5%): Module 0 consists of reviewing the syllabus and watching the “Welcome & Expectations” video, reviewing the content of the module in D2L and taking the syllabus quiz and signing the course agreement.

Module 0.5 (50 points or 5%): Module 0.5 includes a self-assessment, reading and reflecting on the purpose of the course and completing the “Career Readiness & Skills” Worksheet.

Required Group Meetings/Attendance Discussions (100 points or 10%): There are 5 required group meetings throughout the semester where we will meet on Zoom. These meetings are vital to the overall learning of the course and for sharing of student experiences. There is an attendance discussion after each meeting. These are Wednesdays 6:00-7:15 pm.
Dates: 8/26, 9/16, 10/7, 10/28 and 11/18

Individual Check-in Meetings (100 points or 10%): Each student will meet with me individually 2 times during the semester to review progress of the professional portfolio and to plan for next steps (internship placement, job applications, grad school apps, etc.). These meetings are mandatory to pass the course. **Dates:** Week of Sept 28th & Week of Nov 2nd

Module Assignments (300 points or 30%): There are 5 modules in this course. The final module (Module 5) consists of the portfolio presentations and peer reviews and is not included here. The preceding 4 modules are made up of 3 weeks each. For each module there will be 2 smaller pre-work activities leading up to the larger module assignment in the third week of each module.

Mock Interview & Peer Feedback (100 points or 10%): Students will be teamed up in groups of 3 or 4 to conduct mock interviews either in-person or virtually. The instructor will also be present for these interviews. Each student will get the opportunity to be interviewed, interview and observe. You will give and get feedback on all 3 perspectives.

Professional Portfolio Presentation & Peer Reviews (125 points or 12.5%): The culmination of the class is to have a professional portfolio to use and continue to build upon as you work towards your career. Activities from the module assignments will be added to your portfolio (resume, cover letter, writing sample, interview feedback, professional branding) and you will create a video presenting your portfolio. You will also review the videos of 2 classmates and provide peer feedback.

Internship/Job Plan (125 points or 12.5%): Students will identify potential internship placement sites or future employers and build a plan. For those doing an internship the next semester, a signed internship agreement with the placement site should be part of this plan.

Public Health Showcase (75 points or 7.5%): Students are expected to attend the Public Health Showcase in Commerce on Friday, October 30th. This is a full day (9:00 am to 3:30 pm) event made up of workshops, networking and a career-faire. This event is FOR YOU. Please mark your calendar. This is a required component of the course.

The syllabus/schedule are subject to change.

Course Outline/Calendar

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University 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

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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@etamu.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>

STUDENT RESPONSIBILITIES FOR COURSE

CWID and Password

The syllabus/schedule are subject to change.

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@etamu.edu.

Technology-Related Issues

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 ETAMU campus open computer lab, etc.

TECHNOLOGY REQUIREMENTS AND SUPPORT

Minimal Technical Skills Needed

Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Learning Management System (LMS) – D2L

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

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#).

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 on the [Brightspace Support Webpage](#).

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

If you have any questions or are having difficulties with the course material, please contact your instructor. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). You will not RECEIVE email through D2L, so be sure to check your ETAMU email for communication. Students are encouraged to check university email daily.

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Include the Following in Emails with Instructor:

- Course name and subject in the subject line
- Salutation (Good afternoon, Professor Aumann)
- Proper email etiquette (no “text” emails – use proper grammar and punctuation)
- Student name and CWID after the body of the email (possibly add to student signature on email)

COURSE AND UNIVERSITY PROCEDURES/POLICIES**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.

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 online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

ETAMU Attendance

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

Academic Integrity

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

[Undergraduate Academic Dishonesty University Procedure 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

[Graduate Student Academic Dishonesty University Procedure 13.99.99.R0.10](#)

[Graduate Student Academic Dishonesty Form](#)

Use of Artificial Intelligence

The syllabus/schedule are subject to change.

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources

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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

East Texas A&M University

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@etamu.edu

Website: [Office of Student Disability Services](#)

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Nondiscrimination Notice

East Texas A&M University 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 East Texas A&M University 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 ETAMU 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.

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

East Texas A&M Supports Students' Mental Health – Counseling Services

The Counseling Center at East Texas A&M University, 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 <https://www.etamu.edu/counseling-center/>

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



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