CHS 494: Field Studies in Public Health  
Spring 2015

<table>
<thead>
<tr>
<th>Times</th>
<th>Tuesdays</th>
<th>2:30pm – 5:15pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>DMS 110</td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td>Gerold Dermid Gray, MBA</td>
<td></td>
</tr>
<tr>
<td>Office Hours</td>
<td>LRC 236, by appointment only, Tel: 682-7096</td>
<td></td>
</tr>
<tr>
<td>Contact</td>
<td>Eli Komito, Teaching Assistant: <a href="mailto:chsfieldstudies@gmail.com">chsfieldstudies@gmail.com</a> <a href="mailto:gdermid@unr.edu">gdermid@unr.edu</a></td>
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</tbody>
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Course Description: Supervised field experience in health & wellness settings.

Required Texts:  

Prerequisite: CHS 345; senior class standing.

Purpose:  
This course is designed to be a culminating service learning experience for students during their senior year. Through this experience, students will work through the three core components of knowledge, action, and reflection that are essential to service learning.

The course will allow students to complete a 100-hour unpaid internship in the local community. Additionally, this course will allow students to develop a personal brand that will be useful to effectively network in order to secure a job and to launch a professional career. Finally, the course will incorporate seminar speakers who will provide stories from the field and give a “call to action” to future public health professionals.

Course Learning Objectives:
- Students will be able to apply knowledge and skills learned throughout the Community Health Sciences curriculum through an internship role in a professional workplace setting.
- Students will be able to demonstrate professional and ethical behavior in the workplace.
- Students will be able to discuss the wide variety of potential career paths in the field through learning about the experiences of fellow students.
- Students will be able to apply their knowledge to develop innovative and effective solutions to public health problems through the field studies experience and to effectively communicate their work through the creation of a project film.
- Students will display personal branding skills desirable to the job market through presentations and through networking opportunities on LinkedIn.
- Students will be able to articulate the three core components of a service learning experience: knowledge, action, and reflection and will practice these three components throughout the internship.

What is required for my internship?
Students will complete a public health-related 100-hour unpaid internship with clear, independent outcomes and objectives.
- Independent research, observation, and job shadowing are NOT allowed.
- Filing, data entry, and other office tasks are allowed, but should not account for more than 10% of your time.
- Coursework (completing assignments, creating the project film, etc.) does NOT count towards the 100-hour requirement.
- You must NOT be paid for your internship
- A friend or relative CANNOT supervise you.
Throughout the semester you should seek out opportunities to represent your field study visually for your project presentation film (photographs, sample materials, etc.) Be sure to request supervisor permission to take photographs & follow organization policies on all materials.

**Completion and approval of less than the required 100 hours by the due date will result in the equivalent percentage course grade. For example:**

\[
\begin{align*}
\text{Preliminary Score: } 90\% \times 100 \text{ hours completed (1.0)} &= 90\% \text{ Final} \\
\text{Preliminary Score: } 90\% \times 80 \text{ hours completed (.80)} &= 72\% \text{ Final}
\end{align*}
\]

**Where can I find internship placements?**
- Available internship opportunities are available at chs494.wordpress.com.
- You can also contact a local organization, agency, or business in your field of interest.
- Please note that you are personally responsible for finding an internship placement.
- If you need leads or suggestions, please email me ASAP.

**What is required of my supervisor?**
- Mentoring the student and the project (only one supervisor allowed per student).
- Reviewing and approving all initial contracts and paperwork including the student project management plan.
- Reviewing and approving the midterm and final hour log.
- Completing a midterm and final evaluation of the student prior to the deadline.
- Attending 2 events during the semester: the Cultural Considerations in Healthcare poster reception and the Student Film Festival.

**How can I start my internship?**
- Find a site, supervisor, and a viable project.
- Fill out the following forms and return to the CHS front office in a sealed envelope with your name clearly printed: Field Studies Agreement, Supervisor Information Sheet, Project Management Plan.
- Give your supervisor a copy of the Supervisor Handbook.
- Note: The Field Studies Agreement form is not required if your supervisor is a UNR faculty/staff member or a Washoe County Health District employee. All other forms ARE required.

**How can I schedule my time?**
- If all forms are completed by the deadline of February 10th, students will need to complete on average 9.1 hours per week to complete the internship by the deadline.
- All internship hours must be completed and approved by May 5th, 2015.

**INTERNSHIP DOCUMENTATION:**

**Prior to starting the internship --**
- Field Studies Agreement, Supervisor Information Sheet, and Project Management Plan
  - All students must complete and submit the completed Field Studies Agreement, Supervisor Information Sheet, and Student Learning Contract to the CHS front office by **February 10th at 4pm**.
  - **All 3 documents should be submitted together in a sealed enveloped with your name clearly printed on the front. Please provide your OWN envelope and do NOT ask the front office staff for supplies.**
  - The Project Management Plan outlines the goals, outcomes, evaluation measures, and timeline for the internship. **The PMP must be signed by your internship supervisor prior to the deadline or you will NOT receive credit for the assignment.**
  - **All documents must be submitted PRIOR to starting your internship hours.**

**During the internship –**
- **Midterm Review (Hour Log and Evaluation)**
  - A completed and approved MIDTERM HOUR LOG must be completed by **March 17th at 4pm**. I must get an emailed log with the message “APPROVED” from your internship supervisor by the deadline to chs494submissions@gmail.com.
• A completed MIDTERM EVALUATION FORM must be completed by **March 17th at 4pm**. Your supervisor must email me the completed evaluation by the deadline to **chs494submissions@gmail.com**.

**Upon completion of the internship – Final Review (Hour Log and Evaluation)**

• A completed and approved FINAL HOUR LOG must be completed by **May 5th at 4pm**. I must get an emailed log with the message “APPROVED” from your internship supervisor by the deadline to **chs494submissions@gmail.com**.

• A completed FINAL EVALUATION FORM must be completed by **May 5th at 4pm**. Your supervisor must email me the completed evaluation by the deadline to **chs494submissions@gmail.com**.

**COURSE ASSIGNMENTS:**

**KNOWLEDGE**

**Knowledge Paper**

Students will write an introductory 4-page *double spaced paper* based on the internship. The paper will contain two key knowledge components: knowledge of the agency and knowledge of the health issue using reliable, recent academic sources. Bibliography and citations are required to receive credit. Papers are due **IN CLASS on February 24th prior to poster presentations**. No emailed papers will be accepted for any reason!

**Me 2.0 Personal Branding Quiz**

Students will be quizzed on key information from the Me 2.0 book related to personal branding. Quizzes will be given in class on **March 3rd**. No make-up quizzes allowed for not attending class.

**MH-squared Seminar Series**

Students must attend 3 seminar series events on **January 27th, March 3rd, and March 31st**. The seminars highlight emerging issues in public health and often include a “call to action” for future public health professionals. This is your opportunity to ask questions, seek advice, effectively network, and learn from leaders in the field. You will receive points for respectful attendance, quality of questions/engagement, and filling out evaluation forms at the end of the session.

**ACTION**

**Personal Branding Assignment**

Students will upload a *professional and rehearsed* Prezi presentation with voice (3 minute maximum) about their personal brands using an infographic. **Prezi links must be emailed to chs494submissions@gmail.com by March 3rd at 4pm**. Students will turn in a printed version of their personal infographic on **March 3rd during class**. It is strongly encouraged to read Me 2.0 PRIOR to completing this assignment. More instructions are available at chs494.wordpress.com.

**LinkedIn Assignment**

All students must create a **COMPLETE** LinkedIn profile (instructions on the CHS 494 blog site) and have 100 connections (in the field of interest) **by March 3rd at 4pm**. Students must connect with the instructor AND Teaching Assistant (Eli Komito) prior to the deadline to receive credit. LinkedIn provides a valuable networking tool to highlight your internship and network with others to advance your career. Further instructions on this assignment will be posted to chs494.wordpress.com.

**Internship Poster Presentation – Cultural Considerations in Healthcare Conference**

Students will give a *professional and rehearsed* conference poster presentation about the agency and internship project to participants at the Cultural Considerations in Healthcare poster reception on **February 24th from 3pm – 5:15pm**. Public health community partners will score your posters and presentation skills. This is a great time to network with potential employers and future colleagues. Please have business cards available to share. If you are not present for the entire time, you will receive a score of 0 on the assignment. More instructions on this opportunity will be available at chs494.wordpress.com.

**REFLECTION**

**Student Film**
Students will create a 3 – 4 minute (4 minute MAXIMUM) film highlighting their agencies, summarizing their projects and their outcomes, and reflecting on project impact (on the students themselves and the local community). **All films MUST be uploaded to youtube and emailed to chs494submissions@gmail.com by 4pm on April 14th.** Students will be conducting peer evaluations for grade assignments on this project. Each student will be assigned a maximum of 20 films to peer review. **Peer review documents must be emailed to chs494submissions@gmail.com by 4pm on April 21st.** More instructions are available at chs494.wordpress.com.

Please invite your supervisors to attend the FINAL FILM FESTIVAL on May 5th at 3:30pm. The Top 10 Films will be screened at this time along with a graduation celebration.

**CHS Exit Assessment Survey**

Students will complete a CHS Exit Assessment Survey available on WebCampus at the end of the semester. This survey will be used to assess the achievement of competencies throughout the CHS curriculum. You will receive credit for completing the survey. Your individual answers will NOT be linked to your name nor have an impact on your course grade.

**GRADING:** A maximum of 265 points can be earned in this class.

<table>
<thead>
<tr>
<th>Points</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>20</td>
<td>Project Management Plan</td>
</tr>
<tr>
<td>30</td>
<td>Knowledge Paper</td>
</tr>
<tr>
<td>15</td>
<td>Me 2.0 Personal Branding Quiz</td>
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<tr>
<td>10</td>
<td>MH-squared Seminar Series (3 @ 3.3 points each)</td>
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<tr>
<td>15</td>
<td>LinkedIn Assignment</td>
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<tr>
<td>40</td>
<td>Internship Poster Presentation</td>
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<tr>
<td>15</td>
<td>Personal Branding Assignment</td>
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<tr>
<td>40</td>
<td>LinkedIn Assignment</td>
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<tr>
<td>25</td>
<td>Midterm Supervisor Evaluation</td>
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<tr>
<td>50</td>
<td>Final Supervisor Evaluation</td>
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<tr>
<td>5</td>
<td>CHS Exit Assessment Survey</td>
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**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>94 – 100% of points</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 93% of points</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89% of points</td>
</tr>
<tr>
<td>B</td>
<td>84 – 86% of points</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 83% of points</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79% of points</td>
</tr>
<tr>
<td>C</td>
<td>74 – 76% of points</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 73% of points</td>
</tr>
<tr>
<td>F</td>
<td>0 – 69% of points</td>
</tr>
</tbody>
</table>

**Please note that Ds (D+, D, D-) are not given in this course. Any score below 70% will result in an F being assigned as the course grade.**

**Course Policies:**

- **Regular class attendance is expected.** You will not be successful in this class if you do not attend. Your grade will be directly related to activities that occur in class. **Please plan to attend the entire class period.**

- **Full class attendance is expected: 2:30pm – 5:15pm.** If you are MORE THAN 5 MINUTES LATE to class, you will NOT be allowed to participate. If you leave class MORE THAN 5 MINUTES EARLY, you will NOT receive credit for the day’s assignments.

- **No late submissions will be accepted for any assignment for any reason.**

- This is a **NO ELECTRONICS CLASS.** No laptops, cell phones, iPhones, iPads, iPods, video games, etc. are allowed at any time. If you leave the classroom to take a phone call, you will not be allowed to return. **If you are**
caught using electronics during the class period, you will not receive credit for the day and your overall grade will be dropped one full letter grade per occurrence. No exceptions. Be professional!

- You will be meeting public health leaders from the community and conducting professional presentations throughout the semester. You are required to **dress appropriately** in a manner that reflects your best self and your personal brand. **Points will be deducted from each assignment where this rule is not followed.**

**Academic Dishonesty Policy**: Academic dishonesty is against university as well as the system community standards. Academic dishonesty is defined as: cheating, plagiarism or otherwise obtaining grades under false pretenses. Plagiarism is defined as submitting the language, ideas, thoughts or work of another as one's own; or assisting in the act of plagiarism by allowing one's work to be used in this fashion. Cheating is defined as (1) obtaining or providing unauthorized information during an examination through verbal, visual or unauthorized use of books, notes, text and other materials; (2) obtaining or providing information concerning all or part of an examination prior to that examination; (3) taking an examination for another student, or arranging for another person to take an exam in one's place; (4) altering or changing test answers after submittal for grading, grades after grades have been awarded, or other academic records once these are official.

Disciplinary procedures for incidents of academic dishonesty may involve both academic action and administrative action for behavior against the campus regulations for student conduct. The procedures involve the determination by the faculty member pursuing concerns over alleged cheating or plagiarism as to whether administrative action is warranted, in addition to making a determination as to any academic consequence. Academic action may include: (1) cancelling the student's enrollment in the class without a grade; (2) filing a final grade of "F"; (3) awarding a failing mark on the test or paper in question; (4) requiring the student to retake the test or resubmit the paper.

**Statement of Disability Services**: Any student with a disability needing academic adjustments or accommodations is requested to speak with me or the Disability Resource Center (Thompson Building, Suite 101) as soon as possible to arrange for appropriate accommodations.

**Statement for Academic Success Services**: Your student fees cover usage of the Math Center (784-443 or www.unr.edu/mathcenter/), Tutoring Center (784-6801 or www.unr.edu/tutoring/), and University Writing Center (784-6030 or http://www.unr.edu/writing_center/). These centers support your classroom learning; it is your responsibility to take advantage of their services. Keep in mind that seeking help outside of class is the sign of a responsible and successful student.

**Statement on Audio and Video Recording**: Surreptitious or covert video-taping of class or unauthorized audio recording of class is prohibited by law and by Board of Regents policy. This class may be videotaped or audio recorded only with the written permission of the instructor. In order to accommodate students with disabilities, some students may have been given permission to record class lectures and discussions. Therefore, students should understand that their comments during class may be recorded.

**COURSE SCHEDULE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Topic</th>
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</table>
| 1/20 | TUES | All   | **INTRODUCTION TO THE COURSE**  
*Review of Expectations, Course Components, Liability Training, and overview of Project Management Plan*  
**MANDATORY ATTENDANCE**  
(if you do not attend this session, you will be administratively dropped from the course) |
| 1/27 | TUES | All   | **KNOWLEDGE LECTURE**  
*MH-Squared Seminar Series  
Nevada’s Health  
Review of Knowledge Paper, Personal Branding Assignment, Me 2.0 Quiz, LinkedIn Assignment, Poster Presentations*  
**MANDATORY ATTENDANCE** |
(if you do not attend this session, you will not succeed in the course – please take DETAILED notes!)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/10</td>
<td>TUES</td>
<td>NO CLASS</td>
<td>*ASSIGNMENTS DUE: Field Studies Agreement, Supervisor Information Sheet, Project Management Plan to the CHS front office by 4pm.</td>
</tr>
<tr>
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<td>*NOTE: All students that do not meet this deadline will be dropped from the course! No exceptions!</td>
</tr>
<tr>
<td>2/24</td>
<td>TUES</td>
<td>ALL</td>
<td>ASSIGNMENTS DUE: Knowledge Paper, Internship Poster Presentation</td>
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<td></td>
<td>Cultural Considerations in Healthcare Conference: Internship Poster Presentations Set-up: 2:30pm Event: 3pm – 5:15pm</td>
</tr>
<tr>
<td>3/3</td>
<td>TUES</td>
<td>ALL</td>
<td>ASSIGNMENTS DUE: Prezi link for Personal Branding Presentation must be emailed to <a href="mailto:chs494submissions@gmail.com">chs494submissions@gmail.com</a> by 4pm LinkedIn Assignment, Personal Branding Infographic</td>
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<td>ACTION LECTURE MH-Squared Seminar Series Me 2.0 Personal Branding Quiz Review of Midterm Assignments</td>
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<td>3/17</td>
<td>TUES</td>
<td>NO CLASS</td>
<td>ASSIGNMENTS DUE: Approved Midterm Hour Log and Midterm Evaluation due to <a href="mailto:chs494submissions@gmail.com">chs494submissions@gmail.com</a> by 4pm.</td>
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<td>3/31</td>
<td>TUES</td>
<td>ALL</td>
<td>REFLECTION LECTURE MH-Squared Seminar Series Reflection on Internship Experiences Review of Student Film Festival</td>
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<tr>
<td>4/14</td>
<td>TUES</td>
<td>NO CLASS</td>
<td>ASSIGNMENTS DUE: Project Film due by 4pm (youtube link sent to <a href="mailto:chs494submissions@gmail.com">chs494submissions@gmail.com</a>)</td>
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<tr>
<td>4/21</td>
<td>TUES</td>
<td>NO CLASS</td>
<td>ASSIGNMENTS DUE: Peer Review of assigned films due by 4pm</td>
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<tr>
<td>5/5</td>
<td>TUES</td>
<td>ALL</td>
<td>ASSIGNMENTS DUE: Approved Final Hour Log and Final Evaluation due to <a href="mailto:chs494submissions@gmail.com">chs494submissions@gmail.com</a> by 4pm.</td>
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<td>NEXT STEPS LECTURE STUDENT FILM FESTIVAL AND GRADUATION CELEBRATION Interviewing Training Parting Messages From Our Leaders – Future of SCHS and Future of Public Health Top 10 Films Screened</td>
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</tbody>
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