

**IU RICHARD M. FAIRBANKS SCHOOL OF PUBLIC HEALTH
FALL, 2015**

COURSE TITLE: Capstone Experience: BSPH in Community Health
COURSE NUMBER: PBHL S499
LOCATION:
DATE: Variable
CREDITS: 3.0 credits
FACULTY: Charity Bishop
Dept. of Social and Behavioral Sciences
714 N. Senate Avenue - Indianapolis, IN 46202
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317-274-4428

PREREQUISITE

Students must be in their final year of the BSPH Program and have their advisor's permission to enroll in the Capstone Experience. Students must have a minimum undergraduate GPA of 2.5 to enroll in the Capstone Experience.

COURSE DESCRIPTION

This course integrates public health theory and practice in an applied practice setting. The capstone experience is tailored to students' expected post-baccalaureate goals. A variety of public health experiences are available, including an internship, a service-learning project, a portfolio project, a research paper, and an honors thesis.

LEARNING OBJECTIVES

At the end of this course, students will be able to:

1. Analyze how the physical, biological, behavioral, social, cultural, and spiritual determinants of health act synergistically on the conditions that affect health within the population or cohort the student is working with at the agency.
2. Apply at least five core public health competencies (selected from the complete list of Program Competencies for the DPH and agreed upon by the student's faculty advisor and community preceptor) when working on a project with the agency.
3. Complete monthly short reflections, a synthesis paper, and a presentation.

REQUIRED OR SUGGESTED TEXT AND/OR READINGS

There are no required textbooks for the Capstone Experience. Capstone experiences will vary depending on the student's interest area.

**IUPUI PRINCIPLES OF UNDERGRADUTE LEARNING (PULs) ADDRESSED
IN THIS COURSE**

MAJOR PUL: #5	ASSESSMENT MEASURES OF PUL #5
<p>#5. Understanding Society and Culture</p> <p>Analyze and understand the interconnectedness of global and local communities.</p> <p>See the relationships between local, national, and global issues and problems.</p> <p>Work effectively with people of different races, ethnicities, and religions.</p> <p>Communicate effectively with people who see things differently or have differing opinions.</p> <p>Operate with civility in a complex world.</p>	<p>Monthly Progress Reports Reflecting on Successful Completion of One of the Following:</p> <ul style="list-style-type: none"> • 10 - 15 page final report summarizing what was learned in the Internship Experience • 10 - 15 page final report summarizing what was learned in the Service Learning Project • E-Portfolio Project • Research Paper • Thesis

EVALUATION AND GRADING SCALE

The student will be responsible for the following:

1. A 1-page monthly progress report to be filled out in its entirety and sent electronically at the end of every month during the Capstone Experience.
2. A 10 - 15 page final report summarizing and reflecting upon what was learned in the Internship Experience or Service Learning Project or other products as appropriate (i.e. E-Portfolio, Research Paper, Thesis) depending on the nature of the student's work during the Capstone Experience. The final report is due to the student's advisor at the end of the Capstone Experience.

Monthly Progress Reports	30%
One of the Following Final Products: <ul style="list-style-type: none"> • 10 - 15 page final report summarizing what was learned in the Internship Experience plus the Preceptor's Evaluation of Student Intern • 10 - 15 page final report summarizing what was learned in the Service Learning Project plus the Preceptor's Evaluation of Service Learning Project • E-Portfolio Project • Research Paper • Thesis 	70%
Total	100%

Grading Scale Based on Points Earned			
A+ 97 and above	B+ 87 – 89	C+ 77 – 79	D+ 67 – 69
A 94 – 96	B 84 – 86	C 74 – 76	D 64 – 66
A- 90 – 93	B- 80 – 83	C- 70 – 73	D- 60 – 63
			F 59 or lower

GUIDELINES

The student initiates planning for the Capstone Experience with a faculty member in the Dept. of Social and Behavioral Sciences at least 2 months before the semester of enrollment. The student's Capstone Experience must be at an agency other than the department or division in which the student is currently employed. The preceptor must be qualified and be someone other than the student's supervisor.

Internship

The internship provides opportunities for students to apply concepts learned in their coursework, shadow agency professionals and work with them on various projects, and interact with a wide range of health professionals in a designated setting under the supervision of a qualified and pre-approved preceptor.

Service Learning Project

For the service learning project, it is the student's responsibility to arrange the experience and get the agreement paperwork signed ahead of time. It is expected that students will commit to service learning for at least 5 hours per week.

E-Portfolio Project

This is a purposeful online collection of the student's individual work that exhibits effort, progress achievement, and professional preparation in public health.

Research Paper

Working independently and mentored by a faculty member, the student does intensive and creative research work that results in an original scholarly paper or other product that can be formally presented on or off campus.

Honors Thesis

Working independently and mentored by a faculty member, the student completes an intensive and original research project that results in a manuscript that may be submitted for publication.

BSPH IN COMMUNITY HEALTH STUDENT LEARNING OUTCOMES

The BSPH major in Community Health will prepare students to work in entry-level positions in public health agencies, non-governmental organizations (NGOs), hospitals and health care centers, and other organizations focused on the health and well-being of groups of individuals. It also provides excellent preparation for the Master's in Public Health Degree Program. Specific learning outcomes include:

1. Understand the social determinants of health that impact individuals and communities in the U.S. and globally
2. Understand principles of epidemiology, environmental health, health care systems, and health policy and apply them to issues of public health
3. Understand role and importance of data in public health
4. Understand the historical impact of public health nationally and globally

5. Identify and understand the key public health challenges, current and future, faced by the U.S. and the world
6. Assess individual and community needs for health and health education
7. Implement health and health education interventions and programs
8. Administer health and health education interventions and programs
9. Serve as a health education resource person
10. Communicate and advocate for health and health education
11. Experience field-work related to community health within a service-learning framework
12. Communicate effectively orally and in writing with individuals at the community level as well as with key health stakeholders, providers, policy makers, etc.
13. Learn to work collaboratively through joint project with MPH and Ph.D. students
14. Develop competencies in systems thinking, teamwork and leadership, community and organizational dynamics, networking, ethical decision making, and advocacy

ATTENDANCE (To be developed by individual faculty)

The length of the Capstone Experience is 80 clock hours per credit hour for a total of 240 Hours. Students should log their hours throughout their Capstone Experience.

ADMINISTRATIVE WITHDRAWAL

Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund.

STUDENTS WITH DISABILITIES

Students needing accommodations because of a disability will need to register with Adaptive Educational Services (AES) and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located in Taylor Hall, UC 100. You can also reach the office by calling 274-3241. Visit <http://aes.iupui.edu/> for more information.

ACADEMIC INTEGRITY

Academic and personal misconduct by students in this class are defined and dealt with according to the procedures in the Student Misconduct section of the IUPUI *Code of Conduct*, <http://www.iupui.edu/code/#page>

Additional Course Policies Syllabus Addendum

Academic Misconduct

Students are responsible for upholding and maintaining academic and professional honesty and integrity (*IUPUI Code of Student Rights, Responsibilities, and Conduct*, available at <http://www.iupui.edu/code/>, Part II Student Responsibilities, G).

Plagiarism is the most common academic misconduct violation, and some students, who have been disciplined for plagiarism, have said they were not aware that they had plagiarized their work. This has occurred in both individual work and work completed as part of a group project or paper. Students who work in group projects should know that they are equally responsible for ensuring that their project/paper does not contain plagiarized material. Each student is responsible for ensuring literature reviews prepared by the group are properly reference and are not plagiarized. Students should also know that taking credit for work they did not do as part of a group project is representing someone else's work as their own. Be aware that 'not knowing' does not excuse academic misconduct – every student is responsible for knowing the rules.

The IU School of Education's 'How to Recognize Plagiarism' is an on-line tutorial that can help you ensure that your work is not plagiarized. This tutorial can be accessed at <http://www.indiana.edu/~istd/>. If you have any questions about what constitutes academic misconduct for a course you are taking, be sure to ask the instructor for an explanation.

All faculty have the responsibility of fostering the "intellectual honesty as well as the intellectual development of students" and part of this responsibility means that faculty must investigate cases of potential academic misconduct promptly and thoroughly. Faculty members also have the responsibility of taking appropriate action when academic misconduct occurs. The penalties for academic misconduct include but are not limited to lowering a grade on an assignment, lowering a course grade, or failing a student for a course. Significant violations of the code can result in expulsion from the University.

Faculty in the Department of Public Health take their responsibilities seriously and do not tolerate cheating, plagiarism, or any other form of academic misconduct. All students should read about their responsibilities for academic integrity in the *IUPUI Code of Student Rights, Responsibilities, and Conduct* to ensure that they understand what these terms mean and what penalties can be issued for academic misconduct.

The *IUPUI Code of Student Rights, Responsibilities, and Conduct* defines four areas of academic misconduct: cheating, fabrication, plagiarism, and interference. The prohibited activities and actions include the following:

1. **Cheating.** A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise, including, but not limited to, the following:
 - a. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, and calculators.
 - b. A student must not use another person as a substitute in the taking of an examination or quiz.
 - c. A student must not steal examinations or other course materials.
 - d. A student must not allow others to conduct research or to prepare work for him or her without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.

- e. A student must not collaborate with other persons on a particular project and submit a copy of a written report which is represented explicitly or implicitly as the student's individual work.
- f. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on field work.
- g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor to whom the work is being submitted.
- h. A student must not alter a grade or score in any way.

2. Fabrication. A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

3. Plagiarism. A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:

- a. Quotes another person's actual words, either oral or written;
- b. Paraphrases another person's words, either oral or written;
- c. Uses another person's idea, opinion, or theory; or
- d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

4. Interference.

- a. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
- b. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

5. Violation of Course Rules

A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. Facilitating Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

Civility and Disorderly Conduct

Students are expected to conduct themselves in a courteous and civil manner in interactions with professors and fellow students. This requires each person to be courteous, tolerant, and respectful during interactions with one another in all interactions, including face-to-face interactions, e-mail, and telephone conversations. Examples of discourteous behavior during class include reading the newspaper, working crossword puzzles, listening to headphones, talking or laughing with others, arriving late, using computers to surf the web, allowing cell phones to ring or sending text messages, or other non-class activities. The use of language, tone, or gestures that are inappropriate or offensive is also discourteous. These behaviors are not acceptable, and faculty and staff will address these problems as they arise either in class or on an individual basis.

Disorderly conduct that interferes with teaching, research, administration, or other university or university-authorized activity will not be tolerated and will be reported immediately to the Office of the Dean of Students for disposition, which may result in disciplinary action, including possible suspension and/or expulsion from the university. Students should read the *IUPUI Code of*

Student Rights, Responsibilities, and Conduct, which can be accessed at <http://www.iupui.edu/code/> in order to understand their responsibilities as a student.

Communication between Faculty and Students

Consistent with campus policy, a student's campus email address is the official means of communication between current Department of Public Health students and Department of Public Health staff. For email communication with Department of Public Health faculty, current Department of Public Health students should refer to course syllabi for instructors' preferences (Oncourse, Webmail, etc.). This policy applies to current students only. Students can forward IUPUI email to another account and still meet the requirements of this policy. Instructions for forwarding IUPUI email to another account can be found at <http://uits.iu.edu/scripts/ose.cgi?berh.def.help>.

Students Called to Active Duty

The Department of Public Health encourages any student who is in the Indiana Military Reserves and is called to active duty, specialized training, or as part of disaster relief efforts to finish his/her coursework if at all possible. Students who cannot complete their courses have the option of withdrawing with 100% fee refund, if they meet certain requirements. Students who are called to active duty may qualify for an incomplete (provided that all the above criteria have been met). For further information, please contact the Director of Undergraduate Education.

Course Withdrawals

Students who stop attending class without properly withdrawing from the class will receive a grade of F. It is important to withdraw from a course within specified timeframes (see chart below). Note that withdrawals after Week 12 of a regular session or Week 4 of a summer session are rarely granted. **Poor performance in a course is not grounds for a late withdrawal.**

Withdrawal forms will not be processed in the Office of the Registrar after the last day of classes. Any requests for a late withdrawal after the last day of classes must go through the grade appeal process, but each student should remember that in accordance with campus policy, the Department of Public Health does not permit a student to withdraw from a course if he/she has completed the course requirements. Grade replacement should be used in this case. See the Office of the Registrar's website at <http://registrar.iupui.edu/withdraw.html> for more information.

Withdrawal Deadlines	
Course deleted from record, no grade assigned, 100% refund (Advisor signature IS NOT required)	Week 1 (last day)
Withdrawal with automatic grade of W (Advisor signature IS required)	Week 2– Week 7 (regular session) Week 2 – Week 3 (summer session)
Withdrawal with grade of W or F (Advisor and instructor signatures ARE required)	Week 8 – Week 12 (regular session) Week 3 – Week 4 (summer session)

Administrative Withdrawals

A basic requirement of this course is that you will participate in all class meetings and conscientiously complete all required course activities and/or assignments. Keep in touch with the course instructor if you are unable to attend, participate, or complete an assignment on time. If you miss more than half of the required activities within the first 25% of the course without contacting the course instructor, you may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are

administratively withdrawn from the course you will not be eligible for a tuition refund. If you have questions about the administrative withdrawal policy at any point during the semester, please contact the course instructor.

Incompletes

A grade of incomplete (I) indicates that a 'substantial portion' of the work in a course has been satisfactorily but not entirely completed by the student as of the end of the semester. The incomplete can be given to a student facing a hardship such that it would be unjust to hold the student to the established time limits for completing the work. Students should contact their instructor to determine if they are eligible for the incomplete. **Poor performance in a course is not grounds for an incomplete.** The Department of Public Health follows the campus guidelines, which may be accessed at the Office of the Registrar's website at <http://registrar.iupui.edu/incomp.html> in awarding incompletes. Incompletes must be removed within a time period specified by the instructor, but the time period may not exceed one year after the semester in which the student was enrolled in the course. The incomplete will revert to an 'F' if not completed within the specified timeframe.

Grade Changes

Under certain circumstances, students can seek grade changes for previously taken courses if they believe that a grade has been calculated or assigned incorrectly. A student who is seeking a grade change must first contact the instructor and ask for the grade change. In the event the instructor does not change the grade, the student can file a Change of Grade Petition with the Registrar's Office. **In the Department of Public Health, a student has 90 days after the conclusion of a course to appeal a grade.** In cases of extenuating circumstances, the Department of Public Health may consider petitions filed after this date. The Department of Public Health will review the request and make a final decision on a case-by-case basis. The Change of Grade petition form is located at the Office of the Registrar's website at <http://registrar.iupui.edu/grdfrm.html>.

Final Exam Schedule

If a final exam is given, it must be held on the day and time set in the final exam schedule. If an instructor has changed the final exam date, the student should first consult with the instructor. Students who have more than three final exams in one day or insufficient time to get from one exam to another should consult with their instructors to resolve these conflicts. Exams should not be given in the week before the final exam week. If a student is not able to resolve a final exam problem with the instructor, the student may report the problem to the Director of Undergraduate Education or the Associate Chair for Academic Programs and Alumni Services. See the Office of the Registrar's website at <http://registrar.iupui.edu/accal.html> for the final exam week schedule.