

Course Title: *Public Health Essentials*

Course Number: *PHCO 0513 (3 credits)*

Course Pre- and Co-requisite(s): *None*

Course Location: *Newark*

Course Date & Time: *Mondays, 6-8pm*

Course Instructor: *Leslie Kantor, PhD, MPH*
Professor and Chair, Department of Urban-Global Public Health,
Rutgers School of Public Health
One Riverfront Plaza, 10th Floor, Newark NJ
leslie.kantor@rutgers.edu

Note: please use the discussion board in Canvas for course related questions that are not of a personal nature.

Office Hours: *Mondays, 5pm-6pm; Thursdays, 4pm-5pm*

Course Assistant: *Caleb LoSchiavo, MPH, PhD Student (cel129@sph.rutgers.edu)*

Course Website: canvas.rutgers.edu

Required Course Text: *See Canvas for required readings.*

Additional/Supplemental Readings/Resources: *See Canvas for additional readings/resources.*

Course Description: *This course will introduce MPH students to general leadership and management principles, theories, and practices in public health. Students will be also be introduced to cultural competence and interprofessional education, as well as develop basic negotiation and mediation skills.*

Course Synopsis and Learning Methods: *This class is based on participatory learning. Class time will be spent exploring, analyzing, discussing, critiquing, and synthesizing the issues from the readings and from their own experience and learning from interaction with other students. Students are expected to complete the readings in advance and to engage in the class activities.*

Selected Concentration Competencies Addressed: The competencies addressed in this course include:

1. Describe the context in which organizations exist and some of the macro factors that influence organizational behavior (*Assessed by Midterm Examination*);
2. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making (*Assessed by Examine the Evidence on Leadership/Management, Critique Visions and Strategic Plans, and Self-Awareness Reflection Paper*);
3. Apply negotiation and mediation skills to address organizational or community challenges (*Assessed by Final Take-Home Examination*);

4. Demonstrate management skills critical to professional success in organizations, such as communication, emotional intelligence, or performance evaluation (*Assessed by Create/Enhance Your LinkedIn Profile and Final Take-Home Examination*);
5. Employ positive interpersonal behaviors, coaching skills and inclusive practices (*Assessed by Final Take-Home Examination*);
6. Describe the factors needed for effective interprofessional team performance (*Assessed by Final Take-Home Examination*); and
7. Explain basic principles and tools of budget and resource management (*Assessed by Midterm Examination*).

Course Requirements and Grading:

	GRADE VALUE
<u>Active Participation</u> . Our greatest class resource is you! Your thoughts, ideas, questions and comments will enrich everyone's learning experience, so please be actively involved in class! Be prepared by reading the course text and articles and participate in the classroom discussions.	10 points
<u>Assignment 1: Create/Enhance Your Professional LinkedIn Profile</u> . Each student will create (or enhance) a professional LinkedIn profile for themselves and critique other students' profiles. More details will be provided on Canvas.	10 points
<u>Assignment 2: Compare and Contrast Visions and Strategic Plans</u> . Each student will find and critique three visions and strategic plans for three health-based organizations. More details will be provided on Canvas.	15 points
<u>Assignment 3: Self-Awareness Reflection Paper</u> . Each student will prepare a 3-page maximum reflection paper that explores what they learned about their leadership style inventory and how they might use that to enhance their own leadership skills. More details will be provided on Canvas.	10 points
<u>Assignment 4: Examine the Evidence on Leadership/Management</u> . Working in small groups, students will prepare a short 5-minute video examining the evidence regarding a leadership or management topic of interest. More details will be provided on Canvas.	15 points
<u>Midterm Examination</u> . One midterm exam will be based on readings and lecture materials. Unless arranged one week prior to the dates of the exam, make-ups will not be permitted.	20 points
<u>Final Take-Home Examination</u> . One final take-home exam based on readings and lecture materials will be given. More details will be provided on Canvas.	20 points
	100 points

Grading Policy:	94 – 100	A	
	90 – <94	A-	
	87 – <90	B+	
	84 – <87	B	
	80 – <84	B-	
	77 – <80	C+	
	70 – <77	C	
	<70	F	*Grades will NOT be rounded.

Attendance Policy:

Class attendance is **REQUIRED**. In the event that you must miss class for a valid reason (e.g., illness, unexpected emergency, etc.), notify the TA and the instructor as soon as possible, preferably by email and provide appropriate documentation. Any student that has more than three *unexcused* absences will receive a zero for the active participation component of their grade (i.e., the highest possible grade will be a 90). Please make every effort to come to class, even if you must arrive late. Attendance will be recorded.

Assignment Standards:

Lateness. Assignments turned in after the official collection period are considered late. Unless the instructor and student come to an arrangement at least one week before the due date, there is a 10% point penalty for written work turned in late. Assignments are uploaded to Canvas before class on the date due (unless otherwise specified). If you need to turn in something after the date due, please discuss it with the instructor to avoid point penalty.

Grammar/Spelling. If more than eight (8) punctuation, grammar or spelling errors occur in the written assignments, they will be returned with no grade. These can be resubmitted within one week with a 20% point penalty or the student can accept a failing grade. There is a formal policy on plagiarism in the School catalog that will be the policy for the class.

Citations. Preferred citation style for references in written assignments will be American Psychological Association (APA). Please use this APA citation style for electronic references.

Course Materials. Students are responsible and will be held accountable for all assignments and materials given out during missed classes. Contact another student in the course, or, if that is not possible, the TA before or after a missed class to pick up any materials provided. Slides and assignments will be available via Canvas.

DATE/WEEK	COURSE TOPIC	LINK TO COMPETENCIES AND ASSESSMENTS	ASSIGNMENTS/ASSESSMENTS
Jan 28 (Week 1)	Introduction to Course and Our CliftonStrengths	—Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making (<i>Assessed by Examine the Evidence on Leadership/Management, Critique Visions and Strategic Plans, and Self-Awareness Reflection Paper</i>)	
Feb 4 (Week 2)	Organizational Management: Vision/Mission/Strategic Planning		
Feb 11 (Week 3)	Organizational Management: Planning, Budgeting and Resource Management	—Describe the context in which organizations exist and some of the macro factors that influence organizational behavior (<i>Assessed by Midterm Examination</i>) —Explain basic principles and tools of budget and resource management (<i>Assessed by Midterm Examination</i>)	Assignment 1a Due (Feb 11): Create/Enhance Your Professional LinkedIn Profile
Feb 18 (Week 4)	Leadership: Self-Awareness	—Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making (<i>Assessed by Examine the Evidence on Leadership/Management, Critique Visions and Strategic Plans, and Self-Awareness Reflection Paper</i>)	Assignment 1b Due (Feb 18): Create/Enhance Your Professional LinkedIn Profile (Critique Classmates' Profiles)
Feb 25 (Week 5)	Leadership: Styles and Theories		
Mar 4 (Week 6)	Leadership: Addressing Challenges		Assignment 2 Due (Mar 4): Compare and Contrast Visions and Strategic Plans
Mar 11 (Week 7)	Midterm Exam		
Mar 18	NO CLASS – SPRING BREAK		
Mar 25 (Week 8)	Fostering Collaborations: Group Dynamics and Interprofessional Teamwork	—Describe the factors needed for effective interprofessional team performance (<i>Assessed by Final Take-Home Examination</i>)	Assignment 3 Due (Mar 25): Self-Awareness Reflection Paper
Apr 1 (Week 9)	Fostering Collaborations: Engaging Stakeholders	—Employ positive interpersonal behaviors, coaching skills and inclusive (<i>Assessed by Final Take-Home Examination</i>)	
Apr 8 (Week 10)	Dealing with Performance Problems (negotiation and mediation and preventing workplace harassment)	—Apply negotiation and mediation skills to address organizational or community challenges (<i>Assessed by Final Take-Home Examination</i>)	Assignment 4 Due (Apr 8): Examine the Evidence on Leadership/Management (outline of key findings from lit review)
Apr 15 (Week 11)	Managing Others: Resumes, Interviews, Performance Evaluation	—Demonstrate management skills critical to professional success in organizations, such as communication, emotional intelligence, or performance evaluation (<i>Assessed by Create/Enhance Your LinkedIn Profile and Final Take-Home Examination</i>)	
Apr 22 (Week 12)	Managing Up		
Apr 29 (Week 13)	Building External Relationships and Coalitions		
May 6 (Week 14)	Cultural Competence and Diversity		
May 13 (Week 15)	Group Video Presentations: Assignment 4 Due: Examine the Evidence on Leadership/Mgmt		Final Take-Home Exam

Learning Management System: Canvas will be used extensively throughout the semester for course syllabus, assignments, announcements, communication and/or other course-related activities. It is the student's responsibility to familiarize themselves with Canvas and check it regularly. If you have difficulties accessing Canvas, please inform the instructor and Canvas Support (help@canvas.rutgers.edu). Canvas is accessible at canvas.rutgers.edu.

School of Public Health Honor Code: The School of Public Health Honor Code is found in the student bulletin (sph.rutgers.edu/academics/catalog.html). Each student bears a fundamental responsibility for maintaining academic integrity and intellectual honesty in his or her graduate work. For example, all students are expected to observe the generally accepted principles of scholarly work, to submit their own rather than another's work, to refrain from falsifying data, and to refrain from receiving and/or giving aid on examinations or other assigned work requiring independent effort. In submitting written material, the writer takes full responsibility for the work as a whole and implies that, except as properly noted by use of quotation marks, footnotes, etc., both the ideas and the works used are his or her own. In addition to maintaining personal academic integrity, each student is expected to contribute to the academic integrity of the school community by not facilitating inappropriate use of her/his own work by others and by reporting acts of academic dishonesty by others to an appropriate school authority. It should be clearly understood that plagiarism, cheating, or other forms of academic dishonesty will not be tolerated and can lead to sanctions up to and including separation from the Rutgers School of Public Health.

Students with Disabilities: Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student must Apply for Services by first completing a Registration Form with the Rutgers Office of Disability Services (ODS) at ods.rutgers.edu. The student will also be required to participate in an ODS intake interview and provide documentation. If reasonable accommodations are granted, ODS will provide you with a Letter of Accommodations which should be shared with your instructors as early in your courses as possible.

Graduate Student Computer Policy: Students are required to possess a personal laptop, no older than approximately two years, that must meet minimum requirements which may be found online at: sph.rutgers.edu/student-life/computer-support.html

Policy Concerning Use of Recording Devices and Other Electronic Communications Systems: When personally owned communication/recording devices are used by students to record lectures and/or classroom lessons, such use must be authorized by the faculty member or instructor who must give either oral or written permission prior to the start of the semester and identify restrictions, if any, on the use of mobile communications or recording devices.

Policy Concerning Use of Turnitin: Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com (directly or via learning management system, i.e. Canvas) for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site. Students who do not agree should contact the course instructor immediately.

Withdrawal/Refund Schedule: Students who stop attending their course(s) without processing an [Add/Drop Course](https://sph.rutgers.edu/academics/school-calendar.html) form will receive a failing grade. Furthermore, students dropping to zero credits for the semester are considered withdrawn and must submit a completed [Leave of Absence](https://sph.rutgers.edu/academics/school-calendar.html) form from the School of Public Health's Office of Student Affairs. The School of Public Health refunds tuition only. Administrative and technology fees are non-refundable. You may find the Withdrawal/Refund Schedule on the School of Public Health website at: sph.rutgers.edu/academics/school-calendar.html