Department of Health Promotion and Behavior
College of Public Health
University of Georgia

HPRB 5900: Capstone in Health Promotion and Behavior
Fall 2022 Syllabus

Course Information

Instructor: Marcus Dumas, PhD, MPH
Contact Information: 251C Wright Hall, 100 Foster Road, Health Sciences Campus, Phone: 706.542.6499
                        Email: marcus.dumas@uga.edu
Student Hours: By appointment. Make sure to email me.

Course Meeting Time and Location

Building and Room: 214 Ramsey Student Center
Day and Time: Wednesdays (1020am; 1130am; 1240pm)

Course Description

Pre/co-requisite: HPRB 4400
This is a capstone course for students in the Health Promotion and Behavior major. It emphasizes professional development and online presence for careers in public health and prepares students for their professional life after graduation. It is primarily focused on the development of an online portfolio showcasing health promotion work. It also provides insight about networking with mentors and colleagues in online environments, preparing content optimized for the web and social media, and communicating clearly about one's professional identity and goals.

Course Learning Objectives

Upon completion of this course, students will be able to:

1. Develop a personal web platform and create an ePortfolio of professional health promotion work
2. Use social media to link and network with professional mentors and colleagues
3. Write for the web and create effective online content related to health promotion experiences
4. Articulate career goals and communicate in a professional manner

Course Public Health Domains

This course addresses the following public health domains:
- Health Communications, including:
    - Professional Writing
    - Use of Mass Media
    - Use of Electronic Technology

Course Requirements

Attendance and Class Participation
The structure of the course assumes that everyone is present. Students are responsible for all class content and announcements (e.g., reading assignments, instructions, schedule changes) whether they are present or not. Additionally, attendance will be factored into final grades. Important points:
- It is important as a UGA student, to make sure you are keeping up with the work. Each student's presence and participation in discussions benefits all of those present. If you miss a class, it is your responsibility to still become familiar with the information that was provided.
- Documentation is required for any absence to be excused (e.g., serious illness, grad school interview that could not be scheduled for a different time, presentation at a professional conference, required participation in a UGA sports event, major religious holiday observance). Please let me know that you will be absent before that class period, if at all possible, so that I can plan for that day's activities.

- You will lose points from your attendance grade for unexcused absences. The following are examples of inexcusable absences: scheduled flights or trips for recreational purposes, scheduled non-emergency doctor appointments (re-schedule them for a time you are not in class), picking up relatives at the airport, having family in town, etc.)
- If you are repeatedly/significantly late or leave early, I reserve the right to mark you as absent for that class session
- **IMPORTANT:** If you miss more than five class sessions, you will receive a failing grade.
- If you miss more than three classes before the withdrawal deadline, you will be dropped from the course.

Course Readings

Students will be expected to complete readings in preparation for select class periods. Specific reading assignments will available on eLC according to the class schedule. Each reading will be discussed in class and will directly inform the work done that day, so it is very important to complete the assigned readings.

Technology Requirements
The primary objective of this class is to assist each student in creating an online portfolio and developing a professional online presence. For that reason, there are multiple technology requirements.

First, you will be expected to have a laptop computer in class, as we will complete many in-class activities and workshops. If you do not have a laptop to bring to the class, inform the instructor ASAP and alternative arrangements will be made. If your laptop is broken or not functioning, inform the instructor as soon as possible so a loaner laptop can be provided. If you come to class unprepared without a laptop or if you forget to charge your laptop and/or bring your charging cord, the instructor reserves the right to reflect this oversight in your attendance grade for that day.

Second, in lieu of a textbook, it is required that you purchase your own web domain (e.g., carolynlauckner.com) and hosting for your e-portfolio. This will cost you less than the amount that you would typically spend on a textbook. For example, if you register a domain and purchase basic hosting from bluehost.com, it will cost you less than $60/year. You are welcome to shop around for the best price (see http://b2evolution.net/web-hosting/budget-web-hosting-low-cost-lamp.php), though I ask that all websites be created using Wordpress. We will set up our websites together in class, so it will be important to use a common platform.

Required Assignments
Portfolio Milestones: These small assignments (10-30 pts/each) will be due the Monday before class and will help to ensure that you are making progress on your course assignments.

E-Portfolio: At the end of the semester, each student will turn in a completed e-Portfolio. This portfolio will be used to display work you have completed in the public health field and demonstrate your skillset to potential employers or colleagues. Additional criteria will be provided later in the semester.

E-Portfolio Presentation: An important aspect of being a public health professional is being able to describe your qualifications and "sell" yourself to potential employers. Thus, each student will be expected to complete a presentation that showcases your portfolio and describes your qualifications. More detail on presentation requirements will be provided later in the semester.

Reflective Essay: This 2-3 page (double-spaced) APA format essay will describe the pieces you chose to showcase in your portfolio, discuss why you chose those pieces and what skills and competencies they demonstrate, and explain how the pieces work together to communicate your professional identity.

Assignment	Maximum Possible Points
Attendance	200
e-Portfolio Milestones	200
Final e-Portfolio	350
Reflective Essay	100
e-Portfolio Presentation	150
TOTAL POINTS	**1000**

Grades will be assigned on the basis of total number of grade points earned (see table below):

Point Distribution for Grades	
930-1000	A
900-929	A-
870-899	B+
830-869	B
800-829	B-
770-799	C+
700-769	C
650-699	C-
600-649	D
< 600	F

Incompletes are awarded only under extraordinary circumstances and only with consultation with the instructor. There must be a written agreement between instructor and student regarding how/ when the coursework will be completed. Extension for completion of the work will not exceed one semester, after which time the "I" will convert to an "F".

Other Course Policies

E-mail and Communication: It is your responsibility to check your UGA e-mail and remain abreast of course announcements. Anything I communicate via email should be considered official course information. I will make every effort to answer e-mails within 24 hours during the work week. Any emails sent during the weekend may not get a response until Monday morning. Remember this policy when due dates are close—if you send a question via email the night before something is due, you may not get a reply in time! If you have an urgent question/comment, write URGENT in the subject line.

Grading: Grades in this class are non-negotiable. The information that you need to keep track of your grade throughout the semester is in this syllabus, so please do not email asking about grade updates. If you believe a mistake was made in grading, double check the assignment requirements and the calculation for your grade. If you still believe there was a mistake, please let me know.

Make-up Policy: All materials must be submitted to eLC when they are due—extensions are the exception. Whenever possible, advanced notification to the instructor of any potential such situation is strongly advised. **Many milestones are due to ELC at 11:59pm the Monday before class—so make sure that you do not miss these deadlines!** Students should be advised that 15% of total points will be deducted for each day that assignments are turned in late. Anything turned in more than 2 days late will NOT be accepted.

University Honor Code and Academic Honesty Policy

Academic honesty means performing all academic work without plagiarism, cheating, lying, giving or receiving unauthorized assistance from any person, or using any source of information that is not common knowledge without proper acknowledging the source. All academic work for this class must meet the standards contained in *"A Culture of Honesty*." All students are responsible to inform themselves about those standards before performing any academic work. Failure to follow the University academic honesty regulations will result in failing this course and other possible disciplinary actions. For full details of the University of Georgia's academic honesty policy, see: https://honesty.uga.edu/_resources/documents/academic_honesty_policy_2017.pdf

Students with Disabilities

Students with disabilities who require reasonable accommodations in order to participate in course activities or meet course requirements should contact the instructor or designate during regular office hours or by appointment.

Coronavirus Information for Students

Face coverings:
Following guidance from the University System of Georgia, face coverings are encouraged based on preference and assessment of personal risk.

How can I obtain the COVID-19 vaccine?
University Health Center is scheduling appointments for students through the UHC Patient Portal (https://patientportal.uhs.uga.edu/login_dualauthentication.aspx). Learn more here – https://www.uhs.uga.edu/healthtopics/covid-vaccine.

The Georgia Department of Health, pharmacy chains and local providers also offer the COVID-19 vaccine at no cost to you. To find a COVID-19 vaccination location near you, please go to: https://georgia.gov/covid-vaccine.

In addition, the University System of Georgia has made COVID-19 vaccines available at 15 campuses statewide and you can locate one here: https://www.usg.edu/vaccination

What do I do if I have COVID-19 symptoms?
Students showing COVID-19 symptoms should self-isolate and get tested. You can schedule an appointment with the University Health Center by calling 706-542-1162 (Monday-Friday, 8 a.m.-5p.m.). Please DO NOT walk-in. For emergencies and after-hours care, see https://www.uhs.uga.edu/info/emergencies.

What do I do if I test positive for COVID-19? (Isolation guidance)
As of December 29, 2021, when an individual receive a positive COVID-19 test: Everyone, **regardless of vaccination status,** should:

- Stay home for 5 days.
- If you have symptoms or your symptoms are resolving after 5 days, you can leave your house and return to class.
- Continue to wear a mask around others for 5 additional days.

What do I do if I have been exposed to COVID-19? (Quarantine guidance)
If you have been exposed (within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period – unmasked**) to someone with COVID-19 or to someone with a positive COVID-19 test and you are:

- Boosted, or have become fully vaccinated within the last 6 months (Moderna or Pfizer vaccine) or within the last 2 months (J&J vaccine)
  - You do not need to quarantine at home and may come to class.
  - You should wear a mask around others for 10 days.
  - If possible, get tested on day 5.
  - If you develop symptoms, get tested and isolate at home until test results are received, then proceed in accordance with the test results.
- Unvaccinated, or became fully vaccinated more than 6 months ago (Moderna or Pfizer vaccine) or more than 2 months ago (J&J vaccine) and have not received a booster:
  - You must quarantine at home for 5 days. After that you may return to class but continue to wear a mask around others for 5 additional days.
  - If possible, get tested on day 5.
  - If you develop symptoms, get tested and isolate at home until test results are received, then proceed in accordance with the test results.

Well-being, mental health, and student support
If you or someone you know needs assistance, you are encouraged to contact Student Care & Outreach in the Division of Student Affairs at 706-542-7774 or visit https://sco.uga.edu/. They will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services. UGA has several resources to support your well-being and mental health: https://well-being.uga.edu/

Counseling and Psychiatric Services (CAPS) is your go-to, on-campus resource for emotional, social and behavioral-health support: https://caps.uga.edu/, TAO Online Support (https://caps.uga.edu/tao/), 24/7 support at 706-542-2273. For crisis support: https://healthcenter.uga.edu/emergencies/.

The University Health Center offers FREE workshops, classes, mentoring and health coaching led by licensed clinicians or health educators: https://healthcenter.uga.edu/bewelluga/

Monitoring conditions:
Note that the guidance referenced in this syllabus is subject to change based on recommendations from the Georgia Department of Public Health, the University System of Georgia, or the Governor's Office. For the latest on UGA policy, you can visit coronavirus.uga.edu.

TOPIC & ASSIGNMENT SCHEDULE

What follows is a general plan for the course; deviations announced to the class by the instructor may be necessary. Additional readings may be added.

Date	Topic	Projects and Activities
1. August 17	Introduction to Class and Syllabus	
2. August 24	A Look Into Public Health Careers	**MILESTONE 1 DUE:** By 11:59pm on August 22, submit a 1-page (double spaced) document to eLC detailing career goals and what you are hoping to get out of this class. (20pts)
3. August 31	Preparing for Graduate/Professional School	
4. September 7	Preparing for the Workforce	
5. September 14	Interviewing Graduate/Professional School	
6. September 21	Interviewing for Workforce	**MILESTONE 2 DUE:** By 11:59pm on September 19, submit a list of questions you would ask if you were an admissions committee member for graduate school and if you are doing a mock interview for graduate school, provide the answer to 3 of the questions you have created. (20pts)
7. September 28	Mock Interviews	**MILESTONE 3 DUE:** By 11:59pm on September 26, submit a list of questions you would ask if you were on a job interview committee and if you are doing a mock interview for a job, provide the answer to 3 of the questions you have created. (20pts)
8. October 5	Preparing for Life after UGA **Domain Set -up (Online video)**	**MILESTONE 4 DUE:** By 11:59pm on October 3, write a one-page (double spaced) reflection on your practice/mock interview experience. What did you do well? What did you struggle with? What will you do differently next time? (20 pts)
9. October 12	Important Skillset to Possess **Choosing Portfolio Pieces (Online video)**	**MILESTONE 5 DUE:** By 11:59pm on October 10, have a web domain created. (10pts)
10. October 19	Resumes & Cover Letters **Portfolio Themes (Online video)**	**MILESTONE 6 DUE**: By 11:59pm on October 17, upload a mock-up of your sitemap to eLC. (20 pts)
11. October 26	LinkedIn	**MILESTONE 7 DUE**: By 11:59pm on October 24, upload copy of your resume that incorporates information learned from resume presentation. (30 pts)
12. November 2	Developing Portfolio-Part 1	**MILESTONE 8 DUE:** By 11:59pm on October 31, have working website including background theme and "about me" section. (10pts)
13. November 9	Developing Portfolio-Part 2	**MILESTONE 9 DUE:** By 11:59pm on November 7, have working website including major sections/tabs (i.e. about me, research experience, major projects in public health, etc.) (10pts)

14. November 16	Developing Portfolio-Part 3	**MILESTONE 10 DUE:** By 11:59pm on November 14, turn in a link to your complete LinkedIn profile. Make sure to join the HPRB group. (20 pts)
15. November 23		**NO CLASS**
16. November 30	Developing Portfolio-Part 4	**MILESTONE 11 DUE:** By 11:59pm on November 28, write a one page recap of your peer review experience and upload to eLC. (20 pts)
December 9 12-3 pm	Presentation day for 11:30 section **IN CLASS**	**ASSIGNMENT DUE**: Completed portfolio (350 pts) and reflective essay (100 pts), turned in to eLC by 11:59pm on December 7
December 12 8-11am	Presentation day for 10:20 section **IN CLASS**	**ASSIGNMENT DUE**: Completed portfolio (350 pts) and reflective essay (100 pts), turned in to eLC by 11:59pm on December 9
December 14 12-3pm	Presentation day for 12:40 section **IN CLASS**	**ASSIGNMENT DUE**: Completed portfolio (350 pts) and reflective essay (100 pts), turned in to eLC by 11:59pm on December 12