

Public Health Practicum (Fall 2019)



Course Description

This Practicum provides an opportunity for work in the community at agencies and/or laboratories dedicated to public health practice. To accomplish this, students are assigned to practicum placement sites on or off campus, depending on their declared concentration area. Students will also meet as a group and participate in discussions in a small-class setting about the relationships of coursework, discipline-specific paradigms, and the work environment. In the classroom, the focus will be on communication skills and enhancing evaluative thinking. This course fulfills the upper division writing requirement.

Course Objectives

The purpose of the course is to help you apply knowledge gained in your classes to a public health setting. You will become involved in a practical experience at a “practicum site” that utilizes the concepts acquired from your previous four years of university courses. It will also give you an opportunity to reflect on the tools you have learned and to identify fields you would like to pursue.

Specifically, you will learn how to:

1. View the relationship between the academic and the public work environments
2. Analyze and critically evaluate the facility's mission and operation
3. Gain new insights into your own values, aptitudes, skills, and preferences for future employment
4. Be able to articulate what public health is and how you fit into the discipline and workplace

5. Apply public health concepts and methods to community problems and activities
6. Utilize critical thinking and reasoning skills to assess contemporary public health topics
7. Develop writing and oral communications skills on contemporary public health topics, through the writing of academic papers, government grants, policy analyses, and public presentations.

Instructor

Theodore K. Gideonse, PhD, MFA

Email: t.gideonse@uci.edu

Office: AIRB 2073

Office hours: Tuesdays, 12pm to 2pm

Please sign up for a 20 minute slot during this time via [Dr. Gideonse's Google Calendar](#).

If you cannot make this time, please email Dr. Gideonse to make an appointment.

Practicum/Community Engagement Coordinator

Rocio Torres

Email: phpracticum@uci.edu

Office: AIRB 2010

Teaching Assistants

Megan Key (keym@uci.edu)

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Readers

Anju Kulkarni (akkulkar@uci.edu)

Megan Padilla (mnpadill@uci.edu)

Michael Robins (robinsm@uci.edu)

Anthony Espinoza (anthonme@uci.edu)

Time / Place Lecture:

Wednesdays, 6:30pm – 9:20pm in [ALP 1300](#)

Discussion sections (discussions meet Weeks 2 through 10):

Mondays 12:00pm - 12:50pm	SE2 1306	TAs: Kameko, Megan K
Mondays ,1:00pm - 1:50pm	SE2 1306	TAs: Kameko, Megan K Readers: Michael & Anthony
Mondays, 2:00pm - 2:50pm	SE2 1306	TAs: Connie, Yachen Reader: Megan P
Mondays 3:00pm, - 3:50pm	SE2 1306	TAs: Connie, Yachen Reader: Anju

Prerequisites for this Course

Enrollment is by authorization code only. If you have enrollment issues, please contact the [Public Health Practicum Coordinator via email at phpracticum@uci.edu](mailto:phpracticum@uci.edu).

The following must all be met to enter the course:

1. Have met the deadlines for application
2. Have authorization for a practicum site
3. Have enrollment approval by the Practicum Coordinator

Course and Practicum Site Evaluations

1. Your supervisor will submit a required evaluation of your efforts and your hours at the end of the course. The Practicum Coordinator will send your supervisor the link to the evaluation.
2. Evaluations of your own field site, your participation, and your mentor will be online and can improve the experience for future students at that location.
3. At the end of the quarter, you will be able to participate in an online PH195W survey to assess the learning objectives of the course.

Readings

There will be no formal required textbook. Readings and reference sources will be derived from Internet sites, public health literature, or discipline-specific journals. The following guides are recommended:

- Hacker, D. and N. Sommers. (2016). A Pocket Style Manual, APA Version (7th ed.) Boston, MA: Bedford/St.Martins.
- Johnstone, M. (2004). Effective Writing for Health Professionals: A Practical Guide to Getting Published. New York, NY: Routledge.

Course Requirements

1. All students enrolled in this class must agree to the provisions set out in the Honor Code prior to the first class meeting.
2. Concurrent enrollment in the classroom and practicum site for 8 credit hours
3. Class attendance and active participation in lecture and discussion are worth 50 points (out of 300).
 - **Attendance will be taken, and you will earn points only if you attend.**
 - **In discussion, attendance will be done by hand by the TAs.**

- **In lecture, attendance will be done through iClicker polls. If you miss the poll because you're late, because your iClicker has run out of batteries, or you registered it incorrectly, you will not receive points.**
 - **You can miss one discussion and one lecture for any reason.**
 - **If you have perfect attendance you will received 5 extra points.**
 - **Other than those, no absences will be excused unless there is a verifiable, serious emergency.**
 - For illnesses or family (or other) emergencies, you **must provide documentation** of some form.
 - For lecture absences, *only* be in touch with Dr. Gideonse. For discussion absences, *only* be in touch with your TA.
4. Tardiness is disruptive to the class. We will expect you to treat this class like you would your job. Please arrive on time and stay until class and discussion are dismissed. **If you arrive after the iClicker was done, you will not be able to get those points.**
5. **Completion of 100 hours** of acceptable practicum work at your placement site by Friday of Week 10.
6. **Timely completion of all assignments** is required to pass the course. All material must be submitted by the deadline to receive full credit.
- Assignments submitted after the deadline but less than 3 hours late will lose 50% of the possible points.
 - Between 3 and 6 hours late, you will lose 75% of the possible points.
 - **More than 6 hours late, you will receive zero points.**
7. Unless otherwise instructed, your papers should all be in **APA format**.
- Follow the rules specified on the Purdue OWL site: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
 - There are two exceptions to note:
 1. Only include a cover page if you are instructed to.
 2. Your running head should be your name and the assignment title, as in "Peter Anteater - ROA Draft 1."
8. You must verify that your Canvas submission has been received before the deadline each week.
- Canvas can be buggy, so please follow the instructions in "[How to submit your assignments](#)" in order to receive credit if there's a problem. **If you do not do as you are instructed in these instructions, you will not receive credit.**
 - We recommend that you upload drafts of your papers to Canvas **at least 15 minutes prior** to the deadline to allow time for emergencies.
 - **Download and save the confirmation shown after your successful submission.** It is the only proof we will accept that you submitted your paper when you claim you did.

- **Please note: It your responsibility to ensure that you have uploaded the correct version of your assignment to Canvas by the deadline.**
 - We recommend that you clearly name your files so that you do not mistakenly upload the wrong file.
 - **We will review and assign points to the most current version received prior to the deadline.**
- Only electronic copies of your assignments will be edited for points. If you are absent you must still submit your papers to Canvas before the deadline.

9. **Evaluations of your field site** and your own work in the class and in your previous Public Health classes.

Academic Honesty

I take academic integrity extremely seriously. The learning environment at the University of California, Irvine is based on honesty and integrity. Sustaining this environment requires that all participants recognize the importance of maintaining the highest ethical standards.

It is critical that all individual student assignments be the sole work of each individual student. Material submitted in this class may be passed through turnitin.com, which will check your assignments against published works, content on the Internet, and every other paper submitted to turnitin.com. Please ensure that the work that you submit in this class is your own and that you use your own words when writing your assignments.

Anyone caught cheating or in any other way in violation of the university policy on academic integrity will receive an F in the course. There are no exceptions to this rule, as I have zero-tolerance for all forms of academic dishonesty. I will never look the other way.

Remaining in the course assumes that you understand what academic integrity is, in all its varied forms, and pledge not to engage in any type of dishonest conduct (which includes, but is not limited to cheating, plagiarism, and dishonest conduct). You, the student, are required to know and understand the relevant policies regarding academic integrity. To this end, you are required to carefully read the information found by following the link below. Additionally, all participants in the course are also bound by the University of California Code of Conduct. The relevant link is also below.

- [UCI's Academic Senate Policy on Academic Integrity](#)
- [The University of California Code of Conduct](#)

Assignments and Grades

Passing Practicum

Please note that per Program in Public Health policy ([described here](#)) **you must receive a C or higher in 195W in order to pass the class.** A C is higher than 73.5%. If you do not pass, *you must retake the class.*

Writing Assignments

Assignments must be related to your practicum site. All assignments must be submitted to Canvas by the deadline. Details of assignment content and due dates will be provided in class. Please use the following naming scheme for all files submitted electronically in this class: **last name_first name-assignment name-quarter**. The following is an example: **Anteater_Peter-OpEddraft-F19.doc**

Oral Presentation

Good oral communication is critical for the exchange of ideas and the development of leadership capabilities. To promote these skills, you will create posters about your practicum experience and record presentations discussing them. These will be posted online where your fellow students, the teaching assistants, and the professor will offer commentary and suggestions. Details about this assignment and a poster template will be provided in class.

Assignment	Length	Worksheet and outline	First draft	Second draft	Final draft	Points per assignment
Practicum Plan	1 page					5
APA quiz						5
Review of Article	1,500 words	10	20		30	60
Grant Proposal	4,000 words	15	15	25	35	90
Policy Analysis and Presentation	750 words + 5 slides	10	20		30	60
Elevator Pitch	200-300 words					5
Oral Poster Presentation	3 minutes + 1 slide					20
Site Evaluation	online survey					5
Attendance & Participation						50
Total Points for Course						250
Weekly Journal	150 words each week					5
Site Supervisor Survey						2

Course Evaluation						3
Perfect Attendance						5
Total Possible Extra Credit						15

Class grades are based on the standard UCI grading scale:

Grade	Range
A+	100 % to 96.5%
A	< 96.5 % to 93.5%
A-	< 93.5 % to 90.0%
B+	< 90.0 % to 86.5%
B	< 86.5 % to 83.5%
B-	< 83.5 % to 80.0%
C+	< 80.0 % to 76.5%
C	< 76.5 % to 73.5%
C-	< 73.5 % to 70.0%
D+	< 70.0 % to 66.5%
D	< 66.5 % to 63.5%
D-	< 63.5 % to 60.0%
F	< 60.0 % to 0.0%

Grades are not based on a curve and will not be rounded. Your grade will be calculated by adding the points that you earn on each assignment.

Your grade will be based on the quality of your answers, as well as on the quality and strength of your writing. I strongly recommend that you use a style manual that provides you with tips on good writing.

Please check your grades frequently. The deadline for discussing all grading issues is Friday of Week 10.

Incompletes

Incomplete grades will be assigned only in documented emergencies.

iClicker

I will be using iClicker Cloud this semester to conduct polls, quizzes, and/or attendance in class. This will help me understand what you know and give everyone a chance to participate in class. This will also give you feedback on how well you are comprehending course concepts, help you master the challenging material in this class, and allow you to review material after class.

You are required to bring a device to participate in my iClicker sessions during class. I will be allowing the use of iClicker Reef on a smartphone, tablet or laptop OR iClicker remotes.

It is your responsibility to properly register your iClicker Reef device and/or iClicker remote in a timely fashion. It is also your responsibility to regularly check your iClicker grades for any discrepancies and bring them to my attention quickly.

Registration Instructions:

Regardless of which device you use in class, **you must create an iClicker Reef account—or use your existing Reef account if you already have one—to ensure that your grades sync to my iClicker gradebook.** You can do this by downloading the mobile app via the App Store or Google Play, or by visiting iclicker.com.

When you are setting up your account, enter your full name (as displayed in Canvas) accurately in the Student ID field of your Reef profile.

Upon signing up with iClicker Reef, you will have a 2 week free-trial period. After that point, you will need to purchase a Reef subscription or obtain access code if you want to participate in iClicker sessions with your mobile device, tablet, or laptop. Be sure to do this during the 2 week window so your use of iClicker Reef is not interrupted. Students who fail to properly set up their iClicker Reef accounts will miss out on polling points. It is your responsibility to make sure your account is in working order, and to regularly check your grades for any discrepancies and bring them to my attention immediately. If you already have a Reef account, simply add my course to it. **Do not create a duplicate account.**

[Click here to learn about your options for purchasing a Reef subscription or obtaining an access code](#)

If you are using **iClicker remotes** to participate in class, you must also register your remote in the profile section of your Reef account by entering the 8 character ID from the back of your iClicker remote into your Reef profile. **You will not need to pay for a Reef subscription or obtain an access code if you are only using an iClicker remote**, and can therefore ignore the “Buy or Extend Subscription” message that will appear in your Reef account.

If you want the option of using both an iClicker remote and iClicker Reef on a smart device, you can purchase a Reef subscription in addition to an iClicker remote and simply register the remote in Reef. The iClicker system will record your responses to sessions regardless of which device you use to vote.

You have the option to rent an iClicker remote. Visit the Macmillan Learning Student Store to view iClicker rental information, which also includes an option to purchase access to the iClicker Reef mobile app at a discounted rate.

Need Help?

You can find the answers to many of your questions by visiting iclicker.com/support at any time. If you continue to experience issues, please contact iClicker support via phone (866.209.5698) or email (support@iclicker.com). Live support is available Monday - Thursday from 9AM - 11PM, ET and Friday from 9AM - 9PM, ET.

Electronic Devices

You may use your laptops in class but **please only use them for class work**. Everyone behind you can see what you're doing, and when you're not using them for classwork, it's extremely distracting to everyone.

Unless you are using it for iClicker, your phone should be off during lecture. **Off**. Texting during lecture is obnoxious. If you cannot pay attention to the lecture, don't come.

Communication

Questions concerning class materials should be posted on the class discussion forum called "Post Your Questions and Comments Here," so that all students can benefit from reading the answer. Discussion postings are archived and will be available throughout the course.

Please refrain from emailing the instructor and TAs with questions about the assignments or lecture material. These types of questions should be posted to the discussion forum. We will do our best to respond quickly to questions.

When we have a need for communication that is private, whether personal, interpersonal, or professional, we will use individual email or Canvas messaging.

Important class announcements will be made via Canvas. Please ensure that you have read each of these announcements, and adjust your Canvas settings so that you receive notifications when announcements are posted.

Discussions

Discussions will enable review, feedback, and offer you a chance to ask questions about course materials. The discussion sessions will be held as workshops where you bring your in-progress

paper to gain feedback and guidance before submission. Attendance is required in the specific section in which you are enrolled.

Course Schedule

Week	Discussion Date	Lecture Date	Topics	Items Due
1	NO CLASS	10/2	Introduction and orientation Writing for scholarly publications	iClicker Registration Internship Code of Conduct Public Health Practicum Policies & Procedures
2	10/7	10/9	Review: Writing, revising, editing Writing for scholarly publications	Article Outline Article Analysis Worksheet APA quiz
3	10/14	10/16	Writing for scholarly publications	Draft Review of Article Practicum Plan
4	10/21	10/23	Writing grant proposals Choosing a topic related to your practicum site General parts of a proposal Types of proposals	Final Review of Article
5	10/28	10/30	Human Subjects Institutional Review Board	NIH Agency Description Grant Application Form Grant Outline
6	11/4	11/6	Writing grant proposals Graduate school	1st draft Grant Proposal
7	NO CLASS Veteran's Day	11/13	Writing grant proposals Networking	2nd draft Grant Proposal Elevator speech
8	11/18	11/20	Personal statements Policy analysis	Final draft Grant Proposal Policy Analysis matrix
9	11/25	NO CLASS	Policy analysis Interview tips	1st draft Policy Analysis
10	12/2	12/4	Practicum recap Future directions	Final Policy Analysis Oral Poster Presentation Site Evaluation

Review of Article Instructions

In the Review of Article (ROA), you will write a review of an academic article, including its overall value as well as its limitations. You will form some of your own opinions about the validity and value of your article, and those opinions will be supported by eight references that will provide contradicting or supporting evidence and provide additional background information. For more details see the Slides for Week 1 and 2.

Remember, **the paper is primarily focused on three limitations of how the study was conducted** with suggested improvements to these limitations. This should NOT be a review of the subject that the article discusses. Your POV will pertain to your perceived limitations of how the study was performed.

1. **Select an article about a subject related to your practicum site** (and thus Public Health).
 - **A long list of approved articles** you can select from is in the [ROA Resources module](#).
 - Or, you may also choose one of your own. **If you do, it must:**
 - Be on a topic that relates to your site.
 - Be published in the last 10 years (2009 or later),
 - Be an **original** study, not a secondary analysis is of someone's else's data.
 - Be based on data its authors collected.
 - Have a clear study design.

2. **Answer the questions on the [Article Analysis Worksheet](#)** (see Slides for Week 1)
 - Submitted with [Article Outline + Article Analysis Worksheet](#)

3. **Write an outline of the article you have chosen** (see Slides for Week 1)
 - Submitted with [Article Outline + Article Analysis Worksheet](#)
 - **One-to-two pages** (not shorter than one, not longer than two) and **single-spaced**
 - Be as **specific** as possible
 - Format outlines with the **Harvard Outline Format**.

4. **Write an outline of your ROA** (see slides for Week 2)
 1. **Introduction** (subheading)
 - Provides an overview, the value, and your POV of your lead article.
 2. **Narrative** (subheading)
 - Discusses and evaluates the lead article by expanding on the main points presented in your POV.
 - First Main Point
 - **Limitation (see slides for Week 2 for detailed discussions of limitations and how to address them)**
 - Provide detailed explanation of limitation
 - Provide supporting evidence that explains how this limitation weakens the results of the study
 - Improvement
 - Provide detailed explanation of improvement

- Provide supporting evidence of how this improvement is feasible
 - Evaluating sentence that connects main point back to “thesis”
 - Second Main Point
 - Third Main Point
3. **Conclusion**
- Briefly summarize your main points (limitations and suggested improvements) of the lead article.
5. **Write the ROA**
0. Submitted in [Review of Article - First Draft](#) and then [Review of Article - Final Draft](#)
1. Title page with **Abstract**
- 250-300 words for abstract, single-spaced
2. **Body:** Introduction/Narrative/Conclusion
- 1200-1250 words, double spaced
 - Use these **headings:** Introduction, Narrative, Conclusion
3. **8 supporting references** cited in the text must listed on separate References page
- **APA** format, double-spaced
 - Supporting articles should be **from 2009 or newer**; check with us if they are older.

Grant Proposal Instructions

This grant assignment is **devised to get you into the grant writing arena**, to develop a fundable proposal or education research program, to choose a relevant agency, to learn to read and follow directions

Evaluation will be based how successful you were at completing the grant application, particularly abstract and narrative

Please see the slides of Weeks 4 and 5 for more detail on the various sections of the Grant Proposal.

1. Choose a topic

- You will **propose a new project** very similar to the project described in the lead article from the ROA.
- The main difference will be the **one improvement** based upon your analysis of the project's **limitations**.

2. Choose a granting agency

- You will likely choose one of the 24 branches of **NIH, because NIH supports Public Health research**, and we will all follow the same format for writing the grant
- If you choose another agency or organization, you will still use the NIH format for the assignment.
- **For the preliminary assignment ([NIH Agency + grant application form + outline](#)):**
 - Describe the goals of the sub-agency (1 paragraph of the page).
 - List types of grants sub-agency has supported in the past (found on the sub-agency website).
 - List the current priority areas for the sub-agency (also found on the sub-agency website).

3. Outline the Narrative/Project Description of your grant application (submitted with [NIH Agency + grant application form + outline](#)):

- A. **Hypothesis and Specific Aims** (see Week 5 slides)
 - Aim #1, Hypothesis #1
 - Aim #2, Hypothesis #2
- B. **Methods** (see Week 4 slides)
 - **Study Design**
 - **Sample selection**
 - **Data Collection**
 - **Data Analysis**
- C. **Ethics** (see Week 5 slides)
 - Protection of human subjects
 - Consent and confidentiality
- D. **Data sharing** (see Week 5 slides)
 - If and **how you will be sharing** raw data with other researchers

E. Timeline

4. **Fill out Grant Application Form (submitted with [NIH Agency + grant application form + outline](#))**
5. **Write the Grant Proposal**
 - **Some sections are due with [Grant Proposal - First Draft](#)**
 - **Some sections are due with [Grant Proposal - Second Draft](#)**
 - **All must be revised for [Grant Proposal - Final Draft](#)**
 - **Required sections are:**
 1. Cover letter (see Week 4 slides)
 2. Grant Application Form
 3. Organization Information (see Week 4 slides)
 4. Executive summary
 5. Statement of Need/Objective (see Week 4 slides)
 6. Project Description/Narrative
 7. Conclusion
 8. Bibliography (in APA)
 9. Budget justification
 10. Human subjects form

Policy Analysis Instructions

Please refer to the slides in Weeks 7 and 8 for more details on policy analysis in general. And please refer to the specific Canvas assignments for details on what you should turn in each week.

1. **Choose a problem faced by your site**, either a problem external or internal to your agency or organization
 - *Ex:* Santa Ana banned homeless service organizations from working in the Civic Center area
 - *Ex:* UCI Student Health Service doesn't offer free STD testing to students without SHIP or GSHIP

2. **Fill out a policy analysis matrix**, examining the main questions discussed in the previous slides.
 - **Official assignment:** [Policy Analysis Matrix](#)
 - A fill-in PDF is available!
 - **Note:** Some tasks in a typical policy analysis are not possible in two weeks, and this is reflected in the PDF

3. **Research the problem and potential solutions**
 - Ask the experts at your site
 - Examine academic and journalistic sources
 - Examine how others have approached the problem
 - **Note:** Your experience at the practicum site counts, but it must be examined for bias and the problem inherent in anecdotal experience

4. **Determine the audience for your policy analysis**
 - Are they employed by your site? The executive director, policy director, primary investigator?
 - Are they a government official? Elected, appointed, or career employee?
 - The analysis should be **tailored and addressed to your audience**

5. **Write a detailed outline (which is turned with [Policy Analysis - First Draft](#))**
 - A. **Executive Summary**
 - B. **Background of the problem**
 1. Description of the problem
 2. Outcomes of earlier or current efforts to address the problem
 - C. **Scope and severity of the problem**
 1. Assessment of previous policy efforts
 2. Significance of the problem
 3. Why the need for analysis
 - D. **Problem statement**
 1. Specific definition of the problem
 2. Describing the major stakeholders

3. Objectives and goals of potential solutions
 - E. **Analysis of alternatives**
 1. Description of potential solutions
 2. Comparison of possible outcomes
 3. Constraints and feasibility
 - F. **Policy recommendations**
 1. Criteria for recommending alternatives
 2. Descriptions of preferred alternative(s)
 3. Limitations and possible unanticipated outcomes
 - G. **References**
 - Academic, journalistic, and original data collection are all possible
 - H. **Five PowerPoint slides**
 - Summarizing the policy analysis
 - Would be used when presenting the analysis to your audience
6. **Write the policy analysis**
- **Official assignment for the first draft:** [Policy Analysis - First Draft](#)
 - **Official assignment for the final draft:** [Policy Analysis - Final Draft](#)
 - **Cover page**
 - Include: Title, your name, practicum site, and specific audience for the analysis
 - **Executive summary** (200-250 words)
 - **Policy analysis** (750-900)
 - Use **subheadings**:
 - Background and Scope
 - Problem Statement
 - Potential Solutions
 - Recommendations
 - **References in APA**
 - **Five PowerPoint slides**

Oral Poster Presentation

Good **oral communication** is critical for the exchange of ideas and the development of leadership capabilities. To promote these skills, you will create **posters about your practicum experience** and record presentations discussing them. These will be **posted online** where your fellow students, the teaching assistants, and the professor will offer commentary and suggestions.

What belongs on the poster

- **Use one of the templates provides in the Week 9 Module.**
- **Biosketch**
 - A brief biography that includes your name, major, and a brief description of why you majored in Public Health
 - **150-200 words**
- **Personal plan of action**
 - How do you plan to integrate your **public health learning experiences** with your professional **goals and aspiration?**
 - **200-250 words**
- A reflective assessment of your **education in public health concepts** and how you **communicate those concepts**
 - **200-250 words**
- A reflective assessment of **your practicum experience (at the site *and* in class)**
 - What did you learn about public health and yourself?
 - **200-250 words.**
- Some **graphical element** – photos, charts, etc.

The Oral Presentation

- You will deliver your PowerPoint poster presentation to the your fellow students, TAs, readers, and instructor by **recording yourself narrating** the presentation.
 - Please ensure that your entire presentation is at **minimum 3 minutes** and at **maximum 5 minutes.**
 - **For more information** on narrating a presentation, please see the following support documents:
 - [Microsoft PowerPoint.](#)
 - Final presentation must be in **PowerPoint.**
 - *Exporting from KeyNote does not export the audio file.*
 - ***If you must, export to PowerPoint and record audio in that program.***