SYLLABUS
PUBH 4080: Public Health Capstone
SPRING 2025 (3 credit hours) – Internet Course

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Communication Expectations
UNT email is the preferred method of communication. Do not message me through Canvas. Please allow 48 hours to respond to email, excluding weekends. If for some reason you don't receive a response after this time, please resend your message. Use proper professionalism and etiquette when communicating with me and with your peers. Here are some general communication guidelines provided by CLEAR: https://clear.unt.edu/online-communication-tips

Course Description
This is the final course that students must take to complete the Bachelor of Science program in Public Health. It has both a classroom and a service-learning component. Both the classroom and service-learning component must be completed to pass this course. For the classroom component, students are to identify a public health problem, conduct a literature review of the problem, and devise solutions to solving the problem, using a systems thinking approach. Students will use the knowledge they have gained from all their courses in Public Health to critically analyze a public health problem.

For the service-learning component, students will spend at least 100 hours practicing public health in real world. This integrative experience will help students achieve cross-cutting competencies in communication, diversity and culture, leadership, professionalism, integration of theory and practice, and public health knowledge and skills. Students will write weekly logs about their service-learning internship experience and submit their reflection paper via Canvas.

PUBH 4080 is 100% online and it is asynchronous with weekly modules administered through CANVAS.

Course Pre-requisites
This course is designed to be taken in the final semester of the program.

Required Text and Readings
Forister, J. G. & Blessing, J. D. (2020). *Introduction to research and medical literature for health professionals.* (5th ed.) Jones & Bartlett Learning.
Required Readings: Additional readings will be made available on Canvas.

Learning Objectives
- Identify health disparities among populations.
- Identify a public health problem and conduct a literature review.
- Use a systems thinking approach to devise solutions for the identified public health problem.
- Discuss policies to improve the health conditions of population groups.
- Identify partnerships at the local, community, and national levels that may improve the health conditions.
- Apply critical thinking skills in resolving ethical issues involved in solving the problem.
- Implement evidence-based strategies to solve a public health problem.
- Strengthen writing and communication skills needed in both graduate school and as a public health professional.
- Garner knowledge of core public health sciences.
- Integrate and synthesize theory and practice related to public health issues.
- Demonstrate the ability to interact with people from diverse backgrounds.
- Develop effective communication and presentation skills.

Requirements
- Completion of on-site supervised service-learning experience within a pre-approved public health setting for a *minimum of* 100 hours under the direct supervision of an on-site supervisor.
- Submission of the signed Partner Agreement form by end of week 4 and prior to any service-learning hours being accounted for during the course.
- Participation in class discussions, and coordination and submission of completed site-supervisor evaluations.
- Maintenance and submission of biweekly logs that contain information regarding service-learning hours completed and duties performed.
- Submission of all course assignments must be made by the due dates.

Access and Log in Information
This course was developed and will be facilitated utilizing the UNT Learning Management System, CANVAS. To get started with the course, please go to: https://unt.instructure.com/. You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: http://ams.unt.edu.

Teaching Philosophy
Online classes are fast paced; thus, it is important for students to keep up with assignments and submit them on time. You CANNOT procrastinate. To do well in this class, students should email me if they have questions and submit all assignments ON TIME. **<u>PROOFREAD</u>** <u>your work before submitting it as your grades will be partially based on the clarity of your writing.</u>

Assignments must be turned in via CANVAS. Please be courteous in the Course-room. Do not post anything offensive, threatening, inflammatory, or illegal. Also, do not call people names if you disagree with their views. **All assignments close at 11:59 PM CST**. Check CANVAS daily. Students will have graded assignments within one week from due dates.

Requirements
Please familiarize yourself with the technical requirements to complete this online course:
- [Hardware and Software requirements for Canvas](#)
- [Canvas Browser Check](#)

Technical Requirements & Skills
Minimum technology skills for successful completion of this course include:
- Access to a scanner or scanner app on smartphone
- Internet access for the following:
  - Canvas ([Navigating Canvas)](#)
- Using email with attachments
  - Sending and receiving emails
  - Creating, opening, printing, sending, and/or receiving Microsoft Word documents or pdf files (using free [Adobe Acrobat Reader](#))

Being a Successful Online Student
-[What Makes a Successful Online Student?](#)
-[Self Evaluation for Potential Online Students](#)

How the Course is Organized
Seventeen chapters are covered during the semester in addition to a series of scholarly articles. There are biweekly logs, a literature review of public health problem, a reflection paper, discussion assignments, career readiness activity, and various other activities where students create a LinkedIn account and join the UNT Public Health group, develop a research question, submit a Partner Agreement form outlining details of their internship site and experience, and coordinate two on-site supervisor evaluations.

What Should Students Do First?
First, make sure you read the course syllabus and understand its content. Make note of the deadlines. Email the instructor if you have questions.

How Students Should Proceed Each Week for Class Activities
There are weekly readings that you need to keep up with in order to do well in this class. If you have questions, email me. Make note of deadlines which are organized weekly in this class.

Student Technical Support
UNT provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at: [UNT Help Desk](#)
Email: helpdesk@unt.edu   **Phone**: 940.565-2324
In Person: Sage Hall, Room 130

For additional support, visit [Canvas Technical Help](#) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

COURSE REQUIREMENTS

Readings and Assignments: Students are expected to complete all assigned readings for each week and be prepared to share their views on the different issues raised in the readings.

1. LinkedIn Account. (**Required to pass course**). Each student will create a LinkedIn account, develop a professional profile, and join the UNT RHS - Public Health group (See Canvas).

2. Partner Agreement. (**Required to pass course**). Each student will submit a completed Partner Agreement form identifying their internship site, on-site supervisor, internship schedule, and a description of their internship responsibilities. This document is to be submitted in Canvas by the end of week 4.

   Each student will determine their own goals to obtain at the internship site and develop objectives to meet each goal. The on-site supervisor will collaborate. Supervisor and student will hand-sign the contract and turn in a scanned copy via Canvas. Students MUST have a completed, signed Partner Agreement form filed in Canvas and approved by the instructor before submitting a weekly log of hours. This document must be submitted at the same time as, or prior to, a weekly log containing internship hours, but not afterward. Students must have the form completed in its entirety, develop appropriate goals/objectives, and ensure the document is hand-signed by the on-site supervisor.

3. Biweekly Logs. (8 @ 2 points each = **16 points**). Biweekly logs are required. **If a student fails to submit a biweekly log, they will receive a zero for the assignment and forfeit any internship hours completed.**

   Accurate and thorough logs are to be submitted biweekly. Timely submission of these logs is critical to keep the instructor informed of possible issues that arise. Weekly Log 8 requires the on-site supervisor's hand-written signature, and responsibility lies with the student to coordinate this task with their site supervisor prior to the assignment deadline.

4. Research topic. (**2 points**). Each student will submit a preliminary research question addressing a specific public health problem they will be researching in this class (See Canvas).

5. Research question. (**2 points**). Each student will submit their final research question addressing a specific public health problem they will be researching in this class (See Canvas).

6. Midterm Site Supervisor Evaluation. (**10 points**). The form will be made available to students in Canvas, and responsibility lies with each student to provide their supervisor with a copy of the form at least one week before it is due. It is expected that the on-site supervisor will review the evaluation with the student. Each student will submit a Midterm Evaluation completed by their on-site supervisor in this course via Canvas. The site-supervisor's feedback is essential for the student to earn a grade in this course and

graduate. Evaluations must be hand-signed by student and on-site supervisor. Unsigned evaluations will receive a grade of zero (0).

7. Discussion assignments. (10 @ 2 points each = **20 points**). There will be weekly discussion assignments. These assignments will be based on the readings and some of the challenges that students may encounter during their internship. While there are no right or wrong answers, what I will be looking for is how your response makes sense and whether the post is coherent. Use your critical thinking skills. Submissions should be several paragraphs long and demonstrate a sound understanding of the readings as well as thoroughly explain why you think the way you do. Also, when applicable, use the readings as authority sources to substantiate your views. There are 11 discussion assignment opportunities. Your lowest discussion grade will be dropped.

8. Career Readiness activity. (**10 points**). Each student will complete the "Identify Soft/Transferable skills" activity from the Career Readiness Handbook presented in Canvas. The assignment is available on pages 8-10 of the workbook but has been replicated in a Word document for student use. To receive full credit for this assignment, students do NOT need to complete the entire activity. Instead, students need to select only 5 skills in each of the 8 listed domains of soft skills for a total of 39 soft skills. Please note: the last domain (Career Management) has only 4 skills so students must complete all 4 skills in this domain.

9. Literature Review of a public health problem. (**20 points**). Each student will select a public health problem and conduct a comprehensive literature review of the problem (See Canvas).

   Solution for public health problem. Students will describe ways the chosen public health problem could be solved, using a systems-thinking approach. Student will provide several ways (at least 3) one could solve the selected public health problem. Be as detailed as possible in your description. What methods could be used? What steps could be taken? etc., etc.

   Instructions: Use 12 font size and APA (7th Edition) format. The paper must be 5 to 10 pages long (excluding references) and double-spaced. You must have at least 6 scholarly articles for references. Make sure you include the reference page(s) at the end of your paper. Also, write in your own voice (use own words) to avoid plagiarism. Your final paper must have less than 20% similarity score for Turnitin. More than 20% similarity score will result in a grade of zero (0) for the assignment.

   Students are responsible for submitting their paper prior to the due date and checking their Turnitin similarity score *prior to* the assignment closing. If you resubmit a paper, you must wait 24 hours for your Turnitin Similarity Report to regenerate. Therefore, students are advised to submit their paper well in advance of the assignment deadline to ensure they have not exceeded the similarity score for the assignment.

10. <u>Reflection Paper</u>. (**10 points**). Students will give a brief description of their service-learning experience, what they have learned and how this learning has contributed to their formation as public health professionals focusing on at least one of the 10 major competencies of Essential Public Health Services (see posted internship guidelines). Your grade will be based on how properly your major project has contributed to at least one of the 10 major competencies of Essential Public Health Services, discussion of the benefits of creating a LinkedIn account and networking through LinkedIn, spelling and grammar, and the clarity of your writing (see Canvas).

11. <u>Final Site Supervisor Evaluation</u>. (**10 points**). It is expected that the on-site supervisor will review the evaluation with the student. Students will submit a Final Evaluation completed by their on-site supervisor in this course via Canvas. The form will be made available to the students in Canvas, and responsibility lies with students to provide their supervisor with a copy of the form a week before it is due. The site-supervisor's feedback is essential for the student to earn a grade in this course and graduate. Evaluations must be hand-signed by student and on-site supervisor. Unsigned evaluations will receive a grade of zero (0).

<u>Assignments Submitted in Canvas</u>. It is the student's responsibility to ensure they submit the correct assignments in Canvas. Students must submit their assignment prior to the due date and to double-check their work prior to each assignment closing. Canvas does not allow submissions/resubmissions once an assignment deadline has been reached. Late assignments are not accepted, including those where a student may have uploaded the wrong document(s) for the assignment. If you submit the wrong document(s) or attempt to submit your work under the Comment section of a Canvas assignment, you will receive a zero for the assignment. **<u>CHECK YOUR WORK.</u>**

Because this course reflects on your academic learning within your chosen field of study, students are expected to demonstrate professionalism, honesty, integrity, and responsibility in both the academic and service-learning component of this course. Critical thinking skills should be evident in all assignments, with clear writing, free from spelling and grammatical errors. This is an opportunity to showcase your growth and preparedness for the professional world.

<u>Assignments requiring on-site supervisor's involvement.</u> Each student must have ONE designated on-site supervisor to oversee their internship, evaluate performance, participate in weekly 1-hour supervisory meetings, and sign course documents. The on-site supervisor is to remain consistent throughout the semester. Students must immediately communicate any changes in supervision to the instructor in writing. The instructor may contact the site-supervisor at any time for any reason. Assignments requiring the supervisor's signature must include a legible handwritten signature. Electronic or digital signatures are not accepted. **Cheating, fabrication, sabotage, or forging signatures goes against Academic Standards and will jeopardize your ability to remain in the class**. <u>Assignments submitted without a handwritten signature will receive a grade of zero (0)</u>.

STUDENT PERFORMANCE & CONDUCT DURING INTERNSHIP

The department is committed to maintaining strong, collaborative relationships with community agencies to provide meaningful internship opportunities for students. As representatives of the university, department, and academic program, students are expected to always demonstrate professionalism. By presenting themselves in a respectful and responsible manner, students uphold the positive reputation of the program to ensure these valuable partnerships remain available for future students. Maintaining professionalism and a positive reputation is essential to sustaining and expanding internship opportunities within these agencies.

Unresolved negative performance and/or conduct at an internship site may result in a minimum of one letter grade deduction for the course. Examples of negative performance/conduct include, but are not limited to, the following:

- Late attendance, frequent absences, or failing to adhere to the agreed schedule.
- Submitting materials, reports, or projects late or not meeting quality standards.
- Unprofessional, disrespectful, or untimely communication with supervisors, colleagues, or clients.
- Failing to demonstrate professionalism, respect, or ethical behavior in the workplace.
- Performance deficiencies that require the reassignment of the student's responsibilities to other staff, interns, or personnel.
- Inability to meet the expectations outlined by the site or resolve concerns raised by the site-supervisor.

This list is not exhaustive. Additional performance issues identified by the site-supervisor or observed during the internship may also result in grade penalties or other disciplinary actions. Students are expected to take full responsibility for their conduct and performance throughout their internship.

If student performance or conduct issues are identified by either the faculty or site supervisor, a meeting will be held between them to discuss the student's performance and/or conduct and develop a formal plan of action. The student will then meet with the faculty and/or the site supervisor to review the plan. If the student is unable to engage in the plan of action adequately or resolve performance issues, then their final grade may be deducted anywhere from 1-10 points based on the evaluation of the faculty and/or site supervisor.

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COMMUNICATIONS

Information will be posted on CANVAS - check the Announcements tab daily.

Interaction with Instructor: The primary means to contact me will be via UNT email. I try my best to respond to students within 24 hours, excluding weekends.

ASSESSMENT & GRADING

Assignment	Points Possible		% of Final Grade
LinkedIn Account	Required to pass course	Required to pass course	
Partner Agreement	Required to pass course	Required to pass course	
100 internship hours or more	Required to pass course	Required to pass course	
Biweekly Logs (8 @ 2pts each)	16 points	Required to pass course	16%
Research Topic	2 points		2%
Research Question	2 points		2%
Supervisor Evaluations (2 @ 10 points each)	20 points	Required to pass course	20%
Discussion Assignments (10 @ 2pts each)	20 points		20%
Career Readiness Activity	10 points		10%
Literature Review Paper	20 points		20%
Reflection Paper	10 points		10%
TOTAL	**100 points**		**100%**

Grading

The final grade will be assigned based on the following scale which uses a point system:

Total points	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

Missed assignments. Late assignments will not be accepted due to the asynchronous nature of this course. Students will receive a zero if they fail to turn in assignments on time. All assignments are made available to students in advance, allowing reasonable time for completion. It is the student's responsibility to plan accordingly, and work ahead as needed to meet all deadlines.

In the event a student missed an assignment deadline as a result of an emergency situation, health, or death of a loved one, the student must contact the Dean of Students Office to seek assistance in documenting the extenuating circumstance. Reasons outside of these examples will not be considered for the submission or credit of late work.

Do Not Ask for extra work at the end of the semester. There is no extra credit work available for this course. If you have issues with Canvas, please call the student support (940.565.2324) and keep the tracking number they give you. Also, keep in mind that your online presence in Canvas can be tracked.

COURSE EXPECTATIONS

As the instructor of this course, I am responsible for:

1. Providing course materials that will assist and enhance your achievement of the stated course goals.
2. Providing timely and helpful feedback within the stated guidelines.
3. Assisting in maintaining a positive learning environment for everyone.

As a student in this course, you are responsible for:
1. Reading and completing all requirements of the course in a timely manner.
2. Working to remain attentive and engaged in the course and interact with your fellow students.
3. Assisting in maintaining a positive learning environment for everyone.

SPOT COURSE EVALUATION
The SPOT Course evaluation is usually conducted during the last 2 weeks prior to final exams. I will post information about the date for evaluation on Canvas when it becomes available.

SCHOLARLY EXPECTATIONS
In keeping with the norms of higher education, any student found guilty of academic dishonesty may receive a failing grade for the course and be reported to their college dean. Refer to your student handbook for complete provisions of the policies and procedures set forth by UNT.

USE OF ARTIFICIAL INTELLIGENCE (AI) (example ChatGPT)
Students may not use AI tools to generate work for an assignment to be submitted for a grade, as this cannot be considered a substitute for developing the fundamental skills and expertise represented by the learning objectives of this course. Please note that generative AI tools rely on predictive models to generate content that may appear correct, but has been shown to sometimes be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research, and you must complete all graded assignments without any assistance from AI tools. You are ultimately responsible for the content of the information you submit and may not attempt to pass off any work generated by an AI program as your own. To do so is considered academic dishonesty.

I will use Turnitin software to screen for plagiarism and the use of AI-generated information. You will lose most, if not all, of the points for the assignment if your paper contains a large amount of plagiarized or AI-generated material.

The use of AI tools such as ChatGPT, Microsoft, QuillBot, or Grammarly paraphrasing tool, or any other writing enhancing software is strictly prohibited for assignments in this class. Turnitin will flag this work as AI and you will **lose points** for this. All submitted materials should be original and should not have been previously submitted to other places or courses. See the Academic Integrity Policy and Student Code of Conduct for more information.

WRITING SKILLS
This is a writing intensive course, and students should prepare accordingly. Students must write grammatically correct sentences, write well-developed paragraphs, and express ideas in a well-organized, coherent manner. Submissions must include complete sentences, correct punctuation and capitalization, and avoid using abbreviations and acronyms without proper clarification. Consider getting support for this course with your writing at the UNT Writing Lab (http://writinglab.unt.edu) and UNT Career Center (https://studentaffairs.unt.edu/career-center)

COURSE POLICIES

Assignment Policy
See the assignment schedule for due dates which are in this syllabus and also posted on Canvas.

Late Work Policy
Late assignments are not accepted in this class.

Grade Disputes
You are required to wait 24 hours before contacting me to dispute a grade. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to set up a meeting (I cannot discuss grades over email). You should come to our scheduled meeting with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute.

Class Participation
Students are required to login regularly to the online class site. The instructor will use the tracking feature in Canvas to monitor student activity. Students are also required to participate in all class activities such as discussion boards.

Virtual Classroom Citizenship
The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.

Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Other student support services offered by UNT include:

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)
- MathLab (https://math.unt.edu/mathlab)

Copyright Notice

Some or all of the materials on the course website may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located on the UNT website.

Undergraduate Online Course Attendance Policy

Information about the University of Texas' Attendance Policy may be found at:
http://policy.unt.edu/policy/15-2-5

Syllabus Change Policy
This syllabus is subject to change at the discretion of the professor. Notice of any changes will be provided through posted announcements in Canvas.

UNT POLICIES

Academic Integrity Policy
Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred.

My addition: You may not use any of your work from other courses or work you have written for a job, volunteer work, internship, etc. The work you submit in this class must be original and generated by you only for this course.

Work submitted will be analyzed through Turnitin. Any work you submitted for other courses, etc. may be flagged by Turnitin. Plagiarism is a serious matter and will not be accepted. I am available to offer guidance for your work. The UNT Writing Center is also a good resource.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be.

If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiarism.

Policies regarding student conduct and academic honesty posted by the University Center for Student Rights and Responsibilities in the Student Handbook apply to this class. See the full policy here: https://policy.unt.edu/policy/06-003

ADA Policy
The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of

Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at http://www.unt.edu/oda. You may also contact ODA by phone at (940) 565-4323.

Emergency Notification & Procedures
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Incompletes
Students are expected to complete the course within the session time frame. A grade of Incomplete will only be given if the student is (a) passing the course, (b) has completed 75% of the course requirement, (c) has very compelling special circumstances, and (d) provides adequate documentation. I will require that the course requirements be fulfilled by the end of the following semester. Link to full UNT policy: https://registrar.unt.edu/grades/incompletes

Acceptable Student Behavior
Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom,

labs, discussion groups, field trips, etc. Visit UNT's Code of Student Conduct
(https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect
Students' access point for business and academic services at UNT is located at: my.unt.edu. All
official communication from the University will be delivered to a student's Eagle Connect
account. For more information, please visit the website that explains Eagle Connect and how to
forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

Student Evaluation Administration Dates
Student feedback is important and an essential part of participation in this course. The student
evaluation of instruction is a requirement for all organized classes at UNT. The survey will be
made available during to provide students with an opportunity to evaluate how this course is
taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem
Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email
in their UNT email inbox. Simply click on the link and complete the survey. Once students
complete the survey, they will receive a confirmation email that the survey has been submitted.
For additional information, please visit the SPOT website (http://spot.unt.edu/) or email
spot@unt.edu.

Sexual Assault Prevention
UNT is committed to providing a safe learning environment free of all forms of sexual
misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and
stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies
prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or
someone you know is experiencing sexual harassment, relationship violence, stalking, and/or
sexual assault, there are campus resources available to provide support and assistance. UNT's
Survivor Advocates can assist a student who has been impacted by violence by filing protective
orders, completing crime victim's compensation applications, contacting professors for absences
related to an assault, working with housing to facilitate a room change where appropriate, and
connecting students to other resources available both on and off campus. The Survivor
Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students
Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially
reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation
To read detailed Immigration and Customs Enforcement regulations for F-1 students taking
online courses, please go to the Electronic Code of Federal Regulations website
(http://www.ecfr.gov/). The specific portion concerning distance education courses is located at
Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).
The paragraph reads:
(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the
equivalent of one class or three credits per session, term, semester, trimester, or quarter may be
counted toward the full course of study requirement if the class is taken on-line or through
distance education and does not require the student's physical attendance for classes, examination

or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance
To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification
UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

Use of Student Work
A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class, and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.
Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentation, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

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Course Schedule

Week	Date	Topic/Reading	Assignments	Due
1	01/13/24	Chapter 1: Introduction	Partner Agreement Discussion 1	Sun, Feb 9 Thu, Jan 23
2	01/20/24	Chapter 2: Regulatory protection of Human Subjects in Research Chapter 3: The Research Problem Video: *Choosing your capstone topic* by Sindee Karpel	Research Topic Biweekly Log 1 Discussion 2	Sun, Jan 26 Sun, Jan 26 Thu, Jan 30
3	01/27/24	Chapter 4: Review of the Literature Chapter 5: The Systematic Review	LinkedIn Account Discussion 3	Sun, Feb 2 Thu, Feb 6
4	02/03/24	Develop Literature Review Topic	Research Question Biweekly Log 2	Sun, Feb 9 Sun, Feb 9
5	02/10/24	Chapter 6: Methodology Chapter 7: Survey Research	Discussion 4	Thu, Feb 20
6	02/17/24	Chapter 8: Qualitative Research	Biweekly Log 3 Discussion 5	Sun, Feb 23 Thu, Feb 27
7	02/24/24	Chapter 9: Community-based Participatory Research	Discussion 6	Thu, Mar 6
8	03/03/24	Chapter 10: Clinical Investigations	Biweekly Log 4 Mid-Term Supervisor Evaluation Discussion 7	Sun, Mar 9 Sun, Mar 9 Thu, Mar 20
9	03/10/2024	SPRING BREAK		
10	03/17/24	Chapter 11: Data Analysis	Discussion 8	Thu, Mar 27
11	03/24/24	Video: *Systems thinking!*	Biweekly Log 5 Discussion 9	Sun, Mar 30 Thu, Apr 3
12	03/31/24	Chapter 13: The Results Section Chapter 14: The Discussion Section Chapter 15: References	Discussion 10	Thu, Apr 10
13	04/07/24	Chapter 16: Writing and Publishing in the Health Professions Chapter 17: Interpreting the Literature	Biweekly Log 6 Discussion 11	Sun, Apr 13 Thu, Apr 17

14	04/14/24	Career Readiness Handbook	Career Readiness Activity	Sun, Apr 20
15	04/21/24	Finalization of Literature Review Paper	Biweekly Log 7	Sun, Apr 27
16	04/28/24	Pre-Finals Week (Dead Week)	Literature Review Paper	Mon, Apr 28
17	05/05/24	Finals Week	Reflection Paper Final Supervisor Evaluation Biweekly Log 8 (with signatures)	Mon, May 5 Thu, May 8 Thu, May 8

NOTE: All assignments must be completed during their respective allotted times. Late assignments will not be accepted.