PROGRAM PLANNING & EVALUATION
HLTH 4430

INSTRUCTOR

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OFFICE HOURS

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<td>11:00a-12:00p</td>
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<td>1:00-1:30p</td>
<td>3:30-4:00p</td>
<td>1:00-1:30p</td>
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REQUIRED TEXT


REQUIRED ACTIVITY GUIDE


COURSE DESCRIPTION

Needs assessment and program planning, implementation and evaluation of health programs in various settings.

INSTRUCTOR EXPECTATIONS

The student who successfully completes this course will be able to: 1. Identify health promotion planning models, 2. Apply strategies to engage in health promotion where people live, learn, work, and play, 3. Develop evidence-based measurable health promotion goals and objectives, and 4. Create a health promotion program for disease prevention and/or fitness. To accomplish this, students should attend classes, read all course materials, participate in discussions, and consider participating in the KHPRos Club for academic and professional development (visit PEB 209 to sign up).
<table>
<thead>
<tr>
<th>Week</th>
<th>Activities</th>
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<tbody>
<tr>
<td>Week 1</td>
<td><strong>Wk of 8/24</strong>&lt;br&gt;M: Course Introduction, Ch. 1 Health Education/Promotion&lt;br&gt;W: Ch. 7 Theories &amp; Models + Abstract Discussion</td>
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<tr>
<td>Week 2</td>
<td><strong>8/31</strong>&lt;br&gt;M: Ch. 2 Program Planning Models&lt;br&gt;W: Ch. 3 Planning Process + Abstract Discussion</td>
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<td>Week 3</td>
<td><strong>9/7</strong>&lt;br&gt;M: UNI CLOSED&lt;br&gt;W: Ch. 4 Assessing Needs &amp; Datasets&lt;br&gt;Draft Report 1 (Epi Diagnosis) Due Wednesday in Bb</td>
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<td>Week 4</td>
<td><strong>9/14</strong>&lt;br&gt;M: Work Day&lt;br&gt;W: Ch. 8 Interventions&lt;br&gt;Draft Report 2 (Social Diagnosis) Due Wednesday in Bb</td>
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<td>Week 5</td>
<td><strong>9/21</strong>&lt;br&gt;M: Ch. 5 &amp; 6 Mission and Measurement&lt;br&gt;W: Online Discussion – Do Not Meet in Class</td>
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<td>Week 6</td>
<td><strong>9/28</strong>&lt;br&gt;M: Work Day&lt;br&gt;W: Ch. 9 Community Organizing&lt;br&gt;Draft Report 3 Due Wednesday in Bb</td>
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<td>Week 7</td>
<td><strong>10/5</strong>&lt;br&gt;M: Work Day&lt;br&gt;W: Ch. 12 Implementation&lt;br&gt;Draft Report 4 Due Wednesday in Bb</td>
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<td>Week 8</td>
<td><strong>10/12</strong>&lt;br&gt;M: Midterm Review - Independent&lt;br&gt;W: Midterm</td>
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<td>Week 9</td>
<td><strong>10/19</strong>&lt;br&gt;M: Online Discussion – Do Not Meet in Class&lt;br&gt;W: Ch. 11 Marketing&lt;br&gt;Draft Report 5 Due Wednesday in Bb</td>
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<td>Week 10</td>
<td><strong>10/26</strong>&lt;br&gt;M: Work Day&lt;br&gt;Ch. 10 Budget and Resources + Abstract Discussion</td>
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<td>Week 11</td>
<td><strong>11/2</strong>&lt;br&gt;M: Work Day&lt;br&gt;W: Ch. 13 and 14 Evaluation&lt;br&gt;Draft Report 6 Due Wednesday in Bb</td>
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<td>Week 12</td>
<td><strong>11/9</strong>&lt;br&gt;M: Work Day&lt;br&gt;W: Ch. 15 Analysis &amp; Reporting&lt;br&gt;Draft Report 7 Due Wednesday in Bb</td>
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<td>Week 13</td>
<td><strong>11/16</strong>&lt;br&gt;M: Work Day&lt;br&gt;W: PSAs and Social Media Toolkits&lt;br&gt;Draft Report 8 Due Wednesday in Bb</td>
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<td>Week 14</td>
<td><strong>11/23</strong>&lt;br&gt;M: Abstract Discussion&lt;br&gt;W: Work Day - Independent</td>
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<td>Week 15</td>
<td><strong>11/30</strong>&lt;br&gt;M: Final Presentations, PSA/Social Media Toolkit Due (Final Report Due in Print Only)&lt;br&gt;W: Final Presentations</td>
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Students are responsible for finding out what has been missed in the event of an absence. The schedule is subject to change, and any course updates will be provided via Blackboard.

**GRADING PROCEDURES**

The grade for this class is calculated based on four exams, one quiz, and class participation.

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<thead>
<tr>
<th>Item</th>
<th>Points Possible</th>
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<tbody>
<tr>
<td>Midterm Exam</td>
<td>100</td>
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<tr>
<td>Online Activity (x2)</td>
<td>25</td>
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<tr>
<td>Draft Reports (x8)</td>
<td>25</td>
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<tr>
<td>Final Written Report</td>
<td>100</td>
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<tr>
<td>Final Presentation</td>
<td>50</td>
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<tr>
<td>PSA/Toolkit</td>
<td>50</td>
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<tr>
<td>Abstract Discussion (x4)</td>
<td>25</td>
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<td><strong>TOTAL</strong></td>
<td><strong>650</strong></td>
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Grade scale:

A = 90%+
B = 80-89%
C = 70-79%
D = 60-69%
F = 59% or below

**ABSTRACT DISCUSSION**

On designated days, students are to research, print, and bring to class **three** peer-reviewed article **abstracts**. The journal articles should be examples of actual health programs based and/or content that has been discussed in the class the prior or the current week. Helpful journals and databases with health program information are included in your Activity Guide in the “Activities: Classroom Problem Solving” section under “Abstract Presentations”. **No written summary** or CHES/CPH competencies information required for this class. Alternatively, you may locate an active health program website online and provide a half page summary to present to the class (counts as one abstract, up to three permitted per discussion).

**GROUP PROJECT**

Program planning and evaluation is a field that requires the demonstration of knowledge through application. You will be required to complete one full program planning project broken down into manageable draft reports throughout the semester. The subject matter of each draft report should remain consistent, as each component builds the health program you are creating. The health program will be based on real datasets. **Refer to the required course activity guide for details** (Plan A Program
activity). The final plan should incorporate instructor suggestions from draft reports and contain the finalized version of the reports built upon throughout the semester. Seek the following resources as helpful references for your group project:


EXAMS

There is no final examination for this class. Each exam covers the new material addressed since the prior exam. Students should arrive on time for quizzes/exams. The instructor does not distribute blank quizzes/exams after the first completed quiz/exam is turned in. If you arrive after this time period a valid excuse must be provided, and you will be administered an essay exam at a later time. If you are unable to attend class on the date of an exam, it is your responsibility to inform the instructor of a valid, documented excuse ahead of time. There are no exam make-ups for unexcused absences.

ONLINE BLACKBOARD DISCUSSION

Occasionally during the semester, course content will be covered via an online blackboard discussion. Online blackboard discussions are graded activities. Anytime during the respective day/s that class would normally be held in person, students are required to respond to the discussion prompt instead. The response must include at least one citation (APA) other than the course text book. Students are then required to reply to at least one classmate that day as well. Therefore, two posts in the discussion board are required to receive credit.

PARTICIPATION

It is your responsibility to come to class prepared and aware of meeting locations as outlined in this syllabus. If you have questions or need guidance, please utilize office hours to your benefit. Students are expected to engage in class discussions to share their knowledge and understanding with the class. Students are also expected to participate in classroom activities that complement the lectures and discussion, including online discussions. There are no makeups for activities. Students are also expected to arrive on time. Arriving to class late or leaving early is disruptive and disrespectful to the learning environment. Please refer to the student code of conduct. The Code of Student Conduct can be found at www.dos.unt.edu/conduct.
CLASS COMMUNICATIONS

Blackboard is the vehicle for outgoing class announcements from the instructor. Students are responsible for any information distributed in this manner. The instructor can be reached via the UNT e-mail address listed in this syllabus, not via Blackboard e-mail. Students are expected to have access to Blackboard for course correspondence. Blackboard messages can be forwarded to an e-mail account of the student's choice. Students may discuss additional questions about course content or other classroom issues with the instructor during office hours. Netiquette, abbreviation-free text, and proper courtesy is expected in all correspondence, including e-mails from handheld devices. All e-mails should include a greeting, reason for the communication, and a proper closing. E-mails sent without your name will not receive a reply. E-mail is not tweeting or IMing. **It is never appropriate to debate an instructor via e-mail.** If you still have further questions or issues upon receiving a reply to your initial question or concern, please see the instructor in person during office hours. **Subsequent e-mails will not receive a reply.** Should a student decide to e-mail questions, he or she can expect a response no later than during the next office hours scheduled by the instructor. Therefore, students should not wait until the last minute before an assignment or exam to contact the instructor, particularly if the next class period precedes the next office hours. **No grades will be discussed via e-mail or telephone. No e-mails regarding extra credit requests or grade negotiation/grade projections will receive a response.** All points earned in the course are available in Blackboard ([points earned/total possible] * 100 = your percentage). Students must provide written permission of waiving educational privacy rights for the instructor to discuss performance with parents.

OFFICE HOURS

For a faster, in-depth, more personal response, please visit the instructor during office hours. Scheduled appointments outside of the times listed at the beginning of the syllabus are available for students who absolutely cannot meet during office hours for reasons relating to work, family, etc.

UNDERSTAND GLOBAL HEALTH

Community and consumer health is rooted in equitable access to care, and healthy environments where people live, learn, work, and play. These environments and associated health problems differ around the globe among a variety of countries and cultures. All students at UNT, including international students, who meet academic requirements, are eligible to study abroad in many countries. SAC advisors help plan appropriate semester or year exchange programs and short-term or summer programs led by UNT faculty. Scholarships and financial aid, if applicable, are available to all students who participate in SAC programs. Studying abroad increases competitiveness for graduate school in public health and healthcare administration, as well as professional applications. Visit http://www.international.unt.edu. See instructor for list of global health fellowships and jobs.

WRITING LAB

UNT’s Writing Lab offers free face-to-face and online tutoring to all UNT students (from incoming first year students to graduate students). Their website offers schedules of workshops; information about
tutoring services; and games and other resources for grammar, punctuation, punctuation, and more. Visit http://www.unt.edu/writinglab/.

ACADEMIC DISHONESTY

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Plagiarism also includes plagiarizing past works of your own that you have submitted for other purposes or classes.

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. Any cell phone disruption, texting, or internet surfing not related to classroom activities will result in the device being held with the instructor until the end of class. There is a 5 point penalty for disrupting class by packing up early, texting, surfing the internet, and other poor conduct at the discretion of the instructor. The second time cell phone or computer disruptions occur, the same penalty applies plus a two page paper on student conduct and respect in the classroom that will be submitted to the instructor and the UNT Division of Student Affairs. Vibrate is an acceptable mode during class time. The instructor reserves the right to remove a student from class. Students engaging in unacceptable behavior will be referred to the Center for Student Rights and Responsibilities upon the second offense to consider whether the student violated the Code of Student Conduct thereby warranting an instructor referral of the student to the Dean. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc.

ATTENDANCE AND ABSENCES

All absences are viewed the same: there are no excused and unexcused absences. Attendance is vital to the full education experience. Attendance is taken by class sign-in or completion of in-class activities. This is a heavily performance based class. You cannot contribute effectively if you are not in class. There is a 25 point penalty for signing someone else's name who is not present. The instructor will not accept documentation for any absences (exception: if you have a prolonged condition that warrants
consideration for an incomplete, documentation is required). No late materials will be accepted. **Electronic assignments are not accepted in the event of an absence.** Absences for any reason affect your grade as follows:

Absences 0 -3 – No penalty, no deduction  
Absence 4 – Drop one letter grade  
Absence 5 – Drop one letter grade  
Absences 6+ - Automatic “F”

**UNIVERSITY ACTIVITIES**

Attendance exception: Students should notify the instructor of planned absences ahead of time to receive alternative accommodations if appropriate. Planned absences due to participation in sponsored activities must be approved in advance by department chairs and academic deans. Within three days after the absence, students must obtain authorized absence cards from the Dean of Students for presentation to their instructors. Students with authorized absence cards may make up the work missed, when practicable, or be given special allowance so that they are not penalized for the absence. It is preferred for the student to make up any missed assignments ahead of time.

**ABSENCES FOR RELIGIOUS HOLIDAYS**

Attendance exception: Students who are absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within 7 days after the absence. Travel time required for religious observances shall also be excused. Students are encouraged to inform the instructor at the beginning of the term to receive accommodations before the absence occurs if possible.

**STUDENTS CALLED TO ACTIVE DUTY**

Please contact the Dean’s office of your department.

**ACCESS TO INFORMATION – EAGLE CONNECT**

Your access point for business and academic services at UNT occurs within the my.unt.edu site www.my.unt.edu. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward your email: http://eagleconnect.unt.edu/

**ADA STATEMENT**

*The University of North Texas makes reasonable academic accommodation for students with disabilities.* Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may
request accommodations at any time, however, ODA notices of 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 accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323. Students with disabilities may need accommodations on tests visit http://www.unt.edu/oda/testing/procedures.html.

EMERGENCY NOTIFICATION & PROCEDURES

UNT uses a system called Eagle Alert to quickly notify you 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). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at www.my.unt.edu. Some helpful emergency preparedness actions include: 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Blackboard 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. Coursework completed via the Blackboard on-line system, including grading information and comments, is also stored in a safe electronic environment. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and F.E.R.P.A. (Family Educational Rights and Privacy Act) laws and the university’s policy in accordance with those mandates at the following link: http://essc.unt.edu/registrar/ferpa.html.

GRADE APPEALS

Any student who believes that a grade has been inequitably awarded should first contact the instructor who awarded the grade to discuss the issue and attempt to resolve the differences. The University of North Texas full policy on Grade Appeals is found at: http://policy.unt.edu/policy/15-2-7

STUDENT EVALUATION OF TEACHING (SETE)

Student feedback is important and an essential part of participation of this course. The Student Evaluation of Teaching (SETE) is a requirement for all organized classes at UNT. This short survey will be made available at the end of the semester to provide you with an opportunity to evaluate how this course is taught.