

NEW COURSE FORM

1. General Information														
a.	Submitted by the College of: <u>Public Health</u>	Today's Date: <u>3/13/13</u>												
b.	Department/Division: <u>Health Behavior</u>													
c.	Contact person name: <u>Richard Crosby</u>	Email: <u>crosby@uky.edu</u>	Phone: <u>218-2039</u>											
d.	Requested Effective Date: <input type="checkbox"/> Semester following approval	OR	<input checked="" type="checkbox"/> Specific Term/Year ¹	<u>Spring 2015</u>										
2. Designation and Description of Proposed Course														
a.	Prefix and Number: <u>CPH 470</u>													
b.	Full Title: <u>Public Health Capstone</u>													
c.	Transcript Title (if full title is more than 40 characters): _____													
d.	To be Cross-Listed ² with (Prefix and Number): _____													
e.	Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours ³ for each meeting pattern type.													
	<u>3</u> Lecture	_____ Laboratory ¹	_____ Recitation	_____ Discussion										
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research										
	_____ Seminar	_____ Studio	_____ Other – Please explain: _____											
<p>Is the course being proposed to fulfill a UKCore requirement? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If YES, check the areas that apply and attach a completed Cover Sheet and Area of Inquiry Form:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Inquiry - Arts & Creativity</td> <td><input type="checkbox"/> Composition & Communications - II</td> </tr> <tr> <td><input type="checkbox"/> Inquiry - Humanities</td> <td><input type="checkbox"/> Quantitative Foundations</td> </tr> <tr> <td><input type="checkbox"/> Inquiry - Nat/Math/Phys Sci</td> <td><input type="checkbox"/> Statistical Inferential Reasoning</td> </tr> <tr> <td><input type="checkbox"/> Inquiry - Social Sciences</td> <td><input type="checkbox"/> U.S. Citizenship, Community, Diversity</td> </tr> <tr> <td><input type="checkbox"/> Composition & Communications - I</td> <td><input type="checkbox"/> Global Dynamics</td> </tr> </table>					<input type="checkbox"/> Inquiry - Arts & Creativity	<input type="checkbox"/> Composition & Communications - II	<input type="checkbox"/> Inquiry - Humanities	<input type="checkbox"/> Quantitative Foundations	<input type="checkbox"/> Inquiry - Nat/Math/Phys Sci	<input type="checkbox"/> Statistical Inferential Reasoning	<input type="checkbox"/> Inquiry - Social Sciences	<input type="checkbox"/> U.S. Citizenship, Community, Diversity	<input type="checkbox"/> Composition & Communications - I	<input type="checkbox"/> Global Dynamics
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f.	Identify a grading System: <input checked="" type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail												
g.	Number of credits: <u>3</u>													
h.	Is this course repeatable for additional credit?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>											
	If YES: Maximum number of credit hours: _____													
	If YES: Will this course allow multiple registrations during the same semester?	YES <input type="checkbox"/>	NO <input type="checkbox"/>											
i.	Course Description for Bulletin:	<u>This course will provide students with training in the practice of conducting literature reviews and in the process of synthesizing reviewed materials into a coherent and timely manuscript. Literature reviews will be focused on core areas</u>												

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within public health such as the prevention of cardiovascular disease, obesity, cancer, and diabetes. Students will draw upon previous coursework in public health to fully understand one clearly defined area of scientific inquiry regarding the prevention of disease at the population level. Using their past acumen of acquired knowledge, students will acquire the cognitive skills needed to analyze and synthesize literature into a simplified and cohesive manuscript that offers practical and evidenced-based conclusions for public health practitioners. They will also acquire professional skills needed for academic presentation of review findings to audiences of public health peers and professionals.

j. Prerequisites, if any: Admission to BPH program, CPH 310, CPH 320, CPH 440, HSM 241

k. Will this course be offered through Distance Learning? YES⁴ NO

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both

3. Will this course be taught off campus? YES NO

4. Frequency of Course Offering

a. Course will be offered (check all that apply): Fall Spring Summer

b. Will the course be offered every year? YES NO

If NO, explain: _____

5. Are facilities and personnel necessary for the proposed new course available? YES NO

If NO, explain: _____

6. What enrollment (per section per semester) may reasonably be expected? 25

7. Anticipated Student Demand

a. Will this course serve students primarily within the degree program? YES NO

b. Will it be of interest to a significant number of students outside the degree program? YES NO

If YES, explain: _____

8. Check the category most applicable to this course:

Traditional – Offered in Corresponding Departments at Universities Elsewhere

Relatively New – Now Being Widely Established

Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s)

a. Is this course part of a proposed new program? YES NO

If YES, name the proposed new program: Bachelor of Public Health

b. Will this course be a new requirement⁵ for ANY program? YES NO

If YES⁵, list affected programs: _____

10. Information to be Placed on Syllabus

a. Is the course 400G or 500? YES NO

If YES, the *differentiation for undergraduate students must be included* in the information required in **10.b.** You must include: (i) identification of additional assignments by the graduate students; and /or (ii) Establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)

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b.	<input checked="" type="checkbox"/>	The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500 level grading differentiation if applicable, from 10.a above) are attached.	NO <input type="checkbox"/>
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¹Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received

²The chair of the cross-listing department must sign off on the Signature Routing Log.

³In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from *SR 5.2.1*)

⁴You must *also* submit the Distance Learning Form in order for the proposed course to be considered DL delivery.

⁵In order to change a program, a program change form must also be submitted.

APPLICATION FOR NEW COURSE

Signature Routing Log

General Information



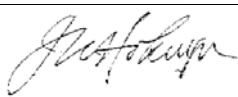
Course Prefix and Number: CPH 470

Proposal Contacts: Kristen Pickett kbpick2@uky.edu 218-2039

INSTRUCTIONS:

Identify the group or individual reviewing the proposal; note the date of approval; offer a contact person for each entry, and obtain signature of the person authorized to report approval.

Internal College Approvals and Course Cross-Listing Approvals:

Reviewing Group	Date Approved	Contact Person	Signature
Department	N/A	N/A	
Academic Affairs Committee	2/28/2013	Steve Browning/srbrown@uky.edu/218-2235	
Faculty Council	4/9/2013	Steve Fleming/steven.fleming@uk.edu/218-2229	
Academic Dean	4/10/2013	James Holsinger/jwh@uky.edu/323-6314	

External to College Approvals:

Council	Date Approved	Signature	Approval of Revision
Undergraduate Council	4/30/13	Joanie Ett-Mims	
Graduate Council			
Health Care Colleges Council			
Senate Council		University Senate Approval	

Comments:

UNIVERSITY OF KENTUCKY
COLLEGE OF PUBLIC HEALTH

Course Syllabus

Public Health Capstone

**CPH 470-001
Spring 2014**

Location: CPH 115
Days and Time: Tuesday and Thursday, 3:30 pm – 4:45 pm

Contact information

Instructor: Dr. Richard Crosby
Bowman Hall, Suite 355
Telephone: 218-2039
E-mail: crosby@uky.edu (preferred method of contact)
Office Hours: Tuesdays and Thursdays from 1:00 to 3:00

Course description

This course will provide students with training in the practice of conducting literature reviews and in the process of synthesizing reviewed materials into a coherent and timely manuscript. Literature reviews will be focused on core areas within public health such as the prevention of cardiovascular disease, obesity, cancer, and diabetes. Students will draw upon previous coursework in public health to fully understand one clearly defined area of scientific inquiry regarding the prevention of disease at the population level. Using their past acumen of acquired knowledge, students will acquire the cognitive skills needed to analyze and synthesize literature into a simplified and cohesive manuscript that offers practical and evidenced-based conclusions for public health practitioners. They will also acquire professional skills needed for academic presentation of review findings to audiences of public health peers and professionals.

Course prerequisites

Admission to the bachelors in public health degree program and:
CPH 310 Disease Detectives: Epidemiology in Action.....3
CPH 320 Foundations of Environmental Health3
CPH 440 Foundations of Health Behavior3
HSM 241 Health and Medical Care Delivery Systems3

Course objectives

Upon completion of this course, the learner will be able to:

- explain the principles of conducting a scientific literature review
- conduct a comprehensive literature review of a public health problem
- systematically organize and interpret findings from the review process

- synthesize interpretations of findings into a well written manuscript that follows a standard writing style (Chicago or APA)

Student learning outcomes:

- Students will gain an in-depth understanding of at least one area of scientific inquiry within the field of public health
- Students will be able to effectively and efficiently conduct public health literature reviews
- Students will be able to write a manuscript that reports findings from a literature review
- Students will be able to professionally present synthesized findings from literature reviews to an audience of their peers

Textbooks

Fink A. Conducting Research Literature Reviews, 3rd Edition. Sage, 2012.

Course requirements and learner evaluation

Course grades will be based upon evaluation of the following activities:

- Papers: There will be a total of four (4) “practice papers” required for this course, each worth 12.5% of the final grade. For these papers, your task is to review only a single journal article in depth (one journal per practice paper). You must determine which four journal articles will be the most important in your overall literature review. Each practice paper should be written based on guidance provided in the course textbook. Papers should be no more than 7 pages of double spaced, 12-point font. Each paper should be written regarding a different journal article. Papers should be submitted in hard copy at the beginning of class. Papers are expected to be completed individually, group work is not acceptable. Due dates are noted in the course schedule below. Late papers will be penalized 10% each weekday they are submitted past the deadline.
- Culminating project: Throughout the semester students will work independently to review all of the relevant literature pertaining to their capstone topic (topic must be approved by the course instructor). The capstone paper will be twenty pages in length, using 12-point font and double spacing. Evidence will be collected and organized within the term paper according to key principles taught during the course. A template will be provided to students that should be used for this capstone paper. This project is expected to be completed individually, group work is not acceptable. The capstone paper must be submitted through Blackboard and it will count for 50% of the final course grade.
- Class participation, group work, and student collaboration: Although class participation, group work, and student collaboration are not a part of the grade per se, active participation in these ways helps ensure that maximum learning is taking place and may influence grades within a point of the next letter grade.

Grades will be assigned according to the following scale:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
< 60	E

Midterm grades will be provided to the Registrar’s Office. This grade will be comprised of two papers.

Use of Blackboard

The culminating project will be submitted via Blackboard. In addition, Blackboard will be used as a repository for all power point and Prezi slide shows that are used throughout the semester. Other course functions may also involve Blackboard.

Instructor expectations

1. I expect you to attend every class session. The components are highly interrelated; missing a class will detract from the learning potential of subsequent sessions.
2. I expect you to be in the classroom and prepared to begin work at the scheduled starting time for each session.
3. I expect you to be attentive to each class. This means silencing mobile phones and suspending email and texting and phone calling during class. Should a true emergency arise that you must address, please quietly attend to it and return to class as quickly as possible.
4. I expect you to actively participate in the discussions. This is not the type of class where you can “sit back and listen.”
5. I expect you to submit papers using proper English grammar, syntax, and spelling. You are encouraged to use spell check and grammar check prior to submitting your written work. The Writing Laboratory is available to anyone who may need assistance. Grammar, syntax, and spelling will account for 10% of the grade for written work.
6. I expect (and encourage) you to provide honest and timely feedback regarding the content and process of this course throughout the semester.
7. I expect you to interactively engage via Blackboard with the other students and the instructor throughout the semester.
8. I expect you to share in the responsibility for making this course an enjoyable and beneficial learning experience.
9. Wikipedia *cannot* be used as a cited reference as noted by a co-founder of Wikipedia! You may use Wikipedia to identify appropriate source material. Remember Wikipedia is *not* peer reviewed!

Academic honesty

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

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. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. 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.

Accommodations

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations

in this course, submit to me a Letter of Accommodation from the Disability Resource Center). If you have not already done so, please register with the Disability Resource Center for coordination of campus disability services available to students with disabilities. Contact Jake Karnes via email at jkarnes@email.uky.edu or by telephone 859-257-2754. You may also visit the DRC website for information on how to register for services as a student with a disability: <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>

Religious Observances

Students will be given the opportunity to make up work (typically, exams or assignments) when students notify their instructor that religious observances prevent the student from completing assignments according to deadlines stated in this syllabus. Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754). Students must propose how to make up the missed academic work.

Inclement weather

The University of Kentucky has a detailed policy for decisions to close in inclement weather. The snow policy is described in detail at http://www.uky.edu/PR/News/severe_weather.htm or you can call (859) 257-1754.

Late work and makeup policy

Cases involving University-excused absences, University-prescribed academic accommodations, or explicit requests from your Assistant or Associate Dean will be handled individually.

Attendance policy

Attendance is highly recommended, but not mandatory. Attendance records will not be kept.

Excused Absence Policy

Students need to notify the professor of absences prior to class when possible. S.R.5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Tentative Agenda

DATE	TOPIC	READING ASSIGNMENTS
Week 1	Conducting effective literature reviews, part 1	Chapter 1
Week 2	Conducting effective literature reviews, part 2	Chapter 1
Week 3	Begin, in class with instructor supervision, paper 1	Chapter 1
Week 4	Practical searching and screening methods, part 1	Chapter 2
Week 5	Practical searching and screening methods, part 2	Chapter 2 Paper 1 due
Week 6	Begin, in class with instructor supervision, paper 2	Chapter 2
Week 7	Interpretation and analysis of reviews, part 1	Chapter 3
Week 8	Interpretation and analysis of reviews, part 2	Chapter 3 Paper 2 due, midterm grade provided to Registrar
Week 9	Begin, in class with instructor supervision, paper 3	Chapter 3
Week 10	Putting it all together, writing the whole review, part 1	Chapter 4
Week 11	Putting it all together, writing the whole review, part 2	Chapter 4 Paper 3 due
Week 12	Begin, in class with instructor supervision, paper 4	Chapter 4
Week 13	Synthesizing your results, part 1	Chapter 5
Week 14	Synthesizing your results, part 2	Chapter 4 Paper 4 due
Week 15	Begin finalizing term paper, in class with instructor supervision	Chapters 1-5
Week 16	Finalize term paper, in class with instructor supervision	Chapters 1-5
Final exam	There is no final exam for this course; the culminating project is due via Blackboard by 5:00 pm on the date as determined by the UK Registrar final exam schedule.	