

Course Syllabus
HSAD 4173x20 Introduction to Public Health Administration Spring 2025
MSU Texas
College of Health Sciences and Human Services
Department of Criminal Justice and Health Administration



Instructor: Robin Moreno, EdD, FACHE

Office Hours: As an online instructor, I have no established office hours.

Email: D2L Email Only. Most emails will be returned within 48 hours. Please plan accordingly.

Class Meets:

HSAD 4173x20- Online-This course is an online, asynchronous class conducted via D2L.

Class begins January 21, 2025. The last day of classes is May 9, 2025. Final Exams begin May 12, 2025.

Course Overview:

This course is a study of public health policy and management concerns regarding the delivery, quality, and cost of healthcare for individuals and populations. It reviews the structure, process, and outcomes of health services, including costs, financing, organization, and accessibility to care.

Course Objectives:

After completion, students should have a basic understanding of:

- Public health care delivery systems in the United States
- Structure of public health and its impact on health outcomes of individuals and population
- Challenges within the public health care systems (legal, ethical, and policy)

Required Textbooks and Materials:

Novick & Morrow's Public Health Administration: Principles for Population-Based Management, Fourth Edition

ISBN: 9781284195507

Required Technology: Laptop/PC with internet connection.

Other Materials:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Supplemental readings and/or information may be made available at times during the course.

Instructional Methods:

Instructional strategies for this class will include assigned readings, participation in discussions, and written assignments, which will include independent research.

Course Assignments:

Weekly Modules: Modules specific to each week are posted on D2L. Each module consists of the following measurable learning outcomes: assigned readings, written assignments, or a discussion topic. Please follow the instructions for assignment completion posted within each module. Each module must be completed by the due date specified in the tentative course schedule included in this syllabus.

Class Discussion: Each module will have discussions with mandatory participation for a grade. Student responses should be provided in the text window within the discussion area and NOT as an attachment. Students are encouraged to type their responses in Word and copy/paste them into the discussion response window. Student responses must be carefully thought out, drawing upon the readings or other appropriate outside sources. For each discussion, students should post their discussion and respond to at least two other classmates. Initial discussion posts should include at least two peer-reviewed sources besides your text. Initial discussion posts should be between 250 and 300 words, and responses should be at least 75 and 150 words. Peer responses should include at least one peer-reviewed source. The points earned depend on the student's context, the quote from the literature, the response to others, etc. Responses to others' posts should be thoughtful and add to the discussion – a response of "I agree" will not earn any points. Discussion posts will be graded based on the quality of the content, length of the content, and compliance with APA7 guidelines for citations and references. This is a great platform to share your experiences and thoughts on weekly topics.

Note: Complete APA formatting cannot be done within D2L. When posting in discussions, the student may not be able to incorporate hanging indents, double spacing, or page headers/footers. However, correct citations and references are still required.

Homework Assignments: Some modules will include a homework assignment. The homework assignment may include multiple choice questions, fill-in-the-blanks, True/False, and short questions, or a mixture of all the listed question types. Questions will be based on the materials from the course. In total, there will be three (3) homework assignments due on the date listed on the course schedule. Please note that this is not a group assignment.

Final Exam: There will be NO final exam for this course.

TERM PAPER: All students will be required to write a 15-page policy brief based on the public health policies and challenges we discuss throughout the semester, following APA 7th edition guidelines. This paper will be due the last week of classes because it requires critical thinking about the knowledge you acquire throughout the semester.

LATE WORK: Late work will not be accepted. All assignments submitted after the due date will receive an automatic zero unless written permission is given from the professor before the due date. Requests to turn in any work late must be submitted in writing at least ONE week (7 calendar days) before the due date. Permission will only be given if very unusual, extreme circumstances arise. Computer and work issues are not unusual circumstances, as the student is provided time to complete each assignment. Do not wait until the last minute to complete assignments.

TurnItIn: MSU takes plagiarism very seriously and has provided many resources to help students avoid intentional and unintentional plagiarism. TurnItIn is an excellent plagiarism checker and runs a report each time an assignment is submitted. Students have access to a version of the report through the Assignments area, and this report provides a similarity index. Students are encouraged to review the TurnItIn report, as it highlights areas that need better paraphrasing. The professor reviews the TurnItIn report and may contact you with any concerns. Students must paraphrase, cite, and reference appropriately in their papers following APA 7th edition

guidelines. The paper must be written in the student's own words with appropriate citations. Quotations should rarely be used, following APA 7th edition guidelines.

Course Assignment Style Guidelines:

For all assignments, students are expected to follow APA 7th edition formatting guidelines.

Grading: Final Grades will be calculated from the total points obtained in class. Weighting of assignments for purposes of grading will be as follows:

| Assignments | Grade Points |
|------------------------------------|---------------------|
| Weekly Discussion (10X6) | 60 Points |
| Written Homework Assignment (3X60) | 180 Points |
| Term Paper (1x60) | 60 Points |
| Total Possible Points | 300 Points |

Grade percentages (GP) will be calculated based on a student's accumulated points throughout the semester. The following point scale will be utilized for grading:

- 270-300 Points (90% or More) A
- 240-269 Points (80%-89.99%) B
- 210-239 Points (70%-79.99%) C
- 180-209 Points (60-69.99%) D

Students who accumulate below 209 points or 69% of GP will get an 'F.'

Notes: It is important to know that obtaining a 'C' or lower grade in the course may impact your enrollment in the program. There are no extra credit opportunities in this course.

Class Participation: Because this is an online, asynchronous learning course, your discussion posts will be counted as your participation in the class. Communicating through discussion posts is critical. Online learning requires self-motivation.

Grading Timeline: The instructor plans to complete grading assignments within fifteen (15) business days of assignment submission. If you have questions about the grading timeline anytime during the semester, please email using D2L email.

Academic Honesty:

The written work reflects the student's own ideas and words unless specifically attributed to another source. A very limited amount of quotation and paraphrasing for written assignments is acceptable. However, appropriate acknowledgment of the ideas, works, writings, or opinions must be cited following APA 7th edition guidelines. Academic dishonesty is unacceptable and a breach of the student code of ethics.

Dishonesty includes, but is not limited to:

- 1) Plagiarism
- 2) Submitting work that was not prepared by you (fraud)
- 3) Helping another student with their work (cheating)
- 4) Group work, unless specifically assigned by the professor

Please note that any breach of the student code of ethics could result in dismissal or an 'F' grade.

For more information on the student code of ethics, please visit [Student Conduct](#)

AI Statement:

Writing, analytical, and critical thinking skills are part of the learning outcomes of this course. The student will prepare all writing assignments. Developing strong competencies in this area prepares the student for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism.

Desire-to-Learn (D2L):

This course exclusively uses the MSU D2L program. Each student is expected to be familiar with this program, which provides a primary source of communication regarding assignments, examination materials, and general course information. Students log into D2L through the MSU Homepage. Please contact the program technicians listed for any difficulties.

Online Computer Requirements:

Students must have access to a computer with Internet access to complete and upload assignments. Students are responsible for having (or having access to) a working computer in this class. *All assignments are due by the due date posted in the Module, and computer technical difficulties are not considered a reason for the professor to allow students extra time.* Computers are available on campus in various areas of the buildings, as well as the Academic Success Center. For technical difficulties in the course, a student helpdesk is available for assistance. The college cannot work directly on student computers due to liability and resource limitations. For help, log into [D2L](#). On the course home page, the student will find a *Help* section with selections including *Student Resource Page* and *Report a Problem*.

Students with Disabilities:

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, MSU Texas endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should apply for such assistance through Disability Support Services in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required to provide appropriate services, and each request will be individually reviewed. To learn more about DSS, you can also visit [Disability Support Services](#)

Campus Carry:

Please refer to the University's webpage at [Campus Carry Rules](#)

Note: The syllabus contents are as accurate as possible. Changes in the course syllabus, procedure, assignments, and schedule may be made at the instructor's discretion. It is the student's responsibility to know what changes have been made and complete the course requirements. There are no extra credit opportunities in this course.

Tentative Class Schedule Fall 2025, all due dates and times adhere to the Central Time Zone:

| Week | Topic and Readings | Assignment |
|---|---|---|
| Week 1 1/21-1/25 | INTRODUCTION Syllabus Review | Complete Module 1 on D2L Discussion 1 Due due by 10:00 PM 1/25 |
| Week 2 1/26-2/1 | Read Chapters 1 and 2 from the textbook Chapter 1 and 2 PowerPoint | Complete Module 2 on D2L Discussion 2 Due due by 10:00 PM 2/1 |
| Week 3 2/2-2/8 | Read Chapters 3, 4, and 5 from the textbook Chapter 3, 4, 5 PowerPoint | Complete Module 3 on D2L Discussion 3 Due due by 10:00 PM 2/8 |
| Week 4 2/9-2/15 | Read Chapters 6 and 7 from the textbook Chapter 6, 7 PowerPoint | Complete Module 4 on D2L Homework 1 Due due by 10:00 PM 2/15 |
| Week 5 2/16-2/22 | Read Chapters 8 and 9 from the textbook Chapter 8, 9, PowerPoint | Complete Module 5 on D2L Discussion 4 Due due by 10:00 PM 2/22 |
| Week 6 2/23-3/1 | Read Chapters 10, 11, and 12 from the textbook Supplemental Reading | Complete Module 6 on D2L Discussion 5 Due due by 10:00 PM 3/1 |
| Week 7 3/2-3/8 Spring Break Begins 5 pm March 8 | Read Chapters 13 and 14 from the textbook Chapter 13, 14 PowerPoint | Complete Module 7 on D2L Discussion 6 Due due by 5 pm 3/8 |
| Week 8 3/9-3/15 | Spring Break | No Assignment |
| Week 9 3/17-3/22 Classes Resume March 17 | Read Chapters 15, 16, and 17 from the textbook Chapter 15, 16, 17 PowerPoint | Complete Module 9 on D2L Homework 2 Due due by 10:00 PM 3/22 |
| Week 10 3/23-3/29 | Read Chapters 18, 19, and 20 from the textbook Chapter 18, 19, 20 PowerPoint | Complete Module 10 on D2L Discussion 7 Due due by 10:00 PM 3/29 |
| Week 11 3/30-4/5 | Read Chapters 21 and 22 from the textbook Chapter 21, 22 PowerPoint | Complete Module 11 on D2L Discussion 8 Due due by 10:00 PM 4/5 |
| Week 12 4/6-4/12 | Read Chapters 23 and 24 from the textbook Chapter 23, 24 PowerPoint | Complete Module 12 on D2L Homework 3 Due due by 10:00 PM 4/12 |
| Week 13 4/13-4/16 | Easter Break | No Assignment Holiday Break Begins 10 pm April 16 |
| Week 14 4/21-4/26 Classes Resume April 21 | Read Chapters 25 and 26 from the textbook Chapter 25, 26 PowerPoint | Complete Module 14 on D2L Discussion 9 Due due by 10:00 PM 4/26 |
| Week 15 4/27-5/3 | None Assigned | Discussion 10 due by 10:00 PM 5/3 |
| Week 16 5/4-5/9 Last Day of Classes May 9 | None Assigned | FINAL TERM PAPER due by 10:00 PM 5/9 |
| Week 17 May 12 | FINAL EXAMS BEGIN | NO FINAL EXAM |

- The schedule is tentative. Every effort will be made to inform students about changes; however, it is the student's responsibility to know what changes have been made and complete the course requirements.
- Please note that the above schedule does not contain the supplemental readings and materials list. Please refer to the modules in D2L and any class communications.
- Holidays may be found on the Academic Calendar on the MSU Texas website.