

HSAD 4173 Introduction to Public Health Administration
Course Syllabus Spring 2024
Midwestern State University
College of Health Sciences and Human Services
Department of Criminal Justice and Health Administration

Instructor: Akrati Gupta, DrPH, MPH

Email:

D2L Email Only. My D2L email is akrati.gupta@d2lmail.msutexas.edu. Please use the D2L email for all class related inquiries, but if you need to discuss something unrelated to the class, my university email is akrati.gupta@msutexas.edu. Please note that I may not reply to email during weekends, or evenings (after 5:00 PM), so please plan accordingly. **Most emails will be returned within 48 hours, except on weekends. If you do send me an email and either do NOT hear from me within 48 hours, please resend your email or post your question under ‘general discussion’ created for the course. No excuse for grade adjustment based on your inability to understand the expectations of the course or the assignments will be accepted if you haven’t emailed me and posted your question under the general discussion section (if unable to reach me via email for some reason). If you send me an email after 5:00 PM Thursday, I will not respond until Monday. It is always a good policy to plan and not expect help at the last minute.**

Online learning requires students to be very self-disciplined, be sure you understand and are prepared to comply with all required class assignments and deadlines. Notice that the D2L submission time is 11:59 pm for most discussions and assignments; after the posted D2L date you may no longer make submission, other than late submissions.

You must be self-motivated, very disciplined, and an excellent planner of your time to complete a course with satisfactory results. Plan well and allocate sufficient time to complete the assignments, exam, and research paper in a timely manner. Late submissions are not accepted without severe penalties. No late submissions will be allowed once the assignment is graded. If you scheduled for a deployment, business trip, or have an emergency it is your responsibility to inform me as early as possible. All assignments are available early so you can work ahead.

Office Hours:

There are no official office hours since I am an online instructor, but if you need to discuss anything, we can always schedule a phone or a zoom call. Please send me an email and we will work on scheduling or post under ‘general discussion section’.

Class Meets: Class will be online so there are no face-to-face meetings

Course Description and Objectives:

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.

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

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

Expectations from Students: Responsibility to carefully read the syllabus and other contents of the course relies on students. If there is any doubt about expectation of an assignment or readings or any other matter, it **MUST** be communicated to the instructor. If a student does **NOT** reach out to the instructor, it will be assumed by the instructor that the student does **NOT** have any questions about assignments and the course and knows what is expected of them. No claim of not being able to reach the instructor will be entertained if you have **NOT** posted your question under 'general discussion' board after attempting to reach out to the instructor via email and failed. You must wait 48 hours for an email response and responses to general discussion post questions.

Course Assignments:

Modules specific to each course week will be posted on D2L. Each module will consist of assigned readings. Some modules may also have an additional homework assignment. Instructions for completing homework assignments will be provided with the assignment. Each module must be completed by the due date specified in the tentative course schedule attached to this syllabus.

Class Discussion: With each module, I will open a discussion window. The participation in these weekly discussions is **MANDATORY as they are GRADED**. The discussion windows are there so that you can discuss weekly readings with your peers. Students must post comments and treat the discussion posts as discussions in the classroom. This is a great platform to share your experiences and thoughts related to weekly topics. Please note that contribution of instructor to these discussions will be minimal. The idea is that

students learn from helping each other, however, if student(s) poses a question in a weekly discussion post and no other peer can answer it correctly by 11:59 PM Sunday of that week, then the instructor would provide clarification and feedback on Monday. Please note, that weekly discussions forums must only be used to discuss course materials and assignments.

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 homework assignments and they are due on the date listed on the course schedule. Please note that although you are allowed to help each other in solving homework questions, this is not a group assignment, and you are not allowed to work in groups or share solutions to the questions with each other.

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

TERM PAPER: All students will be required to write 10 pages based on the public health disparities and challenges in overcoming disparities based on the topics we discuss throughout the semester. **You can find the rubric of the paper in the table of contents.** This paper will be due the last week of classes because it will require critical thinking of the knowledge you acquire throughout the semester.

IMPORTANT NOTE: No discussion posts, assignments or papers will be accepted later than the due date. All assignments that are submitted after the due date will receive an automatic zero unless permission was given prior to the due date.

Requests to turn work late must be submitted in writing at least ONE week prior to the submission due date. These requests will only be granted under extreme circumstances.

Course Assignment Style Guidelines: For all written assignments and discussion board posts, students are expected to follow APA 7th Ed. formatting guidelines. **If you do not currently have an APA style guide, please purchase or borrow from your classmate.** If you still have difficulty locating the style guide, please contact the instructor.

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

Assignments	Grade Points
Weekly Discussion (10X8)	80 Points
Written Homework Assignment (3X60)	180 Points
Term Paper (1x60)	40 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'

Note: It is important to know that obtaining 'C' or lower grade in the course may impact your enrollment in the program.

Class Participation and Grading Timeline: This is an online course, therefore, most of the learning will be completed online. Online learning requires self-motivation and self-learning. The instructor is there to clarify any doubts that you come across in your readings and help you understand the materials.

The instructor plans to complete grading of assignments within 15 business days of assignment submission. However, other research and academic commitment might delay this timeline. If you have questions about the grading timeline anytime during the semester, please email using D2L email.

Academic Honesty: I assume that the written work you turn in reflects your own ideas and your own words, unless you specifically attribute them to another source. Very limited amount of quotation and paraphrasing for written assignments is acceptable. However, appropriate acknowledgement of the ideas, works, writings, or opinions that you borrow must be stated. **Since, no assignments for this course require group work; any students who are found to be working together may lose some or all of the points for the assignments.**

Academic dishonesty is not acceptable and is a breach of the student code of ethics. Dishonesty includes, but not limited to:

- 1) Plagiarism
 - 2) Submitting work that was not prepared by you (fraud)
 - 3) Helping another student with their work when expressly prohibited (cheating).
- If you need more information on student honor code please visit [Student Conduct](#)

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

Students with Disabilities: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil protections for persons with disabilities. Among other things, this legislation requires all students with disabilities be guaranteed a learning environment which provides for reasonable accommodation of their disabilities. In accordance with state and federal law, MSU provides academic accommodations to students with documented disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Support Services (DSS) in Room 168 of the Clark Student Center (phone 940-397-4140). The instructor is under no obligation to offer accommodations for students with disabilities who are not registered with DSS. To learn more about DSS, you can also visit [Disability Support Services](#)

Campus Carry: Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at [Campus Carry Rules](#)

Note: The contents of the syllabus are as accurate as possible. The instructor reserves the right to make any changes necessary to the syllabus and course material. Every effort will be made to inform students about the changes in the syllabus, however, it's 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 Spring 2024:

Week	Topic and Readings	Assignment
Week 1 (16 th to 22 nd Jan)	INTRODUCTION AND SYLLABUS REVIEW	Complete Week 1 on D2L (due by 11:59 22 nd Jan) Discussion 1 Due
Week 2 (23 rd Jan to 29 th Jan)	Read Chapters 1 and 2 from the textbook	Complete Week 2 on D2L (due by 11:59 29 th Jan) Discussion 2 Due
Week 3 (30 th Jan to 5 th Feb)	Read Chapters 3, 4, and 5 from the textbook	Complete Week 3 on D2L (due by 11:59 5 th Feb) Discussion 3 Due
Week 4 (6 th Feb to 12 th Feb)	Read Chapters 6 and 7 from the textbook	Complete Week 4 on D2L (due by 11:59 12 th Feb) Homework 1 Due
Week 5 (13 th to 19 th Feb)	Read Chapters 8 and 9 from the textbook	Complete Week 5 on D2L (due by 11:59 19 th Feb) Discussion 4 Due
Week 6 (20 th Feb to 26 th Feb)	Read Chapters 10, 11, and 12 from the textbook	Complete Week 6 on D2L (due by 11:59 26 th Feb) Discussion 5 Due
Week 7 (27 th Feb to 4 th March)	Read Chapters 13 and 14 from the textbook	Complete week 7 on D2L (due by 11:59 4 th March) Discussion 6 Due
Week 8 (5 th to 8 th March)	SPRING BREAK NO CLASSES (March 9 th to 17 th)	
Week 9 (18 th March to 25 th March)	Read Chapters 15, 16, and 17 from the textbook	Complete Week 9 on D2L (due by 11:59 25 th March) Homework 2 Due
Week 10 (26 th March to 31 st March)	EASTER BREAK NO CLASSES	
Week 11 (1 st April to 8 th April)	Read Chapters 18, 19, and 20 from the textbook	Complete Week 11 on D2L (due by 11:59 8 th April) Discussion 7 Due

Week	Topic and Readings	Assignment
Week 12 (9 th to 15 th April)	Read Chapters 21 and 22 from the textbook	Complete Week 12 on D2L (due by 11:59 15 th April) Discussion 8 Due
Week 13 (16 th to 22 nd April)	Read Chapters 23 and 24 from the textbook	Complete Week 13 on D2L (due by 11:59 22 nd April) Homework 3 Due
Week 14 (23 rd April to 29 th April)	Read Chapters 25 and 26 from the textbook	Complete Week 14 on D2L (due by 11:59 29 th April) FINAL TERM PAPER DUE

- * Please note that above schedule does not contain the list of additional supplemental and required readings and materials. To view additional required readings, please refer to each module.