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PUBH 2131C: INTRODUCTION TO COMMUNITY AND PUBLIC HEALTH

Kristie Cason Waterfield

Georgia Southern University, Jiann-Ping Hsu College of Public Health, kwaterfield@georgiasouthern.edu

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GEORGIA SOUTHERN UNIVERSITY
JIANN-PING HSU COLLEGE OF PUBLIC HEALTH
PUBH 2131C: INTRODUCTION TO COMMUNITY AND PUBLIC HEALTH
Fall 2019

<u>Instructor:</u>	Kristie Waterfield, DrPH, MBA
<u>Office:</u>	109J-1 Solms Hall
<u>Phone:</u>	(912) 344-3624
<u>E-Mail Address:</u>	kwaterfield@georgiasouthern.edu
<u>Office Hours:</u>	MW 9:00-11:00 & 12:30-1:30; TR 9:00-12:00 or by appointment
<u>Class Meets:</u>	Tuesday & Thursday 12:30-1:45; Solms Hall 108

Course Catalog available at:
<http://em.georgiasouthern.edu/registrar/resources/catalogs/>
under Jiann-Ping Hsu College of Public Health Programs

Prerequisites:

None

FOLIO Access: <https://my.georgiasouthern.edu/portal/portal.php>

Catalog Description:

Introduces the student to the core functions of public health with an emphasis on community health programs and current trends of population health. Exposes the student to the role of community health practice in maximizing the health status of all populations. Course will include an overview of the organizational structure of federal, state, and local health-related agencies and examine the interrelationship of political, social, cultural and economic dimensions of community based population health activities.

Required Textbook:

Introduction to Community and Public Health. ISBN: 9781284013030

Recommended Textbook:

APA. (2009). Publication manual of the American Psychological Association. (6th ed). Washington, D.C.: Author. ISBN: 9781433805615

Required Resource:

FOLIO Modules contain overview pages and additional readings assigned

The University Calendar is located with the semester schedule, and can be found at:

<http://em.georgiasouthern.edu/registrar/>

BSPH Program Student Learning Outcomes-CORE

1. Students will develop a health promotion program plan to assess needs and capacities that affect a selected community's health
2. Students will apply public health evidence-based strategies to the development of health programs.
3. Students will demonstrate the ability to apply cultural competence strategies in public health practice and communication
4. Students will create strategies for promoting health improvement and disease prevention

CEPH BSPH Competencies

Public Health Communication

The ability to communicate public health information, in both oral and written forms, through a variety of media and to diverse audiences

Information Literacy

The ability to locate, use, evaluate and synthesize public health information

Student Learning Outcomes for the course

1. Describe the core functions of public health with an emphasis on community health programs
2. Describe the 10 essential services of public health
3. Recognize trends in population health (health outcomes of a group of individuals, including the distribution of outcomes)
4. Describe the role of community health practice in maximizing the health status of all populations.
5. Articulate the organizational structure of federal, state, and local health-related agencies resources and services.
6. Examine interrelationship of political, social, cultural and economic dimensions of community-based population health activities

Instructional Methods:

Class meetings will be a combination of lecture, class discussion, and active participation. Computer-generated presentations will be used to illustrate important points of this course. Prior to each class, the student is encouraged to complete any and all assigned readings in order to actively participate in class discussions. In this way, it is hoped that the learner will be better prepared to successfully accomplish the learning objective of each lecture experience.

Student Expectations and Course Policies:

1. **Class Attendance and Participation Policy**-Federal financial aid regulations require attendance be verified prior to distribution of financial aid allotments. Georgia Southern believes that significant student learning occurs in the classroom and recognizes the importance of in-class experiences, and if missed by a student even for legitimate reasons, cannot be fully recovered. Attendance is highly recommended; You are responsible for any missed content, announcements, due dates, homework assignments, date changes, etc. when you miss a class. There are times when extraordinary circumstances occur (e.g., serious illness, death in the family, etc.). In such circumstances, considerations will be made regarding any assignments or exams that occur in the timeframe of the emergency (usually one week). In the case of athletic participation or a different university sponsored event, please inform the instructor at least two weeks PRIOR to the event. *Please note* that the extensions are not guaranteed and will be granted solely at the discretion of the Instructor.

ATTENDANCE WILL BE TAKEN DURING CLASS MEETINGS via GOOGLE FORMS. This is to assist the instructor in learning names as well as for the attendance/participation requirement. It is expected that when you attend class you agree to engage in discussion. Throughout the semester the instructor will assess your level of participation. Imagine that each class session is worth approximately 1 point. If you attend class and participate in 'active' learning, you will receive your participation points for the day. The instructor will also incorporate class activities to help assess participation. Activities might include reflection of readings/other class material, critiques, in-class group work, quizzes, webcast summations, etc.

Poor classroom engagement behavior includes sleeping with eyes open or closed, texting, earphones in, chatting, checking Snapchat or Instagram, and other social media sites, emailing, etc. These behaviors are

not considered “participating.” Everyone begins with 10 points; points will be deducted at the end of the semester for any and all of the following: lack of participation/cooperation during class activities or excessive absences (>5).

2. Class will begin promptly at 12:30 pm. Out of courtesy to both the instructor and fellow students, **please do not enter after the door is closed.** You are responsible for all notes, classroom discussion, announcements, etc. of what was covered on the day of your absence. If you miss dates or other assignments because of a missed class, then you will receive a “0”.
3. **Exam Policy.** Examinations are expected to be taken on the scheduled day. Exams are the property of the professor; any exam removed from the classroom by a student(s) will result in the score of a “0” assigned for that exam, and an “F” for the entire course. A student who arrives more than 15 minutes late, or after the first exam is handed in, will receive a ZERO (0) recorded for the grade.
 - 3.1. **Makeup exams** will only be given in the event of a family emergency (immediate family), OR in the case of a sanctioned university excused absence. Students participating in authorized activities as an official representative of the University (i.e., athletic events, delegate to regional or national meetings or conferences, participation in university-sponsored performances) will not receive academic penalties and, in consultation with the instructor of record, will be given reasonable opportunities to complete assignments and exams or given compensatory assignment(s) if needed. The student must provide written confirmation from a faculty or staff advisor to the course instructor(s) at least 10 days prior to the date for which the student will be absent from the class. In the case of a family emergency, evidence of proof to be provided will be determined by the specific emergency. Any person not showing up for an exam without prior notification automatically receives a grade of “F”.
4. Please pay attention and adhere to the due dates for assignments. (See policy regarding unusual circumstances).
5. The **Final Exam** for the course will be **Tuesday, December 10, 2019 12:30 pm-2:30 pm.**
6. Please consult the **STUDENT CONDUCT CODE 2019-20** for course policy concerning issues related to academic dishonesty. Anyone caught violating any of these regulations will be immediately reported to GSU's Judicial Board and be assigned an “F” for the course.
7. **Use of Cell Phones (and Other Technologies)** Please do not text in class or use your cell phone during class! Texting during class (or in a meeting) is disruptive and rude...at least to me. During class (unless otherwise instructed) put cell phones away and off or silent so they are not a source of temptation. Offenders will be asked to leave.
8. During testing periods, students are only allowed to bring a pencil/pen to the seating area. Book bags and cell phones (turned off) must be left in the front of the classroom.
9. Samples of your work may or may not be reproduced for research purposes and/or inclusion in the professor's teaching portfolio. You have a right to review anything selected for use, and subsequently ask for its removal.
10. This syllabus, my lectures, and all materials distributed and presented by me during this course are protected by copyright law. You are authorized to take notes in this class but that authorization extends only to making one set of notes for your personal use and no other use. You are not authorized to sell, license, commercially publish, distribute, transmit, display, or record notes from this class unless you have my written consent to do so.

11. If you are receiving services from the Student Disability Resource Center (SDRC), please notify me as soon as possible, to schedule an appointment to present me with our accommodation letter.
12. **The last day to withdraw from class without academic penalty is October 14, 2019.**

Assessment of Student Learning:

Attendance: See #1 under Student Expectations and Policies for how attendance will be addressed in this class.

Reading Assessment Tests (RATs): RATs will assess students' understanding of the material presented through the assigned textbook readings. The exams will be objective and include but not limited to true/false, multiple choice, fill in the blank, matching, and short answer. Please see the course schedule for due dates and times **(80 pts)**

Mid-Exam: The mid-term exam will be an assessment of the student's understanding of the course material including lectures, course readings, and online modules. The midterm exam will be objective and include but not limited to true/false, multiple choice, fill in the blank, matching, and short answer. It will cover Modules 1-4. **(50 pts)**

Final Exam: The final exam-(**100 points**) will be administered on from Tuesday, December 10, 2019, 12:30PM to 2:30PM. This exam will be comprehensive and may be any combination of true/false, multiple choice, matching, short answer, & discussion. Exam conflicts are to be brought to the professor's attention in a timely manner.

Service Learning Project (SLP): Service-Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility and strengthen communities. This project affords students to work directly with a local, health-related public agency. At the beginning of the semester, students will apply for a Volunteer in Action "VIA" Experience with the Office of Student Leadership and Civic Engagement. The project includes: 1) experience *applying* for an internship with an approved health-related public agency, 2) self-directed study of a specific area agency, 3) at least 10 service-learning hours volunteering with a single health agency, 4) A final 2-3 page written summary relating the work and mission of this specific agency and address how the agency addresses identified health needs of Chatham County, and 5) A 1 page written reflection on their service-learning experience. This project will be discussed in detail at the beginning of the semester. A rubric will be provided **(160 pts)**.

Point Break Down of Service Learning Project (SLP)

Application for the VIA Experience	25 points
<i>Top 3 organization list</i>	5 points
<i>Cover Letter and Resume</i>	20 points
Service Learning Updates (2 @ 5 pts each)	10 points
Service Learning Log (10 Hours)	30 points
Final Agency Summary Paper	65 points
Reflection Paper 1 page	20 points
Total Points:	150 points

Class Participation/Activities: Class activities will vary throughout the semester. Activities will include things such as reflections, critiques, in-class work (individual/group), webcast summations (some of the webcasts may require Real Player/RealOne), etc. Each activity will have specific instructions and criteria, so please read before completion. If a student misses class participation/activity points because he or she is absent they will not be allowed to complete the assignment for credit. **(60 pts)**

Requirements for Written Work

1. Papers must be typed. Please use 12-point font (Arial or Times New Roman), set all margins to one inch and double space.

2. Written work is expected to be free from errors that would be detected in a careful proofreading, i.e., a word omitted, a word inserted twice, or out of place, a typographical error, omission of the “s” from plural word, etc. Do not rely on the spell-checking utility of your word processing program to detect all spelling errors. The program cannot detect the inappropriate use of correctly spelled words. If you have the paper in final form and you detect any omission errors, you do not have to reprint the page. Simply make the correction neatly in ink.
3. Grammar, spelling, and punctuation are expected to meet the same standard as are required in English classes. There is never any excuse for spelling errors. Use a dictionary. If you have the slightest doubt about the use of grammar, punctuation, or capital letters consult a good reference book.
4. Written work is expected to be organized to read smoothly and fluently without skipping from point to point and back. The use of appropriate introductory and concluding statements or paragraphs is a necessary part of this organization.
5. You are expected to be able to use terms encountered in class or in your readings in appropriate contexts, thus demonstrating that you understand them. If you are using other highly specific terms, explain or define them the first time you use them, and after that, use them in the proper way.
6. Use non-sexist language in all papers. Consult the APA Publication Manual (6th edition) for guidance in the use of non-sexist language.
7. Use quotation marks when quoting directly from written works of others, use reference notes when you discuss information or ideas that have been expressed by others. Plagiarism is unethical and illegal. Any form of plagiarism will result in a grade of “0” for the assignment for the entire group if it is a group project and may result in a failure for the course. Refer to Georgia Southern’s Student Handbook for information about Academic Dishonesty.
8. Attach a separate reference list including all works cited in the paper. Refer to the APA Publication Manual (6th edition) if you have any questions regarding citations or preparation of a reference list.

Important Dates to Remember

August 29, 2019	Top 3 Agency Picks
September 2, 2019	LABOR DAY HOLIDAY – NO CLASS
September 5, 2019	Cover Letter and Resume
September 12, 2019	Submit Cover Letter and Resume
October 10, 2019	MID-TERM EXAM
October 11, 2019	Service Learning Project Update #1
November 8, 2019	Service Learning Project Update #2
November 21, 2019	Service Learning Project Due
November 25-29, 2019	THANKSGIVING HOLIDAY

December 5, 2019	Health/Wellness Activities
December 10, 2019	FINAL EXAM

Student Evaluation and Grading: Each student will be evaluated on his/her performance based on the following:

Health & Wellness Activities	30 points
Midterm Exam	50 points
Class Participation/Activities	60 points
Reading Assessment Tests (RATs)	80 points
Final Exam	100 points
Service Learning Project	<u>150 points</u>
	470 points possible

Grading Scale-A final grade of C or better is required to make progress in the major.

<u>Point Scale</u>	<u>Percent</u>	<u>Grade</u>
423-470 pts	90 - 100%	A
376-422 pts	80 - 89%	B
329-375 pts	70 - 79%	C
282-328 pts	60 - 69%	D
Below 281 pts	0 - 59%	F

Instructor Objective

As a student in my class, you are important to me. I am committed to your continued learning and college experience. You are never an interruption of my work. You are the purpose of it. Please feel free to visit my office, call, or e-mail me at any time.

Open Door/ Closed Door Office Policy: Most of the time, when I am in my office, my door is open. Please feel free to come in and visit any time when the door is open. When my office door is closed, it means that I am not there or I am working on something and can't be disturbed. Please respect this and don't knock unless it is a dire emergency.

Response Times

During a normal work week (i.e., Monday 9:00 AM through Friday 5:00 PM) students can expect responses as follows:

- Email: within 48 hours
- Discussion posts: within 72 hours
- Assignment grades: within 72 hours of submission date.

Exceptions: I may not check FOLIO or GSU email over the weekends. If you send me an email after 5:00 PM on Friday, please do not expect a response until the following Monday.

All assignments will be graded promptly so that students may accurately calculate their grades at any point in time during the semester. There are times when extraordinary circumstances occur (e.g., serious illness, death in the family, etc.). In such circumstances, and/or if you need additional time to satisfactorily complete any course requirement, please consult with the instructor within a reasonable amount of time. Extensions are not guaranteed and will be granted solely at the discretion of the instructor.

Here is what I expect from you.....

Professional Dispositions

BSPH students are expected to graduate the program with competent professional skills. Professional skills and dispositions are also expected while completing the internship experience. As a student in this course, you are expected to exhibit professionalism at all times. The following is a list of skills BSPH majors are expected to demonstrate:

- Written communication skills: Student uses appropriate professional title, grammar, structure, punctuation, spelling, tone, etc.
 - Email and other media communication: Student uses appropriate professional title, grammar, structure, punctuation, tone, etc. To write a professional email, please include the following:
 - a salutation,
 - identify who you are,
 - what the contact is in reference to (i.e. PUBH 3232), and
 - what you would like me to do.

At the bottom of the email, please type out your name.

- Oral and non-verbal communication skills:
 - In interpersonal communication, student uses or maintains appropriate tone, language, attitude, interpersonal space, etc.
 - In public speaking, student uses or displays appropriate volume, speed, enunciation, eye contact, structure, etc.
- Organization: Student keeps track of assignments and materials, is prepared for presentations, etc.
- Initiative: Student can begin tasks and work independently, initiate tasks/projects, etc.
- Reliability: Student is punctual, completes assignments, meets deadlines, and is prepared for class etc.
- Collegiality: Student exhibits appropriate, positive, helpful interactions with others
- Collaboration: Student collaborates with others on tasks or projects accepts others' suggestions and criticisms, participates in and provides constructive inputs to discussion and debate, etc.
- Judgment: Student considers options and their implications when making decisions, does not act impulsively, etc.
- Respectful: Student respects confidentiality, treats others with respect, etc.
- Self-Presentation: Student is well groomed, dressed appropriately, well rested, etc.
- Interpersonal interactions: Students will practice civility when interacting with faculty and fellow students; in cases of disagreement or conflict, students will make every effort to resolve such matters in a respectful manner with a goal towards mutual resolution.

Academic Misconduct

As a student registered at this University, it is expected that you will adhere to only the strictest standards of conduct. It is recommended that you review the latest edition of the *Student Conduct Code* book, as well as the latest *Undergraduate & Graduate Catalog* to familiarize yourself with the University's policies in this regard. Your continued enrollment in this course is an implied contract between you and the instructor on this issue; from this point forward, it is assumed that you will conduct yourself appropriately.

Plagiarism:

"According to the Academic Dishonesty Policy of GSU, Plagiarism includes (but is not limited to):

- A. Directly quoting the words of others without using quotation marks or indented format to identify them.
- B. Using published or unpublished sources of information without identifying them.
- C. Paraphrasing material or ideas without identifying the source.
- D. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

If you are accused of plagiarism by a JPHCOPH faculty member, the following policy, as per the Judicial Affairs website (<http://students.georgiasouthern.edu/judicial/faculty.htm>) will be enforced:

PROCEDURES FOR ADJUDICATING ACADEMIC DISHONESTY CASES

First Offense - In Violation Plea

1. If the professor and the Dean of Students agree that the evidence is sufficient to warrant a charge of academic dishonesty, the professor should contact the Office of Judicial Affairs to determine if this is a first violation of academic dishonesty. The incident will be reported via the following website:

<http://students.georgiasouthern.edu/judicial/faculty.htm>

2. If it is a first violation, the professor should talk with the student about the violation. **If the student accepts responsibility in writing and the professor decides to adjudicate the case, the following procedures will be followed:**

- a. The student will be placed on disciplinary probation for a minimum of one semester by the Office of Judicial Affairs.
- b. The student will be subject to any academic sanctions imposed by the professor (from receiving a 0 on the assignment to receiving a failing grade in the class).
- c. A copy of all the material involved in the case (Academic Dishonesty Report Form and the Request for Instructor to Adjudicate Form) and a brief statement from the professor concerning the facts of the case and the course syllabus should be mailed to the Office of Judicial Affairs for inclusion in the student's discipline record.

First Offense - Not In Violation Plea (student does not admit the violation)

If the professor and the Dean of Students agree that the evidence is sufficient to warrant a charge of academic dishonesty, the professor should contact the Office of Judicial Affairs to determine if this is the first or second violation of academic dishonesty. The student will be charged with academic dishonesty and the University Judicial Board or a University Hearing Officer would hear the case. If the student is found responsible, the following penalty will normally be imposed:

- a. The student will be placed on Disciplinary Probation for a minimum of one semester by the Office of Judicial Affairs.
- b. The student will be subject to any academic sanctions imposed by the professor.

Second Violation of Academic Dishonesty

If the professor and the Dean of Students agree that the evidence is sufficient to warrant a charge of academic dishonesty, and if it is determined this is the second violation, the student will be charged with academic dishonesty and the University Judicial Board or a University Hearing Officer would hear the case.

If the student is found responsible, the following penalty will normally be imposed:

- a. Suspension for a minimum of one semester or expulsion.
- b. The student will be subject to any academic sanctions imposed by the professor.

NOT RESPONSIBLE FINDING

When a student is found not responsible of academic dishonesty, the work in question (assignment, paper, test, etc.) would be forwarded to the Department Chair. It is the responsibility of the Chair to ensure that the work is evaluated by a faculty member other than the individual who brought the charge and, if necessary, submit a final grade to the Registrar. For the protection of the faculty member and the student, the work in question should not be referred back to the faculty member who charged the student with academic dishonesty.

In the case of a Department Chair bringing charges against a student, an administrator at the Dean's level will ensure that the student's work is evaluated in an appropriate manner.

CONFIDENTIALITY

In accordance with provisions of the Family Educational Rights and Privacy Act of 1974 and the Georgia Open Records Act, any information related to a violation of academic dishonesty or the outcome of a judicial hearing regarding academic dishonesty, is prohibited and must be treated as confidential by members of the faculty."

Disability-related Accommodations

Georgia Southern University is committed to providing reasonable accommodations to students with documented disabilities as required under federal law. Disabilities may include ADD or AD/HD, autism spectrum disorder, brain injury, chronic medical conditions, communication disorders, hearing loss, learning disabilities, mobility impairment, psychological disorders, visual impairment or temporary injuries. The purpose of disability accommodation is to provide equal access to the academic material and equal access to demonstrate mastery of the material. If you have a disability and need accommodations, please contact the Student Accessibility Resource Center (SARC). You will need to meet with a SARC staff member who can help you gather documentation of your

Syllabus Disclaimer: *This syllabus serves as a contract between the instructor and student. The contents of this syllabus are as complete and accurate as possible. The instructor reserves the right to make any changes necessary to the syllabus and course material. The instructor will make every effort to inform you of changes as they occur. It is the responsibility of the student to remain apprised of any changes to the syllabus in order to successfully complete the requirements of the course.*

Overview of the content to be covered the semester:

Week Module	Tentative Class Topic	Reading Assignments	Due Dates
Week One 8/19-8/23	Course Introduction & Syllabus Community and Public Health: Yesterday, Today, and Tomorrow	Chapter 1	
Week Two 8/26-8/30 Module 1	Organizations that Help Shape Community and Public Health Service Learning Introduction 8/27 (class is mandatory)	Chapter 2	Due in-class 8/29: Top 3 Agency Choices and Why
Week Three 9/2-9/6 Module 2	Epidemiology: The Study of Disease, Injury, and Death in the Community 9/3*- Top Agency Choice returned to students	Chapter 3	Due in-class 9/5: A hard copy of your resume and cover letter for SLP. RAT #1 (Ch 1 and 2) Due (9/6) by 11:59pm
Week Four 9/9-9/13 Module 2	Communicable and Noncommunicable Disease: Prevention and Control of Diseases and Health Conditions	Chapter 4	Your approved resume and cover letter must be submitted to your agency by Thursday 9/12
Week Five 9/16-9/20 Module 3	Community Organizing/Building and Health Promotion Programming	Chapter 5	RAT #2 (Ch 3 and 4) Due (9/20) by 11:59pm

Week Module	Tentative Class Topic	Reading Assignments	Due Dates
Week Six 9/23-9/27 Module 3	The School Health Program: A Component of Community and Public Health	Chapter 6	
Week Seven 9/30-10/4 Module 3	Maternal, Infant, and Child Health	Chapter 7	RAT #3 (Ch 5 and 6) Due (10/4) by 11:59pm
Week Eight 10/7-10/11 Module 4	Community and Public Health and Racial/Ethnic Populations Midterm Exam October 10th	Chapter 8	Midterm Exam 10/10 SLP Update #1 due 10/11 by 10pm
Week Nine 10/14-10/18 Module 5	Alcohol, Tobacco, and Other Drugs: A Community Concern	Chapter 9	RAT #4 (Ch 7 and 8) Due (10/18) by 11:59pm
Week Ten 10/21-10/25 Module 6	Social and Behavioral Sciences and Public Health	Chapter 10	
Week Eleven 10/28-11/1 Module 7	Health Professionals and the Health Workforce	Chapter 11	
Week Twelve 11/4-11/8 Module 7	Healthcare Institutions	Chapter 12	RAT #5 (Ch 9 and 10) Due (11/8) by 11:59pm SLP Update #2 due 11/8 by 10pm
Week Thirteen 11/11-11/15 Module 7	Health Insurance and Healthcare Systems	Chapter 13	
Week Fourteen 11/18-11/22 Module 8	Food and Drugs as Public Health Systems Service Learning Debrief 11/21	Chapter 14	RAT #6 (Ch 11 and 12) Due (11/22) by 11:59pm Thursday 11/21: Service Learning Project Due!
11/25-11/29	NO CLASS THANKSGIVING BREAK		RAT #7 (Ch 13 & 14) Due (11/29) by 11:59pm

Week Module	Tentative Class Topic	Reading Assignments	Due Dates
Week Fifteen 12/2-12/6 Module 8	Systems Thinking: From Single Solutions to One Health Course Wrap Up & Final Exam Review	Chapter 15	RAT #8 (Ch 15) Due (12/6) by 11:59pm Thursday 12/5: Health/Wellness Activities Due!
Finals Week 12/9-12/13	Final Exam: Tuesday December 10th 12:30pm-2:30pm		

STUDENT CONDUCT CODE

The Student Conduct Code is the official University publication governing student conduct and behavior. It is the responsibility of each student to become familiar with the rules and regulations governing student life. Student conduct procedures, appeal procedures, and disciplinary sanctions are found in the Student Conduct Code at <http://students.georgiasouthern.edu/conduct>. I acknowledge that I have read and understand this statement referencing the Student Conduct Code.

ACADEMIC DISHONESTY

The University goal is to foster an intellectual atmosphere that produces educated, literate people. Because cheating and plagiarism are at odds with that goal, they shall not be tolerated in any form. Students are expected to adhere to the rules and regulations as set forth in the Student Conduct Code. Therefore, all work submitted by a student must represent that student's own ideas and effort; when the work does not, the student has engaged in academic dishonesty. Plagiarism occurs when a person passes in another person's work as his or her own, borrows directly from another person's work without proper documentation, and resubmits his or her own work that has been previously submitted without explicit approval from the instructor. For example, academic dishonesty occurs whenever a student participates in any of the following: Cheating submitting material that is not yours as part of your course performance; using information or devices that are not allowed by the faculty; obtaining and/or using unauthorized materials; fabricating information, research, and/or results; violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation; collaborating with others on assignments without the faculty's consent; cooperating with and/or helping another student to cheat; demonstrating any other forms of dishonest behavior. Plagiarism directly quoting the words of others without using quotation marks or indented format to identify them; using sources of information (published or unpublished) without identifying them; paraphrasing materials or ideas without identifying the source; self-plagiarism - resubmitting work previously submitted without explicit approval from the instructor; unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material. NOTICE: The list above is intended only to provide general guidelines for recognizing and avoiding common types of academic dishonesty. It is in no way an exhaustive or comprehensive list of all the types of academic dishonesty. For more information about academic honesty, see the Student Conduct Code at <http://students.georgiasouthern.edu/conduct>. I acknowledge that I have read and understand the Academic Dishonesty Policy.

I have read the syllabus and understand the contents and course requirements.

Student Name (print)

Student Signature

Date