

**Request for Graduate Course Addition**

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COHP

Dept/Division: Public Health

Alpha Designator/Number: PH 694

☐ Graded ☒ CR/NC

Contact Person: William F. Pewen

Phone: (304) 696-3743

**NEW COURSE DATA:**

New Course Title: Practicum

Alpha Designator/Number:

P H 6 9 4

Title Abbreviation:

P r a c t i c u m

(Limit of 25 characters and spaces)

Course Catalog Description:  
(Limit of 30 words)

Applied public health experience conducted under guidance of a faculty advisor and site preceptor, including a specific set of proposed project and learning objectives, and utilizing a community partner.

Co-requisite(s): None

First Term to be Offered: Spring 2016

Prerequisite(s): PH 611; 621; 641; 686; &amp; 693

Credit Hours: 1-3

Course(s) being deleted in place of this addition (*must submit course deletion form*):

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head



Date

10/27/15

Registrar



005122

Date

10/28/15

College Curriculum Chair



Date

11-4-15

Graduate Council Chair

Date

## Request for Graduate Course Addition - Page 2

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College: COHP

Department/Division: Public Health

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Provide complete information regarding the new course addition for each topic listed below. Before routing this form, a complete syllabus also must be attached addressing the items listed on the first page of this form.

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1. FACULTY: Identify by name the faculty in your department/division who may teach this course.

William F. Pewen, Ph.D., M.P.H., future faculty, and such as the dean and program director shall designate.

2. DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the proposal. Enter "**Not Applicable**" if not applicable.

Not Applicable

3. REQUIRED COURSE: If this course will be required by another department(s), identify it/them by name. Enter "**Not Applicable**" if not applicable.

Not applicable

4. AGREEMENTS: If there are any agreements required to provide clinical experiences, attach the details and the signed agreement. Enter "**Not Applicable**" if not applicable.

Agreements applicable to each non-university site. Consequently the model collaborative agreement is attached.

5. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials to teach this course, attach an estimate of the time and money required to secure these items. (Note: Approval of this form does not imply approval for additional resources.) Enter "**Not Applicable**" if not applicable.

College of Health Professions is responsible for hiring faculty. No other resources required at this time.

6. COURSE OBJECTIVES: (May be submitted as a separate document)

See Syllabus

7. COURSE OUTLINE (May be submitted as a separate document)

See Syllabus

8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)

See Syllabus

9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)

See Syllabus

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### 10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)

Midterm and Final Evaluations

### 11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE

Not applicable

### 12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)

Aguilar, LC. Ouch! That Stereotype Hurts ... Communicating Respectfully in a Diverse World, Walk the Talk, 2006.

Cole BL, Fielding JE. Health impact assessment: a tool to help policy makers understand health beyond health care. Annu Rev Public Health 2007;28:393-412.

Georgeson M et al. Shortchanged? An assessment of chronic disease programming in major US city health departments. J Urban Health 2005 Jun;82(2):183-90. Epub 2005 May 12.

Goleman, D., Boyatzis, RE, andMcKee, A. Primal Leadership: Learning to Lead with Emotional Intelligence. Harvard Business School Press, 2002

Institute of Medicine. Implications of Health Literacy for Public Health: Workshop Summary (2014). Accessed at <http://www.nap.edu/read/18756/chapter/1> on October 27, 2015.

Kawachi I, Berkman LF. Neighborhoods and Health. Oxford ; New York : Oxford University Press, 2003.

Kraut AM. Goldberger's war : the life and work of a public health crusader. New York: Hill and Wang, 2003.

Marmot M., Wilkinson R. Social Determinants of Health Oxford, Oxford University Press, 2006

Mastering Public Health: Essential Skills for Effective Practice. Edited by Barry S. Levy and Joyce R. Gaufin. Oxford University Press, 2011

Plough A. Promoting social justice through public health policies, programs, and services. In BL Levy and VW Sidel, ed. Social injustice and public health. pp.418-431, Oxford University Press, New York, 2006. Slovic P. Perception of Risk. Science. 1987;236:280-5.

Simon PA, Fielding JE. Public health and business: a partnership that makes cents. Health Aff (Millwood). 2006 Jul-Aug;25(4):1029-39.

Yancey AK, Ortega AN, Kumanyika SK. Effective recruitment and retention of minority research participants. Ann Rev Pub Health. 2006;27:1-28.

## Request for Graduate Course Addition - Page 5

Please insert in the text box below your course summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Course Number and Title:

Catalog Description:

Prerequisites:

First Term Offered:

Credit Hours:

Department: Grad Program Public Health

Course Number and Title: PH 694 Practicum

Catalog Description: Applied public health experience conducted under guidance of a faculty advisor and site preceptor, including a specific set of proposed project and learning objectives, and utilizing a community partner.

Prerequisites: PH 611; PH 621; PH 641; PH 686; PH 693

First Term Offered: Spring 2016

Credit Hours: 1-3

|                                |  |
|--------------------------------|--|
| <b>COURSE TITLE/NUMBER</b>     | Practicum<br>PH 694  |
| <b>SEMESTER/YEAR</b>           | Spring 2016  |
| <b>DAYS/TIME</b>               | Days and times arranged with advisor and preceptor   |
| <b>CREDIT HOURS</b>            | 1-3  |
| <b>LOCATION</b>                | By arrangement   |
| <b>INSTRUCTOR</b>              | William Pewen, PhD, MPH  |
| <b>OFFICE/PHONE</b>            | 218 Prichard Hall, 696-3743  |
| <b>E-MAIL</b>                  | <a href="mailto:pewen@marshall.edu">pewen@marshall.edu</a>   |
| <b>OFFICE HOURS</b>            | 3:00-5:00 pm Wed., 9:00-10:00 am Fri., and by appointment  |
| <b>CFE/UNIVERSITY POLICIES</b> | By enrolling in this course, you agree to the <i>Marshall University Policies</i> , and thus it is essential that you understand them. Please review these at the Academic Affairs website:<br><a href="http://www.marshall.edu/academic-affairs/policies/">http://www.marshall.edu/academic-affairs/policies/</a> |

#### **COURSE DESCRIPTION: FROM CATALOG**

Applied public health experience conducted under guidance of a faculty advisor and site preceptor, including a specific set of proposed project and learning objectives, and utilizing a community partner.

#### **PREREQUISITES:**

Successful completion of PH 611, PH 621, PH 686, PH 693

#### **STUDENT LEARNING OUTCOMES IDENTIFIED IN THIS COURSE:**

Upon completion of the course, students will:

1. Complete a minimum of 160 hours of practical experience in which they demonstrate MPH competencies.
2. Establish a project linked to learning objectives which involve a community partner.
3. Exhibit satisfactory performance in both MPH competencies observed, and those specifically related to the practicum project.

| <b>COURSE STUDENT LEARNING OUTCOMES</b>                             | <b>HOW PRACTICED IN THIS COURSE</b>                                      | <b>HOW ASSESSED IN THIS COURSE</b>  |
|---|--|---|
| <u>Objective 1.</u> Completion of practicum work experience.        | Work performed in structured project which includes a community partner. | Advisor and preceptor monitoring and log validation.  |
| <u>Objective 2.</u> Acquire a limited set (< 4) specialized skills. | Participate in precepted work experience to gain advanced training.      | Assessment of performance, as judged by both preceptor and advisor.   |
| <u>Objective 3.</u> Satisfactory performance on MPH competencies.   | Exhibited in precepted work environment.                                 | Assessment of performance including MPH competencies, at mid-point and conclusion of experience, by both preceptor and advisor. |

## REQUIRED TEXTS, ADDITIONAL READING, AND OTHER MATERIALS

As arranged specific and appropriate to the proposed practicum.

## RECOMMENDED MATERIALS

Personal computer and smartphone (iPhone or Android).  
Access to internet and Blackboard.

## COURSE REQUIREMENTS / DUE DATES

1. Practicum proposal outlines project and learning objectives, approximate dates of experience, and scope of duties.
2. Student must undergo at least one midterm assessment, plus final evaluation, by both advisor and preceptor, using the competency assessment tool.

## GRADING POLICY

Grading scale:

Pass:  $\leq 2$  concurring item ratings of “Needs Remediation” or “Insufficient Progress” on final evaluation by preceptor and advisor.

Fail:  $> 2$  concurring item ratings of “Needs Remediation” or “Insufficient Progress” on final evaluation by preceptor and advisor

## ATTENDANCE POLICY

By mutual agreement with precepting site and student advisor.

## ADDITIONAL POLICIES

1. **Intellectual property notice:** Many materials used in this course may be copyrighted, while others represent content and product of the instructor and/or Marshall University. While students may share notes and engage in discussions regarding their work in the course, recording or distribution of course data or content is not permitted. Students should enquire of the instructor for clarification regarding exceptions.
2. **Academic integrity:** Students should refer to the Student Handbook to ensure understanding of policies concerning academic honesty and integrity, including plagiarism and cheating. Unless specified by the instructor, no electronic devices, notes, or other non-approved assistance is permitted during any exam.
3. **Disability accommodation.** The instructor will endeavor to accommodate students

with a disability. It is requested that the student notify the instructor at the earliest possible time regard anticipated assistance which may be required.

4. **Vigilance.** Students are expected to access their MU e-mail address and MU On-line regularly for information related to the course.
5. **Make-up assignments:** Students who miss scheduled deadlines may make them up in the event of a University-excused absence or medical emergency.
6. **Office hours:** As posted and by appointment.



## **AGREEMENT FOR CLINICAL EDUCATION**

THIS AGREEMENT, effective \_\_\_\_\_ between \_\_\_\_\_ (hereafter known as the FACILITY), and the Marshall University College of Health Professions (MUCOHP) for the purpose of establishing a clinical education program.

### **MUTUAL BENEFIT**

IT IS AGREED to be of mutual benefit and advantage that MUCOHP and the FACILITY establish a Clinical Education Program to provide clinical instruction and experience to students enrolled in the MUCOHP.

The following provisions shall govern this agreement:

### **ACADEMIC PREPARATION, ASSIGNMENT, SUPERVISION, RULES**

MUCOHP agrees that the students shall have completed academics appropriate to the level of clinical training prior to assignment to the clinical experience. The clinical coordinator/course instructor shall make assignment of its students with mutual agreement of and advance notice to the FACILITY. When at the FACILITY the students shall observe and act in accordance with the policies and procedures set forth by the FACILITY.

### **EVALUATION, WITHDRAWAL**

FACILITY shall evaluate the performance of each student subject to final evaluation by the MUCOHP. In addition, the FACILITY may request that the MUCOHP withdraw any student whose appearance, conduct, or work with patients or personnel is not in accordance with FACILITY'S policies or other acceptable standards of performance and such request shall be granted by the department. Final action of student's evaluation and/or withdrawal is the responsibility of the MUCOHP.

### **LIABILITY**

MUCOHP agrees to provide and maintain professional and general liability insurance through the West Virginia State Board of Risk and Management for all faculty and students participating in any clinical program on behalf of MUCOHP. The amount of coverage provided by the State Board of Risk and Insurance Management is One Million Dollars (\$1,000,000) per occurrence. (See attached proof of insurance.)

## **HIPAA REQUIRMENTS**

To the extent required by federal law, the parties agree to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. 1320(d)-2 through 42 U.S.C. § 1320(d)-4 (HIPAA) and any current and future regulations promulgated there under including without limitation the federal privacy regulations contained in 45 C.F.R. § 160-164 (the Federal Privacy Regulations), the federal security standards contained in 45 C.F.R. § 142 (the Federal Security Regulations), and the federal standard of electronic transactions contained in 45 C.F.R §§ 160 and 162, all collectively referred to herein as HIPAA Requirements. The parties agree not to use or further disclose any Protected Health Information (as defined in 45 C.F.R §§ 164.500, et.seq.) or Individually Identifiable Health Information (as defined in 42 U.S.C. § 1320(d)-2 through § 1320(d)-4, other than as permitted by HIPAA Requirements and the terms of this Agreement. Each party will makes its internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations.

## **NONDISCRIMINATION**

Parties agree not to discriminate under this agreement and to render services without regard to race, color, religion, sex, national origin, veterans status, political affiliation, disabilities, or sexual orientation in accordance with all state and federal law.

## **ENTIRE AGREEMENT, REVISIONS, ADDITIONS, EXTENSIONS**

This agreement is strictly an agreement for student clinical education. It does not create an employment relationship. This agreement together with provisions (a,b,c,d) below, constitute the entire agreement between parties and supersedes all previous agreements.

- a) This agreement shall be automatically renewed on an annual basis unless terminated by either party.
- b) This agreement may be terminated by either party with sixty (60) days prior written notice. Any student currently in clinical training at the time of notice should be permitted to complete the program.
- c) Revisions may be recommended by either party which becomes effective upon written approval of both parties.
- d) More specific agreements with individual programs may be entered into as needed.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their duly authorized representatives intending to be legally bound as of the effective date defined above.

**Agency**  
**Address**  
**City, State Zip**

**Marshall University**  
**College of Health Professions**  
**Dean, College of Health Professions**  
**One John Marshall Drive**  
**Huntington, WV 25755**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Dr. Michael Prewitt**  
**Dean, College of Health Professions**

**Date:** \_\_\_\_\_