

# **HBEH 704: Professional Development Fall 2016**

Department of Health Behavior  
Gillings School of Global Public Health  
**Friday, 12:20 – 2:50pm, McGavran Greenberg 2306**

## **Teaching Team**

### **Course Instructor**

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### **Teaching Assistant**

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*Office Hours by Appointment*

## **Course Description**

Professional Development is required for second-year MPH students in the Department of Health Behavior. The course is designed to offer students a timely, structured opportunity for enhancing professional competencies that students will use in their MPH field work and in careers as public health practitioners.

## **Course Objectives**

Upon completion of this course, students will be able to:

- Recognize strengths and assets to build on for the job search
- Purposefully market themselves for jobs using multiple strategies
- Identify and prioritize short-term individual professional goals and establish concrete strategies for meeting those goals
- Enhance writing skills for professional purposes
- Effectively identify and utilize networking opportunities
- Clarify and prioritize what is important to them in searching for a job
- Demonstrate effective interview techniques
- Identify terms and processes for negotiating a job offer\*

## **Course Format**

The class is taught through engaged discussion with the teaching team, class peers, and guest speakers; participating in local training opportunities; presentations; and in-class exercises.

## **Course Expectations & Assignments**

An overview of course expectations and assignments are provided below. [A detailed description of each assignment is available on the course Sakai website under the Assignments folder.](#) Preparations for each class session, if required, will be sent out in advance.

1. Class participation: Students are expected to attend each class, be prepared to discuss the topic(s) for the session, ask questions, complete assignments on time and maintain active engagement without technological distractions during class. We understand that conflicts sometimes come up for students. Absences must be discussed with the Teaching Team in advance of class and written make up assignments completed.
2. IDP update: Students will update their IDPs to incorporate practicum experience and reflect current job search goals. Submit updated IDP to the teaching team via Sakai by 5 pm Friday, September 16, 2016.
3. Reflection on seminars/workshops/trainings: Students are required to attend **two** pre-approved trainings or workshops relevant to their IDP goals during the semester. A list of approved opportunities will be provided on the course Sakai website. Students are encouraged to identify additional training opportunities to meet their needs. In this case, students must email the teaching team with the title and description of the training for approval prior to attendance. Students must submit a description of the seminars they attended, including title, date, speaker, sponsoring group/institution complete and written reflection on what was learned/discussed and how this training is relevant to individual professional development goals. Reflections are due via Sakai to the teaching team within 1 week after each workshop is completed. Credit will not be given for workshop reflections submitted more than a week after the event. All trainings must be completed and reflections submitted by Friday, December 2, 2016.
4. Job Flow Chart: Students will complete a Flow Chart for 2 positions under consideration. Submit to the Teaching Team via Sakai by 5pm on Monday, December 5, 2016.

Additionally, students are expected to complete the Gillings School of Public Health Course Evaluation during the last two weeks of classes. These evaluations are very helpful to us as we look to incorporate student feedback and ways to improve the course. We are open to suggestions throughout the semester as well.

## **Course Readings & Resources**

Readings and resources to support course topics and sessions will be posted in the Resources Folder on the course Sakai website.

## **Course Grading**

All course assignments will be graded on the following grading scale:

- H** High pass: clear excellence (exemplary participation and products)
- P** Pass: entirely satisfactory graduate work
- L** Low Pass: inadequate graduate work
- F** Fail

The final semester grade will reflect individual assignments accordingly:

1. Class participation & active engagement: 25%
2. Updated IDP: 25%

3. Reflections on participation in outside seminars and workshops: 25%
4. Job Flow Chart: 25%

## Course Website

Accessible through Sakai at <http://sakai.unc.edu/>

## Honor Code

Course assignments are all subject to the UNC Honor Code. Academic dishonesty in any form is unacceptable, and any breach in academic integrity, however small, will be investigated and accordingly addressed. If you have any questions regarding the Honor Code, please consult “The Instrument of Student Judicial Governance” (<http://instrument.unc.edu>).

## Course Schedule

Date	Topic
September 2	<p><b>Starting Off Strong for the Career Search: Introductions/Overview/Intro to StrengthsFinder/Launch</b></p> <ul style="list-style-type: none"> <li>• <b>Guest Speaker: Dr. James Jeffries</b></li> </ul> <p>Session learning objectives:</p> <ul style="list-style-type: none"> <li>• Reconnect/introduce students and teaching team</li> <li>• Communicate course overview and expectations</li> <li>• Consider career search as a whole</li> <li>• Reflect on what is important to you</li> <li>• Explore strategies to identify strengths</li> <li>• Explore ways to provide evidence of strengths/accomplishments</li> <li>• Identify personal priorities that influence your job search</li> <li>• Begin to specify personal goals for search</li> </ul> <p><b>Assignment:</b></p> <ul style="list-style-type: none"> <li>• <b><i>Update IDP to reflect practicum experience, assessment of strengths and job-seeking goals</i></b></li> <li>• <b><i>Brainstorm questions for 09/16 session and submit via Sakai to the teaching team</i></b></li> </ul>
September 9	<p>No class: Attend workshops/trainings.</p> <p><b><i>Due: Submit reflection within 1 week after training attended</i></b></p>
September 16	<p><b>Tapping the Expertise of Health Behavior Peers: How Do I Get a Job?</b></p> <ul style="list-style-type: none"> <li>• <b>Guest Panel of Recent HBEH Alums</b></li> </ul>

	<p>Session learning objectives:</p> <ul style="list-style-type: none"> <li>• Learn about different career paths from HBEH alums</li> <li>• Discuss ways to market HBEH skills</li> <li>• Explore networking and other resources for finding positions</li> <li>• Discuss challenges/successes in negotiating job offers</li> <li>• Engage in networking to practice marketing skills</li> </ul> <p><b><i>Due: Updated IDP submitted via Sakai to Teaching Team by 5pm</i></b></p> <p><b><i>Assignment:</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>Read Carpenter, 2008 and Hall et al., 2015</i></b></li> <li>• <b><i>Brainstorm questions for 10/07 session and submit via Sakai to the teaching team</i></b></li> </ul>
<b>September 23</b>	<p>No class: Attend workshops/trainings</p> <p><b><i>Due: Submit reflection via Sakai within 1 week after training attended</i></b></p>
<b>October 7</b>	<p><b>Diversity Issues in the Workplace</b></p> <ul style="list-style-type: none"> <li>• <b>Workshop Facilitator: Sharbari Dey</b></li> </ul> <p>Session learning objectives:</p> <ul style="list-style-type: none"> <li>• Learn ways to navigate implicit bias and discrimination in the workplace</li> <li>• Explore ways to identify and advance inclusive workplaces</li> <li>• Reflect on what is important to you in a workplace climate</li> </ul> <p><b><i>Assignment: Brainstorm questions for 10/28 session and submit via Sakai to the teaching team</i></b></p>
<b>October 14</b>	<p>No class: Attend workshops/trainings</p> <p><b><i>Due: Submit reflection via Sakai within 1 week after training attended</i></b></p>
<b>October 21</b>	<p>No class: Attend workshops/trainings</p> <p><b><i>Due: Submit reflection via Sakai within 1 week after training attended</i></b></p>
<b>October 28</b>	<p><b>Applications of Professional Writing</b></p> <ul style="list-style-type: none"> <li>• <b>Guest Speakers:</b> <ul style="list-style-type: none"> <li>▪ <b>Policy briefs (Dr. Shelley Golden)</b></li> <li>▪ <b>Grant writing in the Real World (Dr. Carmen Samuel-Hodge)</b></li> </ul> </li> </ul>

	<p>Session learning objectives:</p> <ul style="list-style-type: none"> <li>• Explore varied kinds of writing needed for the workplace</li> <li>• Identify strategies for writing effective, concise policy briefs</li> <li>• Identify strategies for writing effective proposals</li> </ul> <p><b>Assignment:</b></p> <ul style="list-style-type: none"> <li>• <b>Brainstorm questions for 11/18 session and submit via Sakai to the teaching team</b></li> <li>• <b>Search for 2 jobs and bring position descriptions to class on 11/18</b></li> <li>• <b>Update resume and bring to class on 11/18</b></li> </ul>
<b>November 4</b>	<p>No class: Attend workshops/trainings</p> <p><b>Due: Submit reflection via Sakai within 1 week after training attended</b></p>
<b>November 11</b>	<p>No class: Attend workshops/trainings</p> <p><b>Due: Submit reflection via Sakai within 1 week after training attended</b></p> <p><b>Reminder for 11/18:</b></p> <ul style="list-style-type: none"> <li>• <b>Submit questions for 11/18 session</b></li> <li>• <b>Bring job position descriptions to class</b></li> <li>• <b>Bring printed updated resumes to class</b></li> </ul>
<b>November 18</b>	<p><b>Interfacing with Potential Employers: LinkedIn and Interviewing</b></p> <ul style="list-style-type: none"> <li>• <b>Guest Speaker: Michael Schmidt</b></li> </ul> <p>Session learning objectives:</p> <ul style="list-style-type: none"> <li>• Discuss marketing strategies using social medial platforms</li> <li>• Identify key resources on LinkedIn</li> <li>• Discuss pertinent interview topics for public health jobs</li> <li>• Identify important strategies for a successful interview</li> <li>• Practice interviewing techniques</li> </ul> <p><b>Assignment: Identify 2 jobs you are considering and complete flow chart diagram assessing strengths, skills and experience</b></p>
<b>November 25</b>	<p>No class: Thanksgiving Break</p>
<b>December 2</b>	<p>No class: Attend workshops/trainings</p>

	<b><i>FINAL DAY to submit reflection about training attended</i></b>
<b>December 5* 5:30-7:30pm</b>	<b>Negotiating Job Terms (SPECIAL INVITE courtesy of Professional Science Master's Program)</b> <ul style="list-style-type: none"><li>• <b>Guest: Elizabeth Wallencheck from alumni career services at Kenan-Flagler</b></li><li>• <b>Location TBD</b></li></ul> <b><i>Due: Job flow chart to teaching team via Sakai by 5pm</i></b>