



HPM 893

Public Health Informatics Practicum

(No. Credit Hours: 2)

Department of Health Policy and Management

Gillings School of Global Public Health

Syllabus Spring/2017

Internship / Practicum

Meeting Times: At least once a week with practicum preceptor

| | | | |
|---------------|------------------|---------------|-----|
| Instructor: | Bill Gentry | TA: | N/A |
| Office: | 115 Rosenau Hall | Location: | |
| Email: | wgentry@unc.edu | Email: | |
| Phone: | (919)966-4228 | Phone: | |
| Office hours: | By Appointment | Office Hours: | |

Course Overview

The Public Health Informatics Practicum is designed to help students:

- (1) Conduct research and/or develop public health informatics tools/projects , and
- (2) Further develop professional skills and knowledge essential in the public health informatics field.

Students will participate in weekly (2 hr) informatics discussions with their practicum preceptors and will have an opportunity to meet and interact with successful health informatics professionals.

The public health informatics practicum may be completed in conjunction with a health informatics related summer Masters internship, or a Masters TA/RA assignment.

- **Student and practicum preceptor** - Weekly contact between student and practicum preceptor will be maintained throughout the practicum. If the need arises, daily meetings can also be scheduled.
- **Student and Public Health Informatics Advisor** – Update as necessary, provide practicum paper at the end of practicum.

Learning Objectives and HPM Competencies

| | <i>Course Learning Objective</i> | <i>HPM Competencies</i> |
|----|---|---|
| 1. | Develop professional skills and knowledge essential in the public health informatics field | Project Management Team Dynamics Human Resources Management Innovative Thinking Process Management & Organization Design Change Management Organizational Awareness Political Savvy Systems Thinking |
| 2. | Learn how to develop and use a professional network and manage your personal and professional reputation | Reputation Management Self-Confidence |
| 3. | Complete a Department approved practicum including the field placement plan, required practicum final paper, and final evaluation | Accountability Achievement Orientation Initiative Professionalism Self-confidence Information Seeking Organizational Awareness |

Resources: (e.g., website, text, articles, web sources, other resources, etc.)

Public Health Informatics Certificate website: <http://sph.unc.edu/hpm/hpm-degrees-and-certificates/hpm-phi-overview/>

Public Health Informatics Graduate Certificate Administrator – Bill Gentry, MPA

Requirements and Expectations: (e.g., discussion forums, class participation, cell phones and laptops, etc.)

The student will identify a public health informatics practicum opportunity and then discuss this with the informatics certificate administrator for approval. The student will then fill out a health informatics practicum form identifying core competencies and practicum paper topic. This form should have final appropriate signatures for approval.

The student will complete and submit a final practicum paper to the informatics certificate administrator and it will be 5 - 7 pages in length, double-spaced (excluding appendices and bibliography).

The paper should *not* be a letter-journal-type paper. (These tend to be very condensed, sometimes unreadable except by other experts.) Rather, it should be the sort of paper that is, more complete with sections for an introduction, procedure, results, discussions, *etc.*

The reader should get a clear idea of what you have done in informatics associated with this project.

Evaluation / Grading: (e.g., grade components, grading scale, exams, evaluation criteria, etc.)

The public health informatics practicum is pass/fail with a grade of “P” expected.

| Component | % of Grade |
|--|------------|
| Meeting with certificate administrator | 10% |
| Weekly meetings with practicum preceptor | 20% |
| Health Informatics Practicum paper | 70% |
| | |

Norm of Professionalism: (optional section)

Guidelines on Use of Laptops and Other Electronics in Classroom: (optional section)

Recognizing, Valuing, and Encouraging Diversity:

The importance of diversity is recognized in the mission statement of HPM. In the classroom, diversity *strengthens* the products, *enriches* the learning, and *broadens* the perspectives of all in the class. Diversity requires an atmosphere of inclusion and tolerance, which oftentimes challenges our own closely-held ideas, as well as our personal comfort zones. The results, however, create a sense of community and promote excellence in the learning environment. This class will follow principles of inclusion, respect, tolerance, and acceptance that support the values of diversity.

Diversity includes consideration of: (1) life experiences, including type, variety, uniqueness, duration, personal values, political viewpoints, and intensity; and (2) factors related to “diversity of presence,” including, among others, age, economic circumstances, ethnic identification, family educational attainment, disability, gender, geographic origin, maturity, race, religion, sexual orientation, social position, and veteran status.

Disability Accommodation

UNC-CH supports all reasonable accommodations, including resources and services, for students with disabilities, chronic medical conditions, a temporary disability, or a pregnancy complication resulting in difficulties with accessing learning opportunities.

All accommodations are coordinated through the UNC Office of Accessibility Resources & Services (ARS), <http://accessibility.unc.edu>; phone 919-962-8300 or email accessibility@unc.edu. Students must document/register their need for accommodations with ARS before any accommodations can be implemented.

UNC Honor Code:

The principles of academic honesty, integrity, and responsible citizenship govern the performance of all academic work and student conduct at the University as they have during the long life of this institution. Your acceptance of enrollment in the University presupposes a commitment to the principles embodied in the Code of Student Conduct and a respect for this most significant Carolina tradition. Your reward is in the practice of these principles.

Your participation in this course comes with the expectation that your work will be completed in full observance of the Honor Code. Academic dishonesty in any form is unacceptable, because any breach in academic integrity, however small, strikes destructively at the University's life and work.

If you have any questions about your responsibility or the responsibility of faculty members under the Honor Code, please consult with someone in either the Office of the Student Attorney General (966-4084) or the Office of the Dean of Students (966-4042).

Read “The Instrument of Student Judicial Governance” (<http://instrument.unc.edu>).

Course Evaluation:

HPM participates in the UNC-CH's online course evaluation system, enabled at the end of the semester by Scantron Class Climate. Your responses will be anonymous, with feedback provided in the aggregate. Open-ended comments will be shared with instructors, but not identified with individual students. Your participation in course evaluation is an expectation, since providing constructive feedback is a professional obligation. Feedback is critical, moreover, to improving the quality of our courses, as well as for instructor assessment.

Course Schedule (Available Fall, Spring and Summer Semesters)

PHI Certificate Capstone Paper Description

The PHI capstone paper should be 5 - 7 pages in length, double-spaced (excluding appendices and bibliography).

The paper that you will write should **not** be a letter-journal-type paper. (These tend to be very condensed, sometimes unreadable except by other experts.) Rather, it should be the sort of paper that is, more complete with sections for an introduction, procedure, results, discussions, *etc.*

You should address the paper to the non-expert in the field, for example a classmate. The reader should get a clear idea of what you have done in informatics associated with this project. Below, there is a list of suggested section titles and what they should contain. All of these titles will not necessarily apply for each Capstone paper.

ABSTRACT

This is a very short (less than one page) condensed stand-alone summary of the practicum; *i.e.*, what was done, dates, how it was done, accomplishments and conclusions.

I INTRODUCTION

This introduces the work (again, for the non-expert). It includes motivation –why this work is important, a discussion of past and current work and how your work fits in with informatics, *etc.*

II DESIGN

Here discuss the job you used for your project. Give an overview of the set-up. Describe improvements that you made. Include any electronics, mechanical equipment or software designed for the project.

III PROCEDURE

Here discuss the specific informatics programs / systems that you utilized, developed or were exposed to. Fully describe your informatics interactions and discuss assistance that you received or provided.

IV RESULTS

Finally, discuss the success of your practicum. What improvement would you make, if you did this project again?

V SUMMARY

It should summarize the whole practicum including conclusions.

ACKNOWLEDGMENTS

REFERENCES

Use APA format.

APPENDICES

Put any useful graphics, drawings or flowcharts of software here.

Papers will also be graded according to:

Originality

It is expected that your capstone and the practicum description you present will be original and significant.

Documentation

In your paper, you will:

- properly document EVERY quote, idea, paraphrase or individual word that you take from anyone anywhere besides yourself.
- use the correct APA format for all in-text citations and notes.
- provide a bibliography, which begins on a separate page at the end of your paper, that is complete and correct, using the APA format.
- include only sources in the bibliography which you legitimately used in order to gain the information necessary to write your paper, or which you quote in the paper.

Mechanics

Before you submit your paper, you will:

- properly proofread the entire paper to eliminate all mechanical errors such as typos, orphaned headings, sentence fragments, run-on sentences, grammatical errors, missing words, incorrect word choices, etc.
- Include an appropriate title and page numbers.
- make sure that you have used appropriate academic language throughout the paper. Since you are writing a formal paper with your professor as your audience, you will avoid colloquialisms, slang expressions, clichés, conversational style, contractions, etc.

Submittal

Papers should be submitted by email attachment to: wgentry@unc.edu

Papers will be graded pass/fail on meeting PHI Certificate practicum requirements.