Angelo State University
Archer College of Health & Human Services
Department of Health Science Professions
HSP 4334 Community Assessment
Fall 2018

Schedule: Mondays, Wednesdays & Fridays 9:00 – 9:50 AM
Location: HHS 114
Instructor: Jay Brown, DrPH, MPH
Email: jay.brown@angelo.edu
Office location: HHS 222C
Office hours: By appointments, Tuesdays & Thursdays: 9:20 – 10:50 AM
Office phone number: (325) 942-2126

Course description: The Community Assessment course introduces students to the concepts and methods of community health improvement and the role of assessment. This course helps students lead and participate in community health improvement activities and develop skills to assess community health status and available resources.

Course format: This course will meet on campus. Most content will be delivered via class Lecture/Video, Discussion and Course Assignments. The course will also use the Blackboard Learning Management System for online components. The course site can be accessed at http://blackboard.angelo.edu

Students & disabilities: If you have, or believe you may have, a disability which may impair your ability to successfully complete this course, please read the following closely:
1. “Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.”
2. The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting the Office of Student Affairs, University Center, Room 112 at (325) 942-2047 or (325) 942-2211 (TDD/FAX) or by e-mail at studentservices@angelo.edu to begin the process. The Office of Student Affairs will establish the particular documentation requirements necessary for the various types of disabilities. Reasonable accommodations will be made for students determined to be disabled or who have documented disabilities.
Students’ Responsibilities: You will be responsible for utilizing information included in the Second Edition of the textbook. If you choose to use a previous edition, you are responsible for any discrepancies. All students are expected to adhere to the ASU Student Code of Conduct, as specified in the ASU Student Handbook. Angelo State University expects observance of regulations and/or standards by which its members abide and procedures by which its organization functions. The standards should provide order and an atmosphere conducive to intellectual and personal development. This Student Handbook and the Code of Student Conduct contained within are intended to serve these purposes in the interest of all segments of Angelo State University.

The University has a responsibility to maintain order within the University community and to discipline those who violate its standards, rules, and/or policies. Enrollment requires students to share this responsibility. Students are responsible for knowing the information, policies and procedures outlined in this document. Students agree to abide by the standards, rules and/or policies set forth in this Student Handbook, the Undergraduate Catalog and other official University publications, as well as the Texas Education Code. Student organizations also agree to follow these standards, rules, and/or policies.
Communication: Use ASU email accounts ONLY. Email from other providers will be deleted due to virus concerns. Include course name, section in subject line, and sign your emails with your full name. Your instructor is not responsible for non-delivery of forwarded mail.

Blackboard: We will use Blackboard intensively in this class. All class materials, syllabus, study guides, handouts, grades, and all sort of communications will be posted there. Please make yourself familiar with this tool. You can log into Blackboard using your ASU user ID and password at https://blackboard.angelo.edu. Please bookmark this site and always check it before the class!!!

Course Objectives: Upon completion of this course, students should be able to:
1. Name and define conceptual, theoretical and practical aspects of community needs assessments
2. Identify and analyze sociopolitical and economic concepts
3. Identify and analyze social, gender and cultural concepts
4. List and apply quantitative assessment methods
5. Compute and prepare quantitative data and basic statistical analysis
6. List and apply qualitative methods
7. Compute and prepare qualitative data and analysis
8. Plan and apply recruitment and data collection from participants
9. Report and Present study findings

*Be aware: THIS SYLLABUS IS SUBJECT TO CHANGE, WITH NOTIFICATION.
Course Policies

**Tips for Success:** Students are expected to take responsibility for their own learning. What you get out of this class, including your grade, is based on your effort and commitment. In order to succeed, just follow these simple tips:

a) Be to class on time
b) Read ahead and study the material
c) Plan and schedule your assignments’ submissions and exam preparations in advance. Calendar all course assignments at the beginning of the semester to ensure they are completed before or by due dates
d) Please make sure you are clear on assignment deadlines
e) Block time in your schedules several days before assignments are due to ensure assignments are completed well before due dates.

**Student Contribution:** Students are expected to actively contribute to class and group discussions, but not to dominate them.

**Respect & Tolerance:** Students are expected to listen to other people’s views, even if you don’t agree with them. Please be respectful and professional at all times. Students are expected to stay focused in class. Please do not side talk or do your other work while in my class.

**Questions:** Students are strongly encouraged to use the instructor as a resource person in solving any problems or questions concerning the course. If you are unclear concerning any concepts or assignments, please feel free to contact the instructor.

**Attendance Policy:** Students are expected to attend classes. Class attendance and participation will be evaluated. Emergencies and illness do happen, but these are the exceptions not the rules. Make every effort to be in every class. Also, Students are expected to be on time to class and remain in class until the end of the session.
Late Submissions: Due to the nature of assignments, NO late/make up assignments will be accepted nor will be allowed without prior approval from the instructor. The instructor will determine if a student will be allowed to make-up the assignment in the rare cases of excused absences (documented medical emergencies, documented death in the family).

Cell Phone: Cell Phones are to be turned off during class. If there is an expected need to receive a cell phone call (i.e. my wife is about to deliver, my kid is sick, etc.) then please talk to me before class. In these cases, your phone should be set to vibrate and can be left on your desktop. There will be no text messaging in the class.

Computers: Computers can be used to write or access class notes, but internet surfing for unrelated material should not be occurring. Please do not surf the web, shop online, log into Facebook, send personal emails, or do anything else that is unrelated to class. This is distracting and inconsiderate to other students and may affect your participation grade.

Incompletes: It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. (OP 10.11 Grading Procedures)

Expectations: What can you expect from me?
- I will make every effort to be on time and prepared for class.
- If I am sick or have to cancel class, I will notify you on Blackboard ASAP.
- I will try to answer every question you have, and if I can’t answer it, I will find out an answer for you.
- I will try to make this course as fun as possible and do all that I can to enhance your learning in this class.
- I will listen to your feedback and try to manage the class accordingly.
Course requirements:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>POINTS</th>
<th>% OF GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation &amp; Group Activities</td>
<td>200</td>
<td>20% of grade</td>
</tr>
<tr>
<td>Homework (4 x 25 points each)</td>
<td>100</td>
<td>10% of grade</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>200</td>
<td>20% of grade</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
<td>20% of grade</td>
</tr>
<tr>
<td>Assessment Project</td>
<td>200</td>
<td>20% of grade</td>
</tr>
<tr>
<td>Peer-Evaluation</td>
<td>100</td>
<td>10% of grade</td>
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<tr>
<td>TOTAL</td>
<td>1,000</td>
<td>100% of grade</td>
</tr>
</tbody>
</table>

Grade Equivalences:

- A 90-100% 900-1000 points
- B 80-89% 800-899 points
- C 70-79% 700-799 points
- D 60-69% 600-699 points
- F 59% or < 0-599 points

Exams:

There will be two (2) major exams (Midterm & Final exams). Please bring a #2 pencil on exam days, I’ll provide the Scantrons. Cheating on an exam will very likely result in failure of the course. Leaving the classroom during an exam should not occur and no electronics are to be used during exams. The final exam will have to be taken at the scheduled time.

Material for exams will come from lectures, discussions in class, textbook readings, materials brought to class by the instructor, companion website and slide handouts. Makeup exams are contingent to the presentation of a valid excuse according to the student’s manual and University regulations. Late fees for makeup exams will be as required by the testing center. Always make sure you have allowed enough time to take the test before the center closes.
Assignments:

Assessment Project: Working with others is an essential component of community assessment. In the field, you will find yourself tasked with finding common ground with many stakeholders from community residents to government organizations. Your class project will require you to work in a group with your peers to complete a thorough needs assessment on a given community program.

Peer Evaluation: To ensure every team member is pulling their weight, students will be given the opportunity to evaluate their partners for the assessment project.

Homework: Students will be responsible for the completion of four homework assignments. The purpose of the assignment is to assist students in applying their understanding of the assessment topics discussed in class as to well as to provide an opportunity for students to respond to the readings.

Extra-Credit:

There may be opportunities for extra credit points given at the discretion of the instructor.
**Writing Center:**

The mission of the Writing Center is to help all students become better writers and readers. The Writing Center is a peer tutoring service where students help students. It is staffed by specially selected and trained graduate assistants and peer tutors who offer one-on-one conferences about writing and reading. The Writing Center serves all ASU undergraduate and graduate students. We work with students from any discipline, at any skill level, and on any stage of the writing or reading process.

The Writing Center tutors also provide feedback on scholarship, job, or graduate school applications. You can send writing questions via email to the Writing Center by completing and submitting the electronic draft submission cover sheet. In addition, email your paper as an attachment to writingcenter@angelo.edu. A tutor will respond to your questions and comment on your draft within 48 hours.

**Citations:**

You must properly cite any work that is not completely your own. It is understood that you will build on the ideas of others through research, reading, and collaboration, but failure to acknowledge the scholarship of others is plagiarism and an honor code violation. In this course, we would like you to use the Publication Manual of the American Psychological Association, Sixth Edition.

A good resource is Purdue’s University OWL Lab. These OWL resources will help you learn how to use the American Psychological Association (APA) citation and format style. This section contains resources on in-text citation and the References page, as well as APA sample papers, slide presentations, and the APA classroom poster: APA 6th.

**Note on Wikipedia:**

You can use Wikipedia as a starting point for your research; however, it should not be used as a primary reference. Please use the online health science curated resources such as Pubmed.

**Student Evaluations:**

ASU faculty are committed to improving their methods of instruction. Student input is not only welcome, but vital to this process. The administration of the student evaluation of faculty/courses through the IDEA Student Ratings of Instruction survey serves to satisfy requirements by state and federal agencies and the SACSCOC that students evaluate faculty/courses. Please complete your course evaluations timely.
## Class Schedule

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>CLASS TOPICS AND ASSIGNMENTS</th>
<th>CHAPTER READINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08/27/2018</td>
<td>Conceptual, Theoretical &amp; Practical Considerations when Undertaking Needs Assessments</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>09/03/2018</td>
<td>Socio-political and Economic Considerations</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>09/10/2018</td>
<td>Social, Gender &amp; Cultural Considerations Homework 1</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>09/17/2018</td>
<td>Acculturation</td>
<td></td>
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<tr>
<td>5</td>
<td>09/26/2018</td>
<td>Planning your Needs Assessment Homework 2</td>
<td>4</td>
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<tr>
<td>6</td>
<td>10/01/2018</td>
<td>Quantitative Assessment Methods – Part 1</td>
<td>5</td>
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<tr>
<td>7</td>
<td>10/08/2018</td>
<td>Quantitative Assessment Methods – Part 2</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>10/15/2018</td>
<td>Review Midterm Exam</td>
<td></td>
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<tr>
<td>9</td>
<td>10/22/2018</td>
<td>Quantitative Data Preparation &amp; Statistical Analysis – Part 1</td>
<td>6</td>
</tr>
<tr>
<td>11</td>
<td>11/05/2018</td>
<td>Qualitative Assessment Methods – Part 1</td>
<td>7</td>
</tr>
<tr>
<td>12</td>
<td>11/12/2018</td>
<td>Qualitative Assessment Methods – Part 2</td>
<td>7</td>
</tr>
<tr>
<td>13</td>
<td>11/19/2018</td>
<td>Qualitative Data Preparation &amp; Analysis Homework 4</td>
<td>8</td>
</tr>
<tr>
<td>14</td>
<td>11/26/2018</td>
<td>Recruiting and Collecting Data from Participants</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>12/03/2018</td>
<td>Reporting the Findings Assessment Project</td>
<td>10</td>
</tr>
<tr>
<td>16</td>
<td>12/10/2018</td>
<td>Final Exam</td>
<td>6 to 10</td>
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