Public Health Concepts (PHC 4101) - Online version  
Syllabus - Fall, 2018

<table>
<thead>
<tr>
<th>Course information</th>
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</thead>
<tbody>
<tr>
<td>Course material</td>
<td>elearning.ufl.edu</td>
</tr>
<tr>
<td>Course access</td>
<td>valid Gatorlink ID and password required</td>
</tr>
<tr>
<td>Pre-requisites</td>
<td>Junior class status and one statistics course, or instructor’s permission</td>
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</table>

<table>
<thead>
<tr>
<th>Instructor and teaching assistants</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Role</td>
<td>Instructor, Teaching Assistants</td>
</tr>
<tr>
<td>Name</td>
<td>Catalina Lopez-Quintero, MD, PhD</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:catalinalopezqui@ufl.edu">catalinalopezqui@ufl.edu</a></td>
</tr>
<tr>
<td>Office location</td>
<td>Department of Epidemiology, Room 4223</td>
</tr>
<tr>
<td>Office hours</td>
<td>By appointment only</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred communication methods</th>
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<tbody>
<tr>
<td>Instructor and TAs</td>
<td>Email through the Mail link in the course website</td>
</tr>
<tr>
<td>Technical support</td>
<td>UF Help Desk at 392 – HELP</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Learning-support@ufl.edu">Learning-support@ufl.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="https://lss.at.ufl.edu/help.shtml">https://lss.at.ufl.edu/help.shtml</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course overview</th>
<th></th>
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<tbody>
<tr>
<td>This is a 3-credit upper-level course intended to introduce undergraduate students in a variety of disciplines to the basic tenets and applications of public health, including integrating public health with other health professions. This course explores the public health achievements and challenges, the epidemiologic basis of public’s health, major factors determining the health of the population, major public health problems in the United States and worldwide, the organization and financing of health services in the United States, and current strategies for advancing the public’s health. The course introduces students to a range of topics, issues, and frameworks to help understand current public health issues and modern public health systems, policies, and practices. The lectures posted on Canvas are pre-recorded by Dr. Lopez-Quintero. Students are expected to view all lectures and complete the required readings and assignments. Upon completion of this course, the students will be able to identify the mission of public health, how it has evolved over time, as well as the diverse methods and approaches to accomplish this mission. This online course is designed to be completed within 14 weeks of the fall semester. Each week starts on Wednesday at 10:00 AM and ends on Tuesday at 11:55 PM (Eastern Time), unless otherwise specified. Please see the course schedule in Table 1 of the syllabus for due dates and times for all the 14 weeks for this semester. Every week you are expected to complete all readings, discussion requirements, quizzes, and assignments, as indicated in Table 1. If you have any concerns or questions about the course or assignments/exams, please contact your instructors and/or teaching assistant at least 48 hours BEFORE the due date or quiz date. Please note the due date and time for quizzes and assignments and mark your calendar so that you are available to complete the quizzes within the indicated time frame.</td>
<td></td>
</tr>
</tbody>
</table>
Course Objectives
1. Identify eras in the historical development of public health and ways that public health affects everyone’s daily life.
2. Describe the core functions of public health and 10 essential services, as well as the basic organization of health care and public health systems.
3. Explain the basic principles of epidemiology, including rates, risk factors, measures of association, principles of causation, appropriate methods to design epidemiologic studies and public health surveillance.
4. Describe how to evaluate the efficacy of public health interventions.
5. Explain the impact of the environment, communicable and non-communicable diseases on the health of populations.
6. Explain the burden of chronic diseases on morbidity and mortality and approaches to prevention and early detection.
7. Recognize health problems and health hazards in the community using an ecological framework.
8. Identify how public health helps addressing health disparities.
9. Describe the role of psycho-social and behavioral interventions to improve the health of populations.
10. Explain how public health can utilize health policy and law to improve the health of populations.
11. Identify the main bio-ethical principles to conduct public health research.
12. Explain the main components of the health care system in the United States.

Relation to Program Outcomes
1. Articulate the goal of public health and its integration with other fields.
2. Discuss the historical contributions of public health to the well-being of the world’s population, and in particular to the United States.
3. Name and identify various components that comprise the nation’s health system.
4. Identify the social determinants of health and how they are related to health disparities.
5. Identify public health models that are essential in population based health studies.
6. Apply and interpret commonly used terminology and findings in public health studies.
7. Recognize the distinction between infectious and chronic diseases and the public health’s approach to both.
8. Articulate how federal legislation has supported public health.
9. Synthesize the principles and tools of public health as applied to a new public health problem.
10. Apply the public health approach- problem, cause, intervention and implementation to a new public health problem.

Instructional Methods
1. Lectures: are for general orientation. Students are responsible for studying all the class material, complete the assignments and assigned readings.
2. Readings and Resources: In addition to the required text, additional readings and videos are suggested in the weekly lectures as identified by the Instructor.
3. Assessments: A variety of assessments will be used in this course, including but not limited to discussions, assignments, quizzes and evaluations.

Course Materials and Technology

Required Text
**Student Computing Requirements**

a. Hardware: Computer with high-speed internet access and use of a supported browser, a webcam, a headset with earphones and microphone.

b. Software: Acrobat Reader, a media player such as Microsoft Media Player, antivirus protection.

c. Internet Service: Internet service that meets or exceeds the minimum technical requirements for e-Learning in Canvas. Broadband is strongly recommended.

d. e-Learning in Canvas site: There will be an online site for this course in Canvas, the learning management system supported by the University. Log in at https://lss.at.ufl.edu/ and go to your course site. There you will find the syllabus, lecture presentations, assignments, quizzes and evaluations. Canvas also allows for group discussions. You will also turn in assignments through this site. **Once the course begins, all communication will take place through the e-Learning in Canvas site. This includes all emails.** For technical support related to course materials and links, please contact the instructor.

For technical support for this e-Learning in Canvas, please contact the:

- UF Help Desk: Available 24 hours a day, 7 days a week
- (352) 392-HELP - select option 2
- helpdesk@ufl.edu (email)
- helpdesk.ufl.edu (website).

For detailed information on the student computing requirements please refer to:

- [http://studentlife.online.mph.ufl.edu/e-learning/e-learning-in-canvas-technical-requirements/](http://studentlife.online.mph.ufl.edu/e-learning/e-learning-in-canvas-technical-requirements/)
- [https://guides.instructure.com/m/67952/l/720328](https://guides.instructure.com/m/67952/l/720328)
- [https://community.canvaslms.com/docs/DOC-2061](https://community.canvaslms.com/docs/DOC-2061)

**Getting Started**

1. Visit http://lss.at.ufl.edu and login to e-Learning in Canvas using your Gatorlink ID and password.
2. Find our course website.
3. Complete the “Getting Started” Module under the Modules Tool (left menu). This will prompt you to download, print a copy and review the syllabus, review the materials on plagiarism, and complete the syllabus quiz. Remember Students are **required** to print a copy of the syllabus.

The remainder of the course materials will be locked and unavailable to you until you have completed the “Getting Started Module. You MUST earn a 100% score on this quiz in order for the course materials to open in the course site. If you do not receive a 100% score, please review the feedback on your quiz attempt and retake as soon as possible. This is an important element to insure that all students are aware of the curriculum requirements for this course. If you have ANY difficulty with this quiz, please send an email in the course to using the Canvas “Inbox” as soon as possible.

**DESCRIPTION OF COURSE CONTENT**

This course is taught as a series of modules, each covering one specific aspect of public health. Each module may contain lectures, external links, videos, discussions and required readings as well as assignments. Table 1 includes a summary of all the activities, module by module, as well as the required readings for every week and the due dates for assignments and quizzes.
### Table 1. Description of course content and activities (including due dates and hours)

<table>
<thead>
<tr>
<th>Module (M)</th>
<th>Dates</th>
<th>Activities</th>
<th>Readings &amp; Resources</th>
</tr>
</thead>
</table>
| M1: Introduction to public health | 08/22 - 08/28 | **Introduction to the course:** (syllabus overview)  
Lesson 1: Historical and conceptual framework  
Assignment 1: PH future achievements (due date 08/27)  
Quiz 1 (from 08/28 at 11:59 am to 08/29 at 11:59 pm EST) | Book: Schneider, Chapter 1  
Articles: 10 Greatest PH Achievements |
| | 08/29 - 09/04 | Lesson 2: Public health functions and services  
Lesson 3: The structure of Public Health in the United States  
Quiz 2 (from 09/04 at 11:59 am to 09/05 at 11:59 pm EST) | Book: Schneider, Chapters 2 & 3 |
| M2: Analytical methods in public health | 09/05 - 09/11 | Lesson 4: Measures of disease frequency and association  
Workshop: How to analyze public health data?  
Assignment 2: Epi lab assignment (due date 09/10).  
Quiz 3 (from 09/11 at 11:59 am to 09/12 at 11:59 pm EST) | Book: Schneider, Chapter 4 |
| | 09/12 - 09/18 | Lesson 5: Study designs  
Assignment 3: Study design assignment (due date 09/17)  
Quiz 4 (from 09/18 at 11:59 am to 09/19 at 11:59 pm EST) | Book: Schneider, Chapter 5 |
| | 09/19 - 09/25 | Lesson 6: Sources of error and causal inference  
Quiz 5 (from 09/25 at 11:59 am to 09/26 at 11:59 pm EST) | Book: Schneider, Chapter 6  
Articles: Bias |
| M3: Communicable and non-communicable diseases | 09/26 - 10/02 | Lesson 7: The burden of communicable diseases  
Assignment 4: CDC Outbreak exercise (due date 10/01). | Book: Schneider Chapters 9 & 10 |
| | 10/03 - 10/09 | Lesson 8: Epidemiologic transition and non-communicable diseases  
Quiz 6 (from 10/09 at 11:59 am to 10/10 at 11:59 pm EST) | Book: Schneider Chapter 11  
Articles: Epidemiologic transition |
| M4: Social and behavioral health | 10/10 - 10/16 | Lesson 9: Social determinants of health  
Assignment 5: Essay social determinants of health (due date 10/15). | Book: Schneider Chapter 13  
Article: Include a Social Determinants of Health Approach to Reduce Health Inequities |
| | 10/17 - 10/23 | Lesson 10: Theories and Models of Behavior Change  
Quiz 7 (from 10/23 at 11:59 am to 10/24 at 11:59 pm EST) | Book: Schneider Chapter 14 |
| | 10/24 - 10/30 | Lesson 11: Global mental health  
Assignment 6: Mental health infographics (due date 10/29) | Book: Schneider Chapter 19  
Article: Global burden of mental disorders |
| M5: Environmental and Global health | 10/31 - 11/06 | Lesson 12: Environment and health & the global impact of population growth  
Quiz 8 (from 11/06 at 11:59 am to 11/07 at 11:59 pm EST) | Book: Schneider Chapters 20 & 25 |
| | 11/07 - 11/13 | Lesson 13: Safe food and drugs  
Assignment 7: Personal Care Products (due date 11/12)  
Quiz 9 (from 11/13 at 11:59 am to 11/14 at 11:59 pm EST) | Book: Schneider Chapter 24 |
| | 11/14 - 11/20 | Lesson 14: What is health policy and how it is formulated?  
Quiz 10 (from 11/20 at 11:59 am to 11/21 at 11:59 pm EST) | Book: Schneider Ch. 26 & 31 |
| M6: Public health policy, law and ethics | 11/26 - 12/05 | Lesson 15: Public health bioethical principles  
Assignment 8: Bio-ethics in the news (due date 12/04)  
Optional quiz (from 12/04 at 11:59 am to 12/05 at 11:59 pm EST) | Article: The global governance of human cloning: the case of UNESCO |

**Midterm exam 10/09 – 10/11 (Includes modules 1 to 3)**

**Final exam 12/08 – 12/10 (Includes modules 4 to 6)**
STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Course requirements and expected behavior

You are expected to actively engage in the course throughout the semester. Your participation fosters a rich course experience for you and your peers that facilitates overall mastery of the course objectives. The course is conducted in eLearning and all assignments, course lectures, discussions, emails and exams will be delivered in this medium. Students should also read their e-mail and announcements in the course several times a week. It will be your responsibility to check the site on a routine basis to keep up with announcements, emails, and course modifications.

You are expected to maintain a civil tone and respect the opinions of other posters. While commenting on others’ posts is encouraged, aggressive or patronizing tone and language are unacceptable and may result in the loss of your posting and discussion privileges.

For everyone credit hour in which you enroll in an undergraduate course, you will spend approximately two to three hours outside of class studying. Therefore, you should expect to spend three hours “in class” per week and six to nine hours studying per week.

Academic Integrity

Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action.

For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:
https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/
http://gradschool.ufl.edu/students/introduction.html

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.
Communication Guidelines

Preferred Course Communications: You have email on the course site under the "Inbox" tool. This is the preferred method of communication, and this is how I will contact you if necessary. You can adjust the settings to have all course mail forwarded to your regular email account so that you don’t miss anything or forget to check. If you have questions please contact me using this email option. If you are having problems and cannot use the course Inbox option, you may email me or the TA’s directly.

For additional information and instructions on how to communicate through Canvas please refer to: http://studentlife.online.mph.ufl.edu/when-to/when-to-send-e-mail-to-the-instructor/

When to Send an E-Mail to the Instructor vs the assigned Teaching Assistant (TA):

Each class section has an assigned TA. The TA is responsible for grading assignments, answers course material questions and assignment related questions. They hold office hours each week for you to meet in person or they can be reached via email on the class website.

Contact the course Instructor, only when you have: a scheduling conflict, suspect a grading error, have a family emergency, technical issue or are behind in the course.

Please keep the following things in mind when emailing me or your TA.

a. Be Formal- Use a proper salutation when emailing and finishing with a “Thank you” is always appreciated. This is true for other professors and/or employers.
b. Use a subject line, please don’t leave it blank.
c. Specify who you are by first and last name, and specify which class you are taking before diving into the specifics. I often teach multiple classes per semester and usually have hundreds of students to serve. State your name, the class you are taking and the course section.
d. Be thorough- Any time you send a message, you should have two things in mind: goal and audience. Your audience here is me, your professor. Your goal could be any number of things, from clarifying the reading assignment to asking for an extension. Whatever your goal may be, you’ll want to anticipate any questions I may have and incorporate the information into your message.
e. Be kind and professional even if you are experiencing difficult circumstances.
f. Allow time- If you need advice or clarification on an assignment, avoid emailing the night before it is due. You might not get a timely reply.
g. Proofread- The final step, proofreading ensures that you come across as professional and caring.

Support discussions

Questions that deal with the course itself AND may affect multiple students should be submitted to the Support Discussions board in Canvas. These should be questions or concerns about the course or course site that other students might also be considering such as technical issues with the course materials, clarification on the syllabus, curriculum, or instruction, or for building professional social interaction in the course. Please do not post personal questions related to your assignments, your grades, or other private matters. For additional information regarding the support discussions please refer to: When to Post to the Support Discussions: http://studentlife.online.mph.ufl.edu/when-to/when-to-post-to-a-support-discussions/
Contacting technical support
Contact technical support if you can’t log into e-Learning, clicked on the “submit” button for an assignment and nothing happens, can’t upload an assignment or the system is giving you an error message and you can’t complete an assignment. For additional information on when to Contact the UF Computing Help Desk go to: http://studentlife.online.mph.ufl.edu/when-to/when-to-contact-the-uf-computing-helpdesk/.

Online Faculty Course Evaluation Process
Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/.

ACADEMIC REQUIREMENTS AND GRADING

Full instructions for the assignments will be posted in e-learning. Assignments are to be turned in as a Word document, PDF file, or PowerPoint file as directed, unless otherwise indicated. Assignments are normally intended as individual projects unless otherwise directed. Shared work may be treated as a form of plagiarism. Assignments may be required to be submitted via Turnitin in this course (this will be done automatically in the Canvas Assignment). This tool will pick up any passages in students’ work that come from another source. Be sure to adequately cite your sources/references for these assignments to avoid plagiarism. The Canvas assignment tool will notify you confirming the submission of your assignment. PLEASE check your UFL email on a regular basis for these and other email notices from the course site. If you do not receive an email confirmation within 2 hours of submission, please return to the site and resubmit your assignment. It is a student’s responsibility to verify that they turn in assignments on time and that they turn in the CORRECT assignment attachment. Please take a few moments to verify that you have submitted to correct file.

Grading

<table>
<thead>
<tr>
<th>Requirement</th>
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<th>Points or % of final grade</th>
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</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>Future PH challenge</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>Epi lab</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>Study design</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>Outbreak exercise</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>Essay social determinants of health</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>Infographics mental health</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>Personal care</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>Bioethics in the news</td>
<td>5%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>Quiz 1 to 10</td>
<td>25% (2.5% each quiz)</td>
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<tr>
<td></td>
<td>Make-up Quiz (optional) – Quizzes from modules 1 to 6</td>
<td>Accounts only to replace any lowest grade or any missed.</td>
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<tr>
<td>Forum discussion</td>
<td></td>
<td>5%</td>
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<tr>
<td>Midterm</td>
<td>Modules 1 to 3</td>
<td>15%</td>
</tr>
<tr>
<td>Final</td>
<td>Modules 4 to 6</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>100</td>
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</table>

The examinations (quizzes, midterm and final evaluations) will consist of multiple choice, short answer, and quantitative problems intended to assess depth of understanding of the material. Quizzes will focus on the course content covered in each module. The mid-term exam includes evaluation of the content of the first
three modules, and the final evaluations includes evaluation of the content of the last three modules. An optional make-up Quiz at the end of the semester will be available for the students who want to replace a low grade in one of the quizzes, including a “zero” from a missed quiz. The optional make-up quiz includes questions from previous quizzes from the six modules.

Point system used (i.e., how do course points translate into letter grades)

<table>
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<tr>
<th>Points earned</th>
<th>93 - 100</th>
<th>90 - 92</th>
<th>87 - 89</th>
<th>83 - 86</th>
<th>80 - 82</th>
<th>77 - 79</th>
<th>73 - 76</th>
<th>70 - 72</th>
<th>67 - 69</th>
<th>63 - 62</th>
<th>Below 60</th>
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<tbody>
<tr>
<td>Letter Grade</td>
<td>A</td>
<td>A-</td>
<td>B+</td>
<td>B</td>
<td>B-</td>
<td>C+</td>
<td>C</td>
<td>C-</td>
<td>D+</td>
<td>D</td>
<td>D-</td>
</tr>
</tbody>
</table>

Please be aware that a C- is not an acceptable grade for graduate students. In addition, a grade of C counts toward a graduate degree only if an equal number of credits in courses numbered 5000 or higher have been earned with an A.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
<th>E</th>
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</thead>
<tbody>
<tr>
<td>Grade Points</td>
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<td>3.67</td>
<td>3.33</td>
<td>3.0</td>
<td>2.67</td>
<td>2.33</td>
<td>2.0</td>
<td>1.67</td>
<td>1.33</td>
<td>1.0</td>
<td>0.67</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Successful completion of this course requires a grade of ‘C’ or better.

For greater detail on the meaning of letter grades and university policies related to them, see the Registrar’s Grade Policy regulations at: [http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx](http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx)

Please use American Psychological Association citation format for citations required in your assignments. This link provide examples and guidelines: the [https://www.mendeley.com/guides/apa-citation-guide](https://www.mendeley.com/guides/apa-citation-guide).

**Exam Proctoring Service**

**ProctorFree Proctoring Services**

This course will be using ProctorFree, a proctoring service for graded exams. ProctorFree ensures exam integrity and enables administration of remote online exams.

- The College of Public Health & Health Professions will pay your proctoring fees.
- No pre-scheduling is required. You can take your exam at any time during the window it is open in Canvas.
  - However, I caution you not to wait until the last minute, because you will run the extreme risk of having the exam close out automatically before you have had your full number of allowed minutes. The exam will close out at the time set in Canvas regardless of how many minutes you have left to take the exam, and you will not be able to finish.
- ProctorFree will record and audit your entire exam session.
- All recorded exam sessions will be reviewed as part of your final grade.
- Instances of cheating or inappropriate behavior will be considered violations of the Student Honor Code and will result in disciplinary action.
• Students will need to have a microphone and webcam in place during the test-taking period. An inexpensive webcam and microphone should work fine. Students will NOT be allowed to take an exam without a webcam.
• Students will need to have some administrative rights on the computer they are using for the exam to enable the proctoring service to function.
• It is recommended that students not use a wireless Internet connection for exams. Please consider wire connecting your wireless laptop to your modem for a more reliable Internet signal during the exam. Inexpensive modem cables are available in most electronic stores and online.

ProctorFree is a user-friendly system, but you must follow these guidelines to register and take your exams:

ProctorFree Set-up
1. Review the following links to obtain an overview of ProctorFree and the technical requirements:
   • Desktop Application – Getting Started with ProctorFree
   • Technical Requirements
   • Web Application or Desktop Application
   • Desktop Application – Profiling / Authenticating
   • Desktop Application – System Check
   • Desktop Application – Download and Install

2. You must create a profile with ProctorFree, which will be your permanent student record with the service.
   a) When it is available (watch out for an announcement on eLearning), use the ProctorFree student Portal in the course navigation to launch your practice quiz in ProctorFree.
   b) Complete the registration process and finish the practice quiz.
   c) If you have any issues with registration, clear your cache and cookies and try again.
   d) If clearing your cache and cookies does not resolve the issue, contact ProctorFree using the chat feature on their home page to open a ticket. Then, contact your faculty, TA, and technical support to let them know about your issue.

Taking Exams
• Exams will be administered as described in the course schedule.
• Exams are closed book, closed notes.
• Students may use two blank sheets of paper as scrap paper, but must use their camera to show both sides of each sheet. Students can use calculators, only when indicated.
• Exams may be taken at a student’s home. Students must plan to take their exams in an environment where other people are not in the room during the exam.
  o You are required to pan your camera around the room and your desk and clear it of anything not allowed in the exam.
• Again, no pre-scheduling is required. You can take your exam at any time during the window it is open in Canvas.
  o However, as mentioned before, I caution you not to wait until the last minute, because you will run the extreme risk of having the exam close out automatically before you have had your full number of allowed minutes. The exam will close out at the time set in Canvas regardless of how many minutes you have left to take the exam, and you will not be able to finish.
• Please plan on extra time to complete your exam to accommodate connection time and any technical issues that arise.
  • ProctorFree should provide the password once you have authenticated. If you try to open the quiz form the Quizzes tool, you will not be given the password. You must use the ProctorFree Student Portal.
  • No human proctor will appear. You will take your exam with your camera recording the entire session.
  • Once you finish and submit your exam, you will log out, and the exam session will be audited at ProctorFree.

Policy Related to Late Assignments and Make up Quizzes or Other Work:

Assignments turned in up to 24 hours late will be discounted 10% of the grade that they would otherwise receive. Assignments turned in more than 24 hours late will not be graded and will contribute zero points toward your final grade, unless arrangements have been made in advance with the instructor. If you are unable to meet a deadline in this course for a reason approved and have given prior notification to the instructor when possible, you will be given adequate time to make up any coursework missed. All other missed work will receive a grade of zero.

In the event of exceptional situations that may interfere with your ability to perform an assignment or meet a deadline, contact the instructor as soon as possible, and before the deadline. Such special cases will be dealt on an individual basis, provided that you have sufficient documentation. Make-up quizzes will be provided only in cases of excused absences as per University policy and MUST be discussed with the instructor in advance. You MUST also e-mail Dr. Lopez-Quintero and Ms. Truly Hardemon (hardemont@ufl.edu) within 24 hours of the technical difficulty if you wish to request a make-up.

Please note: Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail me within 24 hours of the technical difficulty if you wish to request a make-up.

Attendance Policy: Per the University of Florida, students are responsible for satisfying all academic objectives as defined by the instructor. Acceptable reasons for absence include illness, serious family emergencies, special curricular requirements (e.g., judging trips, field trips, and professional conferences), military obligation, severe weather conditions, religious holidays and participation in official University activities such as music performances, athletic competition or debate that interfere with completion of assignments. For ALL instances documentation is required, as well as detailed explanation on how activity prevents you from completing the activities assigned. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Remember that, when possible (i.e. extracurricular activities, official University activities, and religious holidays), prior notification of absence is required if the student plans to be given an extension on assignments. Even though this is an online course, students are expected to log on regularly and participate in the course. All faculty are bound by the UF policy for excused absences. For information regarding the UF Attendance Policy see the Registrar website for additional details: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx
SUPPORT SERVICES

Accommodations for Students with Disabilities

If you require accommodation or adaptation of the didactic material because of a disability, you must register with the Dean of Students Office http://www.dso.ufl.edu within the first week of class. The Dean of Students Office will provide documentation of accommodations to you, which you then give to me as the instructor of the course to receive accommodations. **Please make sure you provide this letter to me by the end of the second week of the course.** The College is committed to providing reasonable accommodations to assist students in their coursework.

U Matter, We Care

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

Counseling and Student Health

Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you. The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: http://www.counseling.ufl.edu. Online and in person assistance is available.

You Matter We Care website: http://www.umatter.ufl.edu/. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.

The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: https://shcc.ufl.edu/

Crisis intervention is always available 24/7 from: Alachua County Crisis Center (352) 264-6789 http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx
Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.
**Inclusive Learning Environment**

Public health and health professions are based on the belief in human dignity and on respect for the individual. As we share our personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion, where every individual feels valued. We believe in, and promote, openness and tolerance of differences in ethnicity and culture, and we respect differing personal, spiritual, religious and political values. We further believe that celebrating such diversity enriches the quality of the educational experiences we provide our students and enhances our own personal and professional relationships. We embrace The University of Florida’s Non-Discrimination Policy, which reads, “The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans’ Readjustment Assistance Act.” If you have questions or concerns about your rights and responsibilities for inclusive learning environment, please see your instructor or refer to the Office of Multicultural & Diversity Affairs website: www.multicultural.ufl.edu