



## SYLLABUS

### Basic Principles of Epidemiology EPID 573A / CPH 573A Fall 2015

**TIME:** This is an **asynchronous online course** (students may log in on their own schedule).

However, assignments have set due dates, midterms must be completed within given window of time and the final exam is scheduled.

**Location:** online D2L <https://d2l.arizona.edu/>

**Instructor:** Janet A. Foote, Ph.D.

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Office hours: by appointment

<sup>1</sup> Preferred means of communication. **Please put "CPH 573A" as part of subject line.**

#### TEACHING ASSISTANT:

**Steven Haenchen**

Email: [SHAenchen@email.arizona.edu](mailto:SHAenchen@email.arizona.edu)

Office hours: by appointment

**\*\*\*Please put "CPH 573A" as part of subject line** on emails.

**\*\*\*We are working on acquiring a telephone for TAs. We will send out the number when a telephone is secured for the course.**

**Catalog and Course Description:** Course will introduce students to the basic concepts and principles of epidemiology and how these concepts are applicable for their own particular interests and careers in epidemiology related fields.

**Identical to:** CPH573A/EPID573A

**Usually offered:** Fall

**PREREQUISITE(S):** EPI major or minor, MPH major, or consent of instructor.

#### LEARNING OBJECTIVES:

This course will introduce students to the basic concepts and principles of epidemiology and how these concepts are applicable for their own particular interests and careers.

By the end of the course, students will be able to:

- explain considerations for establishing the association between an attribute and a health outcome as casual.

- calculate and interpret various measures of disease frequency and association.
- explain the usefulness and relative advantages and limitations of various study designs.
- Constructively evaluate research and scientific reports from the literature.

### **ONLINE INFO**

This is an online course through the D2L system. The class will include lecture modules with voice over, “How to” modules, ungraded quizzes, and online discussions.

**COURSE NOTES:** Course notes are available on D2L.

### **REQUIRED BOOK**

The book for the course should be available at the Health Sciences Bookstore or through Amazon.com:

*Essentials of Epidemiology in Public Health, 3<sup>rd</sup> Edition*, by A Aschengrau and GR Seage

ISBN: 978-1-284-02891-1

It may be possible to use the 2<sup>nd</sup> edition, but the third edition includes online access to additional practice problems that may be helpful, interactive reviews etc. (called the Companion Website). The text is also available as an **ebook** from Jones & Bartlett, the publishing company. The ebook download should also provide the online access.

Other books that may be useful for this course:

*A Dictionary of Epidemiology* by Last, JM (ed.)

*Epidemiology* by Gordis, L

Other readings will be available online.

### **COURSE REQUIREMENTS / STUDENT EVALUATION**

Evaluation will be based upon the student’s ability to demonstrate an understanding of the concepts, principles, and methods of epidemiology through:

- 50 points completion of [Homework Problems](#)
- 50 points participation in [Discussions](#) (participating by posting to site Discussions forums)
- 525 points 3 Interim [Exams](#) (175 points each) – timed, online
- 200 points completion of 2 course [Projects](#) (100 points each)
- 175 points [Final](#) examination – there will be a timed, online portion to the final.

**This Final Exam must be proctored and will occur on Thursday, December 17th 3:00 pm – 8:00 pm.**

The registrar's office has deemed that online classes with timed final exams must use the 12/17/15, 8:30 pm - 10:30 pm final exam period. As MEZCOPH certificate programs require EPI573A and we may have students in other time zones, by making the exam available earlier than the 8:30 pm (AZ) time allows a more appropriate schedule for Eastern U.S. students and should ensure that all students have sufficient time to complete the exam without feeling rushed. **See information on proctoring in selection below.**

**A total of 1,000 points are possible. Grades will be assigned as follows:**

- 900 – 1,000 A
- 800 -< 900 B
- 700 -< 800 C
- 600 -< 700 D
- 500 -< 600 E

**SCORES WILL NOT BE ROUNDED. A SCORE OF 899.99 WILL BE GRADED AS “B”.**

### **Homework Problems**

Homework assignments are due as indicated on the schedule. **These assignments will be graded either as completed and turned in on time for full credit, or no credit.**

Correct answers will be posted a few minutes after the assignment is due. It is **the responsibility of the student** to compare his/her answers to those provided and make sure that he/she understands the source of any differences. While the course staff will review homework assignments to ensure students turn in completed work and note problematic areas, it is the responsibility of the individual student to check his/her work against posted answers and ask questions or ask for help if reason(s) for any discrepancies is/are unclear.

**Note:** D2L does not tend to like files created in MAC. You will need to either submit Homework assignments as a word document, or save the assignment in \*.pdf format. In many instances in this course you are working out problems in which it is time-consuming to complete on a computer. It is fine to print out the questions, answer using pen and ink, and then scan those pages and submit the scanned pages (as \*.pdf). Your time is valuable and the important aspect is understanding the concepts and not spending excessive time making homework assignments pretty.

**Exam questions are similar in format to homework questions.** If you are having problems completing the homework questions, please seek assistance prior to reviewing for exams to ensure you are clear on concepts. The online resources available through your textbook provide additional practice problems. There are 10 homework assignments and each assignment may cover several topics that you have been learning over the week. These assignments take some time to complete. You will be successful in this course if you cover the presentations and readings early in the week and are able to start applying that learning by starting on the homework assignment by Wednesday or Thursday. All homework assignments will be due on a Sunday night at 10:59 pm Arizona time. The course dropboxes close automatically. Answers to Homework assignments become available five minutes after the homework dropbox closes (i.e. 11:04 pm Sunday night).

Submitting Your Work.

**You must change the file name to include your LAST name, first initial and the assignment**

**Examples:**

***Foot J - HW01.doc***

***Foot J - Questionnaire Critique.doc***

***Foot J – Exam 3.doc***

- o You must **include your name in the file as a header at the top of the document**. If you don't know how to do this, search for Header in the Help function of the software.
- o Prior to the posting deadline, upload your finished version to the appropriate dropbox.
- o You may submit your files as \*.pdf files. **Files must be word documents or \*.pdf in order to be readable after submission to D2L. PLEASE – if you use a Mac, convert files to \*.pdf prior to submission.**

### **Discussions**

Discussions will be conducted online. After the Introductions, the class will be divided into smaller groups (5 students or less) for subsequent Discussions. In order to receive participation points (50 total for the semester) students must contribute to the Introductions (9 pts), and each of the five (5) designated color group discussions by the Sunday night due date time (9 pts for Soda discussion & 8

pts each Paper critique question). Please note that participation is not simply saying "I agree or disagree". The small group approach is taken to foster *discussion*. It is important that you are engaged and actively contribute to your group discussion. You may lose points in Discussion postings in which your contribution appears negligible.

**Please note:** While each Homework and Discussion forums represent a small number of points (each homework is 5 points, discussions 8 or 9 points as noted above), these are easy points to accumulate and can be the difference between one letter grade and another.

### Examinations

*All Interim Exams will be online.* Interim Exam 1 will be held on **Wednesday, September 23<sup>rd</sup>**, Interim Exam 2 will be held on **Wednesday, November 18th**. The exams will be available from **4:00am to 11:59pm Phoenix AZ time<sup>1</sup>** on exam day. Once the exam is started it will be time limited. The third Exam will cover the entire course and will be available on Friday, December 4th. The third Exam is to be completed offline (take home) and posted by 11:59 pm on **Wednesday December 9th, 2015**.

<sup>1</sup>Note: All times mentioned in this course refer to the time in Phoenix, AZ. Phoenix, AZ does not observe daylight savings time (DST) and as such the time in other States may change relative to Phoenix on November 2<sup>nd</sup> (i.e. Eastern states will be an hour less "ahead" of Phoenix and West Coast States that were on the same time will "fall back" one hour). **The student is responsible for planning accordingly to submit assignments based on Phoenix AZ time zone.**

The Final Exam is online similar to Interim exams but must be completed in person or proctored (describe in the following section). The online portion will be available from **3:00 pm to 8:00 pm on Thursday, December 17th, 2015**. Once a student starts the exam it will be limited to 3 hours. This exam will have the same format and types of questions as the interim exams.

### Proctoring

**The Final Exam must be completed in the presence of a proctor.** For Tucson and Phoenix students and those within commute distance, an exam site will be preset.

**Students outside of Arizona must identify a proctor for the Final Exam and take the Exam in the presence of the proctor.** Examples of people eligible to proctor exams include: college testing center personnel, school superintendent, school principal, county agent, military education director, clergy, or librarian.

Relatives and co-workers are NOT eligible to proctor exams.

**Proctoring is preset in Phoenix & Tucson:**

**Phoenix: Room 115 of COM-Phx bldg #4 @ 714 E Van Buren, Phoenix AZ 85006**

**Tucson: Computer lab of Drachman Hall Room A319, UA campus in Tucson AZ**

**3:00pm – 5:30pm.**

**Drachman Room \_ (first floor) \_ Must BRING OWN LAPTOP. Must arrive by 6:00 pm (Drachman doors lock automatically)**

Additional instructions on identifying a proctor are available on D2L.

Calculators and notes are permitted for the exams. However, it is strongly recommended that you organize your notes, homework assignments and resources as the exams do not provide sufficient time to be searching for answers if you are not familiar with your notes and text.

### Graded Course Projects

Students must complete the following:

- (1) Written critique of a survey tool (questionnaire).
- (2) Written critique of a provided epidemiological paper.

Specific instructions for the format of these projects will be provided. Due dates for the projects are listed on the schedule.

**Course Schedule:** The course schedule can be found on D2L under "Syllabus & Schedule" and is titled, "Schedule-at a Glance". It is recommended that you print this one page that summarizes the course schedule.

**Class Attendance/Participation:** As an online class, "attendance" is viewing and reviewing online presentations, submitting assignments and participating in Discussion sections. Assignments and participation in discussions will be evaluated as described above. It is critical that you read course **NEWS** and emails, as that is the primary means by which course information is updated. Reading assignments are required with online presentations summarizing and augmenting the reading material. Keep in mind that as a 3-unit course, you should typically be spending approximately 12 hours weekly on course materials and assignments. While online courses may appear to have a "loose" structure in comparison to in-person courses, scheduling the course time early each week into your own personal schedule may facilitate a less stressful and better learning experience. For students that tend to have problems in the online CPH573A course, it appears to be a lack of time to focus on the material rather than a lack of ability to master the material. If you are unable to carve out twelve hours weekly into your schedule for the next 16 weeks you may want to reconsider taking CPH573A this Fall.

**Connection issues:** We understand that there are times when the course site may not be available. We receive notifications of D2L problems including any "down" periods. If you are unable to submit your assignment through the dropbox and the deadline is nearing, please email your assignment to both the TA and Instructor to assure credit (CPH573A – Assignment----- as subject line). If the problem is your internet access, email as soon as your connection is restored. We will need a link to verify outages. Because of the potential for lost connections in the online setting, we encourage you to not wait until the last few minutes to submit assignments. During online exams it is recommended that you "save" each question as you work through your exam. If D2L goes down during an exam, we will receive notification so return to the exam as soon as possible once the site is restored. The UA ITS staff is very good about restoring the site quickly in the event of problems. We will make every attempt to change submission dates/times if UITS schedules a "down" time for the D2L site.

It is recommended that you check the D2L System Requirements to ensure your computer will access course content correctly. The link to system requirements is:

<http://help.d2l.arizona.edu/student/minimum-system-requirements>

Please contact the D2L Support Personnel directly for access issues and concerns. The D2L Staff have the technical expertise (while your TA and Instructor use computers, we are not trained in fixing computer or access-related problems).

**Sound quality of connections:** There is variability in the sound on the recorded presentations. On some presentations, the voice over may not start until slide number two, or there may be many seconds (may seem like years) before the speaker starts. Please be patient. Please try to remember to check your own system for volume prior to contacting IT Support personnel. Most computers have multiple

“sound” related adjustments in various locations within the software and physically on the computer so you want to ensure that all are turned on and operational before reporting problems. On a typical desktop, there is volume control in the Control panel, specific device settings, often on the desktop tool bar and a manual control on the attached soundbar or external speakers. Try to check all sources to ensure volume is turned up. The presentations themselves have a volume button that once you select you can use the slider to turn up (the default is the mid-range).

**Review Sessions:** We continue to work to ensure review sessions are available for all students. An upgrade in D2L is purported to now allow voice recording in the Discussion forums. The TA will be requesting that students post questions (emailing in advance is preferred) and answers to the Review Discussion Forum so that questions and answers can be shared among all students. (Note: these postings are optional and do not contribute nor can replace regular Discussion board assignments).

### **Required Statements:**

**Communications:** You are responsible for reading emails sent to your UA account from your professor and the announcements that are placed on the course web site. Information about readings, news events, your grades, assignments and other course related topics will be communicated to you with these electronic methods. The official policy can be found at: <http://www.registrar.arizona.edu/emailpolicy.htm>

**Disability Accommodation:** If you anticipate issues related to the format or requirements of this course, please meet with me. I would like us to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Resources (621-3268; [drc.arizona.edu](http://drc.arizona.edu)) and notify me of your eligibility for reasonable accommodations. We can then plan how best to coordinate your accommodations. The official policy can be found at: <http://catalog.arizona.edu/2014%2D15/policies/disability.htm>

**Academic Integrity:** All UA students are responsible for upholding the University of Arizona Code of Academic Integrity, available through the office of the Dean of Students and online: The official policy found at: <http://deanofstudents.arizona.edu/codeofacademicintegrity>

**Classroom Behavior:** (Statement of expected behavior and respectful exchange of ideas)

The Dean of Students has set up expected standards for student behaviors and has defined and identified what is disruptive and threatening behavior. This information is available at: <http://deanofstudents.arizona.edu/disruptiveandthreateningstudentguidelines>

Students are expected to be familiar with the UA Policy on Disruptive and Threatening Student Behavior in an Instructional Setting found at:

<http://policy.arizona.edu/disruptive-behavior-instructional> and the Policy on Threatening Behavior by Students found at: [http://deanofstudents.arizona.edu/sites/deanofstudents.arizona.edu/files/Disruptive\\_threat\\_bklt\\_2012.pdf](http://deanofstudents.arizona.edu/sites/deanofstudents.arizona.edu/files/Disruptive_threat_bklt_2012.pdf)

**Grievance Policy:** Should a student feel he or she has been treated unfairly, there are a number of resources available. With few exceptions, students should first attempt to resolve difficulties informally by bringing those concerns directly to the person responsible for the action, or with the student's graduate advisor, Assistant Dean for Student and Alumni Affairs, department head, or the immediate supervisor of the person responsible for the action. If the problem cannot be resolved informally, the student may file a formal grievance using the Graduate College Grievance Policy found at: <http://grad.arizona.edu/academics/policies/academic-policies/grievance-policy>

**Grade Appeal Policy:** <http://catalog.arizona.edu/2014-15/policies/gradappeal.htm>

**UA Smoking and Tobacco Policy:**

The University's "Smoking and Tobacco Policy" is designed to promote the health and wellness of all members of the University community, including visitors to campus, and it will prohibit the use of tobacco- and nicotine-containing products on property owned or controlled by the UA. This includes the main campus, the Arizona Health Sciences Center, the Phoenix Biomedical Campus, UA South, all satellite campuses, University vehicles, and any property leased by the UA. Smoking cessation aids, such as nicotine gum, patches, and nasal sprays, will be permitted, **but all other forms of tobacco or nicotine - including pipes, cigars, cigarettes and e-cigarettes, all types of smokeless tobacco, and water pipes - will be prohibited.** The latest version of the policy is available at: <http://policy.arizona.edu/sites/default/files/Tobacco-Free.pdf>

**Syllabus Changes:** Information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate.

**Plagiarism:** What counts as plagiarism?

- Copying and pasting information from a web site or another source, and then revising it so that it sounds like your original idea.
- Doing an assignment/essay/take home test with a friend and then handing in separate assignments that contain the same ideas, language, phrases, etc.
- Quoting a passage without quotation marks or citations, so that it looks like your own.
- Paraphrasing a passage without citing it, so that it looks like your own.
- Hiring another person to do your work for you, or purchasing a paper through any of the on- or off-line sources.

**Public Health Core Competencies**

**ANALYTICAL SKILLS:**

- A.1. Defines a problem
- A.2. Determines appropriate uses and limitations of data
- A.3. Selects and defines variables relevant to defined public health problems
- A.4. Evaluates the integrity and comparability of data and identifies gaps in data sources
- A.5. Understands how the data illuminates ethical, political, scientific, economic, and overall public health issues
- A.6. Understanding basic research designs used in public health
- A.7. Makes relevant inferences from data

**COMMUNICATION SKILLS:**

- B. 1. Communicates effectively both in writing and orally (unless a handicap precludes one of those forms of communication)
- B. 2. Interpreting and presenting accurately and effectively demographic, statistical, and scientific information for professional and lay audiences adapting and translating public health concepts to individuals and communities
- B. 5. Leading and participating in groups to address specific issues, including ability to work in teams, span organizational boundaries, and cross systems
- B. 6. Using all types of media to communicate important public health information
- B. 7. Demonstrating cultural competency in all of the above and community development

**BASIC PUBLIC HEALTH SCIENCE SKILLS:**

- E. 1. Defining, assessing, and understanding the health status of population, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services
- E. 2. Understanding research methods in all basic public health sciences
- E. 3. Applying the basic public health sciences including behavioral and social sciences, biostatistics, epidemiology, environmental public health, and prevention of chronic and infectious diseases and injuries