9-2013

PUBH 530.50: Public Health Administration and Management

Amanda L. Golbeck
University of Montana - Missoula, amanda.golbeck@umontana.edu

Let us know how access to this document benefits you.
Follow this and additional works at: https://scholarworks.umt.edu/syllabi

Recommended Citation
Golbeck, Amanda L., "PUBH 530.50: Public Health Administration and Management" (2013). Syllabi. 129.
https://scholarworks.umt.edu/syllabi/129

This Syllabus is brought to you for free and open access by the Course Syllabi at ScholarWorks at University of Montana. It has been accepted for inclusion in Syllabi by an authorized administrator of ScholarWorks at University of Montana. For more information, please contact scholarworks@mso.umt.edu.
PUBH 530 PUBLIC HEALTH ADMINISTRATION & MANAGEMENT
Fall Semester 2013
3 credit hours

INSTRUCTORS

Amanda L. Golbeck, PhD
Professor
School of Public and Community Health Sciences
College of Health Professions and Biomedical Sciences
The University of Montana
Missoula, MT 59812
amanda.golbeck@umontana.edu

Julie M. Stevens, MPH
Adjunct Faculty
School of Public and Community Health Sciences
College of Health Professions and Biomedical Sciences
The University of Montana
Missoula, MT 59812
julie.stevens@umontana.edu

Availability: The instructors will be available via email for all students. If you wish to speak with Dr Golbeck or Ms. Stevens, the easiest thing to do is to contact them by email and arrange a time to meet. They will make every attempt to reply to your email within twenty-four hours during weekdays. Use e-mail for “private” communication with the instructors or other students. Put “PUBH 530” in the subject line. For additional assistance, contact Tracy Jones at tracy.jones@mso.umt.edu or (406)243-2571.

GUEST INSTRUCTORS

John Felton, MPH, MBA, FACHE
President & Chief Executive Officer,
Yellowstone County Health Officer
RiverStone Health
123 S 27th St
Billings, MT 59101
john.fel@riverstonehealth.org

Ellen Leahy, RN, MN
Director and Health Officer
Missoula City-County Health Department
301 W Alder
Missoula, MT 59802
ellen.leahy@umontana.edu

Craig A. Molgaard, PhD, MPH
Professor and Chair
School of Public and Community Health Sciences
University of Montana
Missoula, MT 59812
craig.molgaard@umontana.edu

Kathryn Fox, JD, MPH
Adjunct Faculty
School of Public and Community Health Sciences
University of Montana
Missoula, MT 59812
kathryn.fox@umontana.edu

Erin A. Bills, MPH
Program Evaluator
Montana Office of Rural Health/ Area Health Education Center
Montana State University
Bozeman, MT 59717
erin.bills@montana.edu

CATALOG DESCRIPTION

G 530 Public Health Administration and Management 3 cr. Offered autumn. Overview of public health and health care systems; organizational structures, functions, authorities, policies and procedures; programmatic budgeting, operations, and prioritizations; program performance reporting and improvement; grants and contracts; informatics; human relations and negotiation; management and leadership; and business planning.
PROTOCOLS

Format: Online with Moodle 2. Course procedures and expectations are those normally used in the online MPH program at the University of Montana. For purposes of assignments and class activities, the week starts on Monday 00:01 and ends on Sunday at 24:00, Mountain Standard Time.

Technical Assistance: UMOnline has made available an interactive tutorial for using Moodle as a student. UMOnline 101 can be found at: https://uinonline.mrooms3.net/course/view.php?id=3927. Additional Moodle resources can be found at: http://umonline.umt.edu/Moodle%20Tip%20Sheet/tipsheetandvideosstudents.aspx.

Accessibility: Students with disabilities may request reasonable modifications by contacting Ms. Stevens. The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). “Reasonable” means the University permits no fundamental alterations of academic standards or retroactive modifications. For more information, please consult http://www.umt.edu/disability.

COMPETENCIES

MPH Program Competencies:

This course emphasizes the following MPH program competency area:

7. Participate in financial planning and management of public health units

Course Learning Objectives:

3A6. Applies communication and group dynamic strategies (e.g. principled negotiation, conflict resolution, active listening, risk communication) in interactions with individuals and groups

5A5. Maintains partnerships with key stakeholders.

5A8. Identifies community assets and resources.

7A1. Describes the local, state, and federal public health and health care systems

7A2. Describes the organizational structures, functions, and authorities of local, state, and federal public health agencies

7A3. Adheres to the organization’s policies and procedures

7A4. Participates in the development of a programmatic budget

7A5. Operates programs within current and forecasted budget constraints

7A6. Identifies strategies for determining budget priorities based on federal, state, and local financial contributions

7A7. Reports program performance

7A8. Translates evaluation report information into program performance improvement action steps

7A9. Contributes to the preparation of proposals for funding from external sources

7A10. Applies basic human relations skills to internal collaborations, motivation of colleagues, and resolution of conflicts

7A11. Demonstrates public health informatics skills to improve program and business operations

7A12. Participates in the development of contracts and other agreements for the provision of services

7A13. Describes how cost-effectiveness, cost-benefit, and cost-utility analyses affect programmatic prioritization and decision making

8A2. Describes how public health operates within a larger system

8A7. Participates in the measuring, reporting and continuous improvement of organizational performance

* For detailed information about MPH program competencies and learning objectives see http://publichealth.health.umt.edu/sites/publichealth.health.umt.edu/files/documents/CompetenciesStudentVersion.pdf

REQUIRED TEXTS


Other assigned readings will be available online via the Moodle 2 classroom.

REQUIRED SOFTWARE

Internet browser
Microsoft Word
## COURSE EVALUATION

Learning Objectives (e.g. discussion board participation, and/or weekly assignments) - 70 pts [5 pts for each of 14 weeks]

Final Project - 30 pts [due Week 16 Tuesday 24:00]

The following grades can be earned by achieving the minimum percentages listed: A = 90%, B = 80%, C = 70%, D = 60%.

Plus/minus grading will be used. The instructor reserves the right to curve the grade.

## COURSE SCHEDULE

The topics that will be covered in class are listed below. The order of the topics is subject to change.

<table>
<thead>
<tr>
<th>Topic #</th>
<th>Topic</th>
<th>Learning Objective(s)</th>
<th>Instructor</th>
<th>Learning Objectives Readings</th>
<th>Business Planning Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Public Health Business Planning</td>
<td>Articulates the need for public health business planning; Characterizes the parts of a public health business plan.</td>
<td>Golbeck, Stevens</td>
<td>Read Orton Chapters 1 &amp; 3. Skim Orton from start to finish.</td>
<td>Start thinking about a project for a public health business plan.</td>
</tr>
</tbody>
</table>


|---|---|---|---|---|
12 Programmatic Budgeting

Participates in the development of a programmatic budget (7A4).

Leahy


Read Orton Chapter 12. Build the financials section of your public health business plan.
Describes how cost-effectiveness, cost-benefit, and cost-utility analyses affect programmatic prioritization and decision-making (7A13); Describe the nature of and need for feasibility plans.

Contributes to the preparation of proposals for funding from external sources (7A9); Articulates the similarities and difference between grant proposals and business plans. |

Demonstrates public health informatics skills to improve program and business operations (7A11). |
WARNINGS

Logging In: You must log in every weekday to read current announcements.

Failure to Follow Instructions: Work submitted by a method other than specified in this syllabus will not receive points.

Late Work: Late work will not receive points unless there are very serious and verifiable extenuating circumstances and you have contacted the instructor well before the assignment deadline.

Plagiarism: All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at http://life.umt.edu/vpsa/documents/Student%20Conduct%20Code%20FULL%20-%20UPDATED%20AUG%2028%202012.pdf.

Plagiarism is the representing of another's work as one's own. It is a particularly intolerable offense in the academic community and is strictly forbidden. Students who plagiarize may fail the course and may be remanded to Academic Court for possible suspension or expulsion. (See UM Student Conduct Code).

Students must always be very careful to acknowledge any kind of borrowing that is included in their work. This means not only borrowed wording but also ideas. Acknowledgment of whatever is not one's own original work is the proper and honest use of sources. Failure to acknowledge whatever is not one's own original work is plagiarism.

(Source: http://libguides.lib.umt.edu/plagiarism.)

SPCHS Program Policies: See http://publichealth.health.umt.edu/content/spchs-program-policies