Proposal Form For Addition And Revision Of Courses

1. Proposing College / School: Veterinary Medicine
   Department: Pathobiology

2. Course Prefix and Number: VBMS 4321
   3. Effective Term: Fall 2014

4. Course Title: Observing Needs in Public Health
   Abbreviated Title (30 characters or less):

5. Requested Action:
   - [ ] Renumber a Course
   - [ ] Add a Course
   - [ ] Revise a Course

   Current Course Number:
   Proposed Course Number:
   Type of Revision:

6. Course Credit:
   Contact/Group Hours
   Scheduled Type
   (e.g.: Lab, Lecture, Practicum, Directed Study)
   Weekly or Per Term?
   Credit Hours
   Anticipated Enrollment

   Maximum Hours
   (Repeatability): 3

<table>
<thead>
<tr>
<th>Contact/Group Hours</th>
<th>Scheduled Type</th>
<th>Weekly or Per Term?</th>
<th>Credit Hours</th>
<th>Anticipated Enrollment</th>
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<tbody>
<tr>
<td>50</td>
<td>Practicum</td>
<td>Term</td>
<td>3</td>
<td>15</td>
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   Total Credit Hours:

7. Grading Type:
   - [ ] Regular (ABCDF)
   - [ ] Satisfactory/Unsatisfactory (S/U)
   - [ ] Audit

8. Prerequisites/Corequisites:
   Use "P:" to indicate a prerequisite, "C:" to indicate a corequisite, and "P/C:" to indicate a prerequisite with concurrency.
   This combined with 3 core courses is required for the Public Health Minor.

9. Restrictions: List specific restriction in space above.
   - College
   - Major
   - Standing
   - Degree

10. Course Description:
    (20 Words or Less; exactly as it should appear in the Bulletin)
    Through volunteer service to a public health agency students will develop an understanding of the importance for volunteers to support community public health needs.

11. May Count Either: ______________________ or ______________________ (Indicate if this particular course cannot be counted for credit in addition to another)

12. Affected Program(s):
    (Respond "N/A" if not included in any program; attach memorandum if more space is required)
    | Program Type | Program Title | Requirement or Elective? |
    |--------------|---------------|--------------------------|
    | (e.g.: minor, major, etc.) | (e.g.: MS in Chemistry, Performance Option, Minor in Art) | (required or optional?) |
    | Minor | Public Health Minor | Required |

13. Overlapping or Duplication of Other Units' Offerings:
    (If course is included in any other degree program, is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)
   - [ ] Applicable
   - [ ] Not Applicable
14. Justification: Service learning is a nationally recognized requirement for a public health minor and gives students a unique perspective on community public health needs.

(Include a concise, yet adequate rationale for the addition/revision of the course, citing accreditation, assessments (faculty, graduate, and/or external) where applicable)

15. Resources: Not Applicable

(Indicate whether existing resources such as library materials, classroom/laboratory space, and faculty appointments are adequate to support the proposed addition/revision; if additional resources are required, indicate how such needs will be met, referencing the appropriate level of authorization -- i.e.: Dean -- where necessary; if no additional resources or shifting of resources will be necessary, respond "Not Applicable")

16. Student Learning Outcomes: Students taking this course will develop an understanding of the need for volunteers to support community public health needs especially associated with underserved populations. This will be accomplished through didactic lectures, research on a public health issue of interest, a brief student presentation and volunteer service to a public health agency.

(State in measurable terms (reflective of course level) what students should be able to do when they have completed this course)

17. Course Content Outline: Class meetings; the class will meet 10 times (5 meetings at the beginning of the semester and 5 meetings at the end of the semester); the format for the class will be lecture/discussion. The outline for the class meetings is below:

a. Introduction; what is an underserved population.
b. Local community needs (added value to community public health provided by non-profit organizations)
c. National / international public health needs
d. Public health implications of the need for potable water
e. Sanitation / biosecurity
f. Disease control by vaccination
g. Medication compliance
h. Natural disasters and public health
i. Man-made disasters and public health
j. Presentations on service learning experience

A research paper will be due mid-semester and a reflection paper will be due at the end of the semester. Students must complete 40 hours of service to an approved public health agency during the semester.

See attached for sign up form and student evaluation form.

(Provide a comprehensive, week-by-week breakdown of course content, including assignment due dates)

18. Assignments / Projects:

a. Forty (40) documented hours of service to an approved agency of the student's choice (see attachment for memorandum of understanding)
b. A 5-page research paper on a public health issue selected by the student.
c. A 5-page reflection paper on the volunteer experience.
d. A brief presentation on the volunteer experience.

(List all quizzes, projects, reports, activities and other components of the course grade -- including a brief description of each assignment that clarifies its contribution to the course's learning objectives)

19. Rubric and Grading Scale: This is a graded course. Grades: 90-100 (A); 80-89 (B); 70-79 (C); 60-69 (D); <60 (F). The final grade for the course will be determined by the following:

1. Class attendance (no more than 3 unexcused absences) (10%).
2. Acceptable evaluation and documentation of hours from the organization where the student volunteered (50%).
3. Mid-term research paper on a current public health issue (10%).
4. Ten minute presentation to the class recounting individual experience (5%).
5. Five page double spaced 12-font paper reflecting on the experience. The paper can include research and references related to the individual experience (references are not included in the minimum page count (25%).

(List all components of the course grade -- including attendance and/or participation if relevant -- with point totals for each; indicate point totals and ranges or percentages for grading scale; for S/U grading, detail performance expectations for a passing grade)

20. Justification for Graduate Credit:

(Include a brief statement explaining how the course meets graduate educational standards (i.e.: rigorous standards for evaluation, development of critical thinking and analytical skills, etc.))

(Included below are standard statements regarding course policies. If necessary, a statement may be altered to reflect the academic policies of individual faculty members and/or the academic unit or department, provided that there is no conflict with the Student Policy eHandbook, Faculty Handbook, or any existing university policy.)

POLICY STATEMENTS

Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.

Excused Absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request, and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please consult the Student Policy eHandbook for more information on excused absences.

Make-Up Policy: Arrangement to make up a missed major examination (e.g., hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.

Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the Student Policy eHandbook will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

Disability Accommodations: Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (VT/TT).
Approvals

Department Chair / Head

College / School Curriculum Committee

College / School Dean

Dean of the Graduate School (for Graduate Courses)

Assoc. Provost for Undergraduate Studies (for Undergraduate Courses)

Contact Person: James C Wright
E-Mail Address: wrighj3@auburn.edu

Telephone: 844-2670
Fax: 844-2652
MEMORANDUM OF UNDERSTANDING

VBMS 4321 OBSERVING NEEDS IN PUBLIC HEALTH

PURPOSE:

The purpose of this memorandum of understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to the service learning course, Observing Needs in Public Health. The course is required of students completing the Public Health Minor at Auburn University and it is administered through the College of Veterinary Medicine. The purpose of Observing Needs in Public Health is to have students gain an understanding of the needs of volunteers for support of community public health. The course involves 40 hours of documented service to a public health entity along with class lectures on current public health topics and a research/reflection paper.

RESPONSIBILITIES OF THE SERVICE LEARNING SITE:

1. Documentation of 40 hours of service.
2. Evaluation of the student at the end of the semester. (form attached)

RESPONSIBILITIES OF AUBURN UNIVERSITY COLLEGE OF VETERINARY MEDICINE:

1. Final evaluation and grading of the student.
2. Course oversight.
3. Provide assurance that student is insured.

It is mutually understood and agreed by the College of Veterinary Medicine and the service learning site that the agreement may be terminated for a given student within 30 days of the beginning of any semester.

AGENCY: ________________________________

______________________________

EFFECTIVE DATE: ____________________

SIGNATURES:

______________________________     ________________________________

Auburn University CVM Party         Agency Party
OBSERVING NEEDS IN PUBLIC HEALTH

VOLUNTEER STUDENT EVALUATION FORM

STUDENT NAME: __________________________________________

SEMESTER: __________________________________________

Please rate this student on the following attributes using the following scale:

5-excellent, 4-good, 3-adequate, 2-fair, 1-poor, or N/A if you have had no opportunity to observe

1. Acceptance of responsibility (follows direction, keeps on job without close supervision)
   5  4  3  2  1  N/A

2. Relationship with other employees.
   5  4  3  2  1  N/A

3. Promptness.
   5  4  3  2  1  N/A

4. Personal cleanliness, grooming, and dress appropriate to job.
   5  4  3  2  1  N/A

5. Personal traits (cheerfulness, sense of humor, self-confidence).
   5  4  3  2  1  N/A

What is your overall impression of this student? __________________________________________

__________________________________________

__________________________________________
AU COLLEGE OF VETERINARY MEDICINE

VBMS 4321 OBSERVING NEEDS IN PUBLIC HEALTH—3 CREDITS

LAST NAME: ______________________  FIRST NAME: ______________________

EMAIL: ______________________  PHONE: ______________________

MAJOR: ______________________

SEMESTER: _______________  YEAR: ______

PREFERRED VOLUNTEER SITE: ______________________

WHAT HEALTH INSURANCE POLICY OR POLICIES ARE YOU COVERED UNDER?

____________________

____________________
Thank you for taking the time to complete this form. The completed form can be sent to me at the address below or sent electronically to: email address.

Dr. Jim Wright
Department of Pathobiology
Auburn University, AL 36849-5519