

PUBHEPI 7998 – Integrative Learning Experience Seminar
1 credits – Autumn 2025
Wednesdays / 4:10-5:05 / 140 Cunz Hall

Course Instructor

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Instructor's Office Hours

Thursdays 1:10-2:00pm

Faculty Feedback & Response Time:

The following gives you an idea of my intended availability during the course:

- **Grading:** You can generally expect feedback within 10 days.
- **E-mail:** I will reply to e-mails within 48 hours on school days.

Course Description

The goal of this course is to guide students through the process of developing their Integrative Learning Experience (ILE) paper. The ILE is designed to allow students to demonstrate their abilities in written form and to synthesize knowledge obtained from their coursework and competencies developed during the program of study. By the end of the autumn semester, students will have chosen a topic, identified data, submitted applications to the IRB if needed, refined their research question in consultation with their advisor, and completed the ILE proposal (includes methods and literature review). This course is graded S/U.

Prerequisites

Enrollment in MPH program in Epidemiology

Course Learning Objectives

Upon completion of this course, students will be able to:

1. Describe the steps in developing a research project
2. Develop a good research question for their ILE paper
3. Describe the elements of a manuscript and the purpose of each element, including the literature review, introduction, methods, results, and discussion
4. Describe how to complete documents for an Institutional Review Board application

Competencies

MPH Specialization in Epidemiology Competencies

- #3 Analyze and interpret data obtained from an epidemiologic investigation, including data from surveys, matched and unmatched case-control studies, cohort studies, and clinical trials.
- #5 Demonstrate familiarity with the basic content and issues in at least two substantive areas of application in epidemiology (e.g., cardiovascular epidemiology, cancer epidemiology, chronic disease epidemiology, infectious disease epidemiology, injury epidemiology).
- #6 Use appropriate computer software for the management and analysis of epidemiologic data.

A complete list of College of Public Health Competencies is located on the College of Public Health website: <https://cph.osu.edu/students/competencies>.

Text/Readings:

There is no textbook for this course. Required readings are posted on Carmen.

Carmen

There is a Carmen site for this course: <https://carmen.osu.edu>. All course materials are available via Carmen.

You will need to use BuckeyePass (buckeyepass.osu.edu) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device help article for step-by-step instructions (<https://admin.resources.osu.edu/buckeyepass/adding-a-device>)
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the Duo Mobile application (<https://admin.resources.osu.edu/buckeyepass/installing-the-duo-mobile-application>) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357(HELP) and IT support staff will work out a solution with you.

Class Format: How this course works

- **Mode of delivery:** This course is 100% in person and class sessions will include lectures, discussion, and in-class exercises to accommodate diverse learning styles. Lecturers will include the instructor and guest speakers with expertise. All assessments in this course are geared toward helping students complete the ILE. It is expected that you share several assignments for this course with your advisor for their review prior to submission.
- **Credit hours and work expectations:** This is a **1-credit-hour course**. According to Ohio State policy (go.osu.edu/credithours), students should expect around 1 hours per week of time spent on direct instruction (e.g., class meeting time) in addition to 2 hours of homework/active learning activities (e.g., reviewing literature) to receive a grade of (C) average.
- **Attendance and participation requirements:** Attendance and active participation are key factors in this class. Students must attend at least 78% of the classes (11 of the 14 in-person class meetings) to achieve a grade of S. Attending fewer than 78% of the classes will result in a grade of U. Students will be expected to read all the assigned readings and be prepared to discuss them in class. Your engagement with the material (or lack-there-of) affects the experience of other students in the course. You are expected to be an active and prepared participant in class. Many times throughout the semester we will have in-class exercises that will provide opportunities for you to get feedback on components of your ILE paper as well as provide feedback to others; your attendance is critical. For planning purposes, and as a courtesy, please send your instructors an e-mail if you know in advance that you will be missing class. If you miss class, it is your responsibility to make arrangements with another student to be filled in on what you missed.

Course Technology

Technology skills needed for this course

- Basic computer and web-browsing skills
- Navigating Carmen (go.osu.edu/canvasstudent)
- CarmenZoom virtual meetings (go.osu.edu/zoom-meetings)

Required equipment

- **Computer:** current Mac (Mac OSX) or PC (Windows 10+) with high-speed internet connection
- **Calculator:** Students should have access to a scientific calculator that can perform basic arithmetic, square roots, logarithms, and exponentiation.
- **Other:** a mobile device (smartphone or tablet) to use for BuckeyePass authentication

Optional equipment (for participation in optional live office hours and/or review sessions)

- **Webcam:** built-in or external webcam, fully installed and tested
- **Microphone:** built-in laptop or tablet mic or external microphone

Required software

- **Microsoft 365 Copilot (formerly Office 365)**

All Ohio State students are now eligible for free Microsoft 365 Copilot (formerly Office 365). Full instructions can be found at go.osu.edu/office365help.

Technology support

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** <http://it.osu.edu/help>
- **Phone:** 614-688-4357(HELP)
- **Email:** servicedesk@osu.edu

Assignments/Assessments

There are seven categories of assignments for this course. Within each category, a series of assignments have been developed to help guide you through the ILE process. To receive full credit for assignments, assignments must be uploaded to Carmen by 11:59 pm on the due date. Assignments will be due on Saturdays so that we can discuss any issues during next class session. E-mailed electronic versions will not be accepted.

1. Reviewing materials

Students will review several documents (e.g., syllabus, Division of Epidemiology ILE Guidelines, etc.) and then complete a quiz to test understanding of these documents. It is important to understand the parameters outlined in these documents so that you can follow all requirements.

2. Communication with your advisor and second reader

With your advisor you will discuss several topics and then provide a summary of your discussion in fulfillment of these assignments. Your advisors are aware that you will be reaching out to discuss 1.) your research interests and potential data sources, 2.) 5 potential research questions that you would potentially pursue for your ILE, 3.) your final ILE research question, 4.) the draft of your ILE proposal, 5.) your final ILE proposal (with edits incorporated from the advisor, and 6.) your plan for completing the ILE in the spring semester. In addition, second readers will be assigned to students during the course of the semester. Faculty who have a courtesy appointment within the College of Public Health will be invited to review student topics and choose a project on which you will serve as a second reader. After you are assigned a second reader, you will be notified by the course instructor and you will need to submit an assignment affirming that you have contacted your assigned second reader.

3. Data-related

Several data-related assignments have been developed to help students: identify potential data sources for your ILE, access the data, complete data management, and describe your data. The following assignments will be due: 1.) data source assignment; 2.) downloading/accessing your selected data; 3.) developing a statistical analysis plan; and 4.) study population description. Detailed instructions are available on Carmen.

4. Developing a good research question

In this series of assignments, students will finalize the data source for their ILE, describe the research topic, conduct an initial read of the literature and write an annotated bibliography, develop several research questions with hypotheses, select one research question, and write a literature review of the selected topic. Detailed instructions are available on Carmen.

5. ILE proposal and literature review

Students will submit a draft of their ILE proposal and this draft will be shared and discussed with their advisor. Students will obtain and incorporate feedback from their advisor.

6. Human Subjects Protection

Some ILE projects will require approval from the Ohio State University Institutional Review Board (IRB) – but how do you know if your project requires approval? Students will complete the web-based Collaborative Institutional Training Initiative (CITI) Program, which provides education on research ethics for the protection of human subjects. In addition, students will watch an 18-minute video prepared by the College of Public Health's Office of Research (Demystifying the IRB) and answer a prompt on whether IRB approval is needed for the research to be conducted as part of your ILE.

7. Practical

Students will complete two assignments geared toward practical aspects of completing the ILE in spring semester. You will need to enroll in 2 credits of PUBHLTH 7998 in spring semester, and submit your application to graduate. Detailed instructions are available on Carmen.

Grading

Grading (S/U) will be based on attendance, class participation, and completion of assignments. Students must earn 80% or more of the points assigned to various assignments AND attend at least 78% of the classes (11 of 14 in person class meetings) in order to achieve a grade of S. Earning less than 80% of points or attending fewer than 78% of the classes will result in a grade of U.

Class Policies

Respect for Diversity

It is my intent that students from all backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength, and benefit. It is our intent to present materials and activities that are respectful of diversity. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

Class participation and academic decorum

Attendance and active participation are key factors in this class. Students will be expected to read all the assigned readings and be prepared to discuss them in class. Your engagement with the material (or lack-there-of) affects the experience of other students in the course. You are expected to be an active and

prepared participant in class. Many times throughout the semester we will have in-class exercises that will provide opportunities for you to get feedback on components of your ILE paper as well as provide feedback to others; your attendance is critical. For planning purposes, and as a courtesy, please send your instructors an e-mail if you know in advance that you will be missing class. If you miss class, it is your responsibility to make arrangements with another student to be filled in on what you missed.

Classroom code of conduct

We expect that mutual respect and civility will prevail to ensure that every student has the optimum opportunity to learn and that all instructors have the best opportunity to teach.

Use of Electronic Devices

The use of cell phones, pagers, and other text messaging devices will not be allowed in class. If you need to keep your pager or cell phone on vibrate during class, due to a clinical practice or another emergency issue, please let the instructor know before class.

Late Policy

If you will need an extension, please email the instructors as early as possible. All assignments that are not for peer-review will receive full credit if turned in by 3 days after the due date. Assignments that will undergo peer-review in class must be submitted on the due date for full credit. Without an extension, assignments turned in within 2 weeks of the due date will receive 50% credit. Without an extension, assignments turned in more than 2 weeks after the due date will receive no credit.

Expectations for group work

Public Health is a collaborative discipline. As such, students will often be working in groups of two or three to complete their ILE. Students are encouraged to form pairs/groups with students who share the same advisor. The purpose of working in groups is to provide peer support and feedback at each step needed to successfully complete the ILE. Please note that each student in the group will be responsible for individually submitting components of the ILE (e.g., research question, literature review, data analysis plan, ILE proposal, ILE paper, ILE presentation, etc.); that is, the work you submit should be your own and written independently (i.e., plagiarism is not permitted). If you have any questions about interpreting this policy please seek clarification from me. Any specific or unique cases/requests will be managed on a case-by-case basis.

Copyright Statement

This syllabus and all course materials (e.g., homework assignments, solution keys, course materials) are under copyright by the instructor and cannot be posted elsewhere without written permission.

Generative AI Policy

Intellectual honesty is vital to an academic community and for our fair evaluation of your work. All work submitted in this course must be your own, completed in accordance with the University's academic regulations. You may not engage in unauthorized collaboration or make use of ChatGPT or other AI composition software except when explicitly assigned to do so.

Office of Student Life: Disability Services

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion.

If you are ill and need to miss class, including if you are staying home and away from others while experiencing symptoms of a viral infection or fever, please let me know immediately. In cases where illness interacts with an underlying medical condition, please consult with Student Life Disability Services to request reasonable accommodations. You can connect with them at slds@osu.edu; 614-292-3307; or slds.osu.edu.

Mental Health Services

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling [614-292-5766](tel:614-292-5766). CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at [614-292-5766](tel:614-292-5766) and 24 hour emergency help is also available 24/7 by dialing 988 to reach the Suicide and Crisis Lifeline.

Religious Beliefs or Practices Accommodations

Ohio State has had a longstanding practice of making reasonable academic accommodations for students' religious beliefs and practices in accordance with applicable law. In 2023, Ohio State updated its practice to align with new state legislation. Under this new provision, students must be in early communication with their instructors regarding any known accommodation requests for religious beliefs and practices, providing notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course. Instructors in turn shall not question the sincerity of a student's religious or spiritual belief system in reviewing such requests and shall keep requests for accommodations confidential.

With sufficient notice, instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements with respect to students' sincerely held religious beliefs and practices by allowing up to three absences each semester for the student to attend or participate in religious activities. Examples of religious accommodations can include, but are not limited to, rescheduling an exam, altering the time of a student's presentation, allowing make-up assignments to substitute for missed class work, or flexibility in due dates or research responsibilities. If concerns arise about a requested accommodation, instructors are to consult their tenure initiating unit head for assistance.

A student's request for time off shall be provided if the student's sincerely held religious belief or practice severely affects the student's ability to take an exam or meet an academic requirement and the student has notified their instructor, in writing during the first 14 days after the course begins, of the date of each absence. Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide a reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy.

If students have questions or disputes related to academic accommodations, they should contact their course instructor, and then their department or college office. For questions or to report discrimination or harassment based on religion, individuals should contact the [Civil Rights Compliance Office](#). (Policy: [Religious Holidays, Holy Days and Observances](#))

Academic Misconduct

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee ([Faculty Rule 3335-5-48.7 \(B\)](#)). For additional information, see the [Code of Student Conduct](#).

Intellectual Diversity

Ohio State is committed to fostering a culture of open inquiry and intellectual diversity within the classroom. This course will cover a range of information and may include discussions or debates about controversial issues, beliefs, or policies. Any such discussions and debates are intended to support understanding of the approved curriculum and relevant course objectives rather than promote any specific point of view. Students will be assessed on principles applicable to the field of study and the content covered in the course. Preparing students for citizenship includes helping them develop critical thinking skills that will allow them to reach their own conclusions regarding complex or controversial matters.

Grievances and Solving Problems

A student who encounters a problem related to his/her educational program has a variety of avenues available to seek resolution. According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, you may take your case to the department chairperson. Specific procedures are outlined in [Faculty Rule 3335-8-23](#), the [CPH Graduate Student Handbook](#), and the [CPH Undergraduate Student Handbook](#). Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department.

Creating an Environment Free from Harassment, Discrimination, and Sexual Misconduct

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Civil Rights Compliance Office:

Online reporting form at <http://civilrights.osu.edu/>,

Call 614-247-5838 or TTY 614-688-8605,

Or Email civilrights@osu.edu

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Civil Rights Compliance Office to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.

Course Outline

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Class Date	Topics	Assignments due before the next class session
08/27/2025	Overview of ILE Overview of data sources for epidemiological research Triangulating to find a research topic	<u>Due 9/2/2025</u> (9/1 is a holiday) • Introduce yourself • Review Syllabus • Review ILE guidelines • Syllabus and ILE guidelines quiz
09/3/2025	Developing a good research question #1: Data sources for epidemiologic research	<u>Due 9/8/2025</u> • Upload data source presentation • Review ILE paper examples
09/10/2025	Student data source presentations	<u>Due 9/15/2025</u> • <i>Discuss with your advisor:</i> Research interests and potential data sources • Select data source • Describe your research topic • Identify ILE partner
09/17/2025	Guest speaker: Conduct initial review of the literature	<u>Due 9/22/2025</u> • Use reference management software
09/24/2025	Writing research questions/hypotheses	<u>Due 9/29/2025</u> • Conduct initial read of literature and write annotated bibliography
10/1/2025	Guest speaker: Writing a literature review	<u>Due 10/6/2025</u> • <i>Discuss with your advisor:</i> 5 potential research questions. • Submit the 5 research questions & 1 selected research question • Article Review Exercise (prepare materials for class)
10/8/2025	Guest speaker: Using AI in writing	<u>Due 10/13/2025</u> • Article Review Exercise (submit materials and reflection)
10/15/2025	NO CLASS: Distance Activities Watch Demystifying the IRB CITI training	<u>Due 10/20/2025</u> • Submit CITI certification • Submit IRB application (if required for your data) • Submit ILE topic and research question (for match)
10/22/2025	Compiling an ILE proposal	<u>Due 10/27/2025</u> • <i>Discuss with your advisor:</i> Share initial components of ILE proposal: outline of lit review, research question/hypothesis, study population brief description, data set, public health relevance • Submit draft of initial components of ILE proposal
10/29/2025	Writing an epidemiological paper	<u>Due 11/3/2025</u> • Downloading/accessing your data • Writing as practice, and Bill's paper writing guide • Contact second reader
11/5/2025	<i>Work session:</i> Download dataset and begin data management	<u>Due 11/10/2025</u> • Submit literature review
11/12/2025	Guest speaker: Developing a statistical analysis plan	<u>Due 11/17/2025</u> • Submit description of population: Table 1
11/19/2025	<i>Work session:</i> Data management and preliminary data analysis	<u>Due 11/24/2025</u> • <i>Discuss with your advisor:</i> Statistical analysis plan

		• Submit statistical analysis plan
11/26/2025	NO CLASS: Thanksgiving break	<u>Due 12/1/2025</u> • Share with advisor full ILE proposal • Register for 2 credits of 7998 in spring • Apply to graduate
12/3/2025	Guest speaker: Making a good ILE presentation	<u>Due 12/8/2025</u> • <i>Discuss with your advisor:</i> Obtain advisor's approval on final ILE proposal and submit approved final proposal • <i>Discuss with your advisor:</i> Spring semester plan
12/10/2025	Planning for Spring	<u>Due 12/11/2025</u> • Submit email from advisor approving final plan

Alignment of Competencies with Assessments

[Instructions: List the competencies that the course assesses in the rows, and your assessments/assignments in the columns. Mark an “x” or similar in the appropriate column for each competency to indicate where it is assessed.]

Competencies	Assessment 1 (e.g., exams)	Assessment 2 (e.g., quizzes)	Assessment 3 (e.g., reflections)	Assessment 4 (e.g., research paper)