

PUBHLTH 3180/3180E Capstone Preparation

1 credit hour, Autumn 2025

Online/ Asynchronous

Course Instructor

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MS, Counseling, Higher Education & Student Affairs, West Chester University of Pennsylvania, Dec. 2007

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Instructor's Office Hours

By appointment, schedule through OnCourse <https://go.osu.edu/publichealthcareer>

Faculty Feedback & Response Time:

- **Grading:** You can generally expect feedback within 7-10 days at the latest.
- **E-mail:** I prefer emails to be sent to my inbox at Driscoll.249@osu.edu, I will respond within 24-48 hours Monday- Friday during normal business hours.

Course Description

The purpose of the class is to prepare undergraduate students in Public Health for their Capstone Experience. Students will learn the critical elements of public health practice and research and professional development skills to prepare them for the workplace and equip them with the tools needed to apply for graduate school. THIS CLASS IS TO BE COMPLETED BEFORE ENROLLING IN THE [CAPSTONE EXPERIENCE](#).

If you plan to participate in Capstone during Spring 2026, you will want to be actively seeking opportunities during this semester. Content in this course will help you best prepare.

Prerequisites

BSPH major students four terms or less away from graduation are eligible to enroll. BSPH Honors students can enroll as early as the spring semester of their second year.

Course Learning Objectives

Upon successful completion of this course, a student will be able to:

- CLO1) Describe common elements of Public Health Practice and Research.
- CLO2) Use effective resume and professional development skills including interviewing, professional communications and job etiquette skills, to apply for and secure a Capstone experience.
- CLO3) Describe methods for handling diversity in the workplace.
- CLO4) Describe techniques to identify and navigate the organizational culture of a workplace

Competencies: BSPH Foundational Competencies

- Summarize the historic milestones in public health.
- Compare and contrast examples of major domestic and international public health issues.
- Discuss approaches and strategies to identify, respond to and intervene with attempt to resolve common public health issues.
- Identify political, cultural, behavioral and socioeconomic factors related to global public health issues;
- Apply the fundamental principles of the five core disciplines of public health (biostatistics. environmental health; epidemiology; health administration; health behavior/promotion) to domestic and international population issues.
- Communicate public health information, in both oral and written forms, through a variety of media and to diverse audiences.
- Locate, use, evaluate and synthesize public health information.

NACE Career Readiness Competencies

<https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>

Communication-Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Teamwork-Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Leadership-Recognize and capitalize on personal and team strengths to achieve organizational goals.

Critical Thinking- Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Professionalism- Knowing work environments differ greatly, understand, and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Technology- Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Equity and Inclusion- Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.

Career & Self-Development- Proactively develop oneself and one's career through continued personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Text/Readings

There is no required textbook for this class. Assigned readings and online activities are listed in the course outline and on Carmen. Additional articles may be added throughout the semester; therefore, make sure and check Carmen frequently.

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% online delivery via asynchronous Distance Learning (DL) mode. There are no required sessions when you must be logged in to Carmen at a scheduled time.
- **Pace of online activities:** This course is divided into **weekly modules** that are released week-by-week. Students are expected to keep pace with weekly deadlines but may freely schedule their efforts within that time frame.
- **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 hour per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 2 hours of homework (reading and assignment preparation, for example) to pass the course.
- **Attendance and participation requirements:** Because this is an online course, your attendance is based on your online activity and participation. The following is a summary of students' expected participation:
 - **Participating in online activities for attendance: AT LEAST ONCE PER WEEK**
You are expected to log in to the course in Carmen every week. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with the instructor *as soon as possible*.
 - **Participating in discussion forums: REQUIRED**
Some weeks will have required discussion board posts; see class schedule for specific weeks

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) – optional
- Recording a slide presentation with audio narration (go.osu.edu/video-assignment-guide)
- Recording, editing, and uploading video (go.osu.edu/video-assignment-guide)

Required equipment

- **Computer:** current Mac (MacOs) or PC (Windows 10) with high-speed internet connection
- **Other:** a mobile device (smartphone or tablet) to use for BuckeyePass authentication

Optional equipment (for participation in optional live office hours)

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

Required software

- **Microsoft Office 365:** All Ohio State students are now eligible for free Microsoft Office 365. Full instructions for downloading and installation 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 it.osu.edu/help 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
- **TDD:** 614-688-8743

Carmen (Canvas)

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- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device help article for step-by-step instructions (go.osu.edu/add-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 (go.osu.edu/install-duo) 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

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Grading Policies

This course will be graded **S/U (Satisfactory/Unsatisfactory)**. To receive a grade of S, 80% or more of the points must be achieved. Students who receive 79% or less will receive a grade of U.

In order to pass the class, all assignments must be completed.

All assignments are due on the due date listed on the syllabus and in Carmen. Students will automatically receive a three-day extension if needed (so, no need to contact the instructor).

After that, if the assignment is submitted beyond without communicating with me ahead, points will be deducted.

Since this course is to assist you with professional development, I will allow you to resubmit assignments for full credit. For example, the resume assignment may take 2-3 submissions before receiving full credit. I will communicate this to you in my feedback. There is no deadline for resubmitted assignments.

Honors Students (PUBHLTH 3180E)

Honors students are expected to complete either an Honor's Research Thesis or an Honors Internship/Field Experience Project as part of their Capstone. Honors students who intend to complete an Honors Research Thesis must complete and submit an Honors Research Proposal to the Honors Committee as a requirement of this class. Honors students who intend to pursue an Honors Internship or Honors Field Experience for their Capstone must have a meeting with Trisha Ritter, the Honors Advisor, during the semester. Trisha will communicate with the Capstone instructor to confirm the meeting was completed. They also must complete the [Honors Internship Capstone Project Application and submit to the Honors Committee](#) as a requirement of this class. Guidelines for developing an [Honors Research Proposal](#), [Honors Field Experience Project](#), and an [Honors Internship Project](#) are posted on the CPH website.

Class Participation and Attendance

You are expected to complete assigned readings and online assignments. The best way to prosper from this experience is to participate in class activities and discussions and complete all assignments as assigned.

Policies for this Online Course

1. Assigned readings should be done before completing assignments.
2. Participation in online discussions is required.
3. You are responsible for all material covered in class (lectures, guest speakers, videos, handouts).
4. Assignments are to be submitted through Carmen unless otherwise specified.
5. Additional assignments for extra credit will not be given.

Generative AI Policy

Introduction

Generative AI (GenAI) tools are reshaping all aspects of our lives, including education. In this resource, we explore responsible GenAI integration and our course policy for using these tools in an academic setting. We will also share more information about Microsoft Copilot, an AI companion that can enhance the learning experience.

Policy Overview

In this course, we recognize the potential of generative artificial intelligence (AI) tools to assist in various aspects of academic work. Tools such as Copilot, ChatGPT, and Google Gemini can be invaluable during the

brainstorming, drafting, or revision processes. In this course, the use of generative AI must be limited to the earliest stages of the problem solving process, which include:

- Brainstorming ways to approach a problem
- Developing outlines or approaches for your work

You may not submit output directly from AI tools for any assignments in this course, as this cannot be considered a substitute for developing the fundamental skills and expertise represented by the learning objectives of this course. You should complete all graded assignments without any assistance from AI tools beyond the initial/early stages of the process as described above.

Please note that generative AI tools rely on predictive models to generate content that may appear correct, but has been shown to sometimes be incomplete, inaccurate, taken without attribution from other sources, and/or biased. You are ultimately responsible for the content of the information you submit and may not attempt to pass off any work generated by an AI program as your own.

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.

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 Schedule

Due Date	Topics & Assignments
Full Semester Assignment- Week 1-12 (8/26-12/09) Week 1: Tuesday, August 26 – Sunday, August 31	Attend at least 2 Career Events this semester <i>Introductions & What is Capstone?</i> 1. Review syllabus 2. Read “What is Capstone?” PP & Review Capstone Posters 3. Review Capstone information on CPH website: https://cph.osu.edu/students/undergraduate/capstone 4. Post on Discussion Board Question 1 NACE competency: Communication

Week 2: Monday, September 1 – Sunday, September 7	<i>Holland Career Assessment</i> 1. Review the Holland Code Module 2. Post on Discussion Post 2 NACE competencies: Career & Self-Development, Critical Thinking, Communication
Week 3: Monday, September 8 – Sunday, September 14	Resumes 1. View the Resume Presentation listed in the module 2. Review the resume examples in the module 3. Use the rubric when creating your resume 4. Finalize your resume and submit it to Carmen *You can submit your resume and cover letter multiple times for full credit. I expect everyone to have an error-free resume during your Capstone search. NACE competencies: Career & Self-Development, Communication, Professionalism, Technology Cover Letters 1. Watch “How to write a cover letter by Indeed” 2. Review example cover letters 3. Complete and submit the cover letter assignment **Review the rubric to make sure you include all necessary information *You can submit your resume and cover letter multiple times for full credit. NACE competencies: Career & Self-Development, Communication, Professionalism, Technology
Week 4: Monday, September 15 – Sunday, September 21	Career Fairs and Events assignment
Week 5: Monday, September 22 – Sunday, September 28	LinkedIn & Handshake 1. Complete LinkedIn profile <i>Internship & Job Search using Handshake</i> 1. Review Handshake Presentation Slides, Handshake Presentation from Buckeye Careers and “How to Search for Opportunities” Presentation 2. Create a Handshake Profile and submit link via Carmen (refer to QuickStart document) NACE competencies: Career & Self-Development, Technology 3. Start searching for capstone opportunities

Week 6 : Monday, September 29 – Sunday, October 5	<i>Networking/One-Minute Introduction</i> 1. Review the 4 articles on Networking (make a connection for them) 2. Submit your One-Minute Introduction to Carmen NACE competencies: Career & Self-Development, Communication, Professionalism, Teamwork, Technology
Week 7 Monday, October 6 – Sunday, October 12	<i>Interview Skills</i> 1. Review all articles posted on interview preparation 2. Complete interview skills video via Zoom and submit Zoom link to CARMEN NACE competencies: Career & Self-Development, Communication, Professionalism, Technology
Week 8 Monday, October 13 – Sunday, October 19	<i>Exploring Careers in Public Health</i> 1. Assignment from the book “101 Careers in Public Health”. See NACE competencies: Career & Self-Development, Professionalism

Due Date	Topics & Assignments
Week 9 Monday, October 20 – Sunday, October 26	<i>Graduate/Professional School or Gap Year</i> 1. Complete the Post Graduation Assignment, respond to discussion post 2. Capstone search check in- respond to discussion post NACE competencies: Career & Self-Development Discussion- Capstone Search Check-In
Week 10 Monday, October 27 – Sunday, November 2	1. <i>Informational Interviewing assignment.</i> 2. <i>Reach out to at least 2 people requesting an informational interview</i> <i>TBD- Will updated in Carmen instructions and due date.</i> 3. <i>Reach informational interviewing and schedule with a professional in the field.</i> NACE competencies: Communication, Critical Thinking, Equity & Inclusion, Professionalism
Week 11 Monday, November 3 – Sunday, November 9	If you do not have capstone schedule for next semester, schedule a Career Counseling meeting with me through onCourse: https://go.osu.edu/publichealthcareer <i>This meeting can be anytime between now and the end of the semester.</i> Work on informational interview assignment.
Week 12 Monday, November 10 – Sunday, November 16	Informational Interview recommended deadline: 11/16 (If interview is scheduled later date meet with me to discuss deadline extension) BSPH Required Survey
Week 13 -Week 14 Monday, November 17 – Nov 30th	Work Final Capstone Presentation. Meet with me if capstone is not secure.
Week 15 -16 Monday, December 1 – Sunday, December 7	Capstone Presentation due: December 7th

