

**The Ohio State University College of Public Health
PUBHHMP 8899 – Doctoral Seminar in Health Services Management and Policy
1 credit hour – Fall 2025**

Instructor: Wendy Y. Xu, PhD

Office location and phone number: 208 Cunz Hall, (614) 292-0662

E-mail: xu.1636@osu.edu

Class Day & Location: Mondays listed below from 11:30-1:30 pm, plus additional times for one-on-one meetings. The class will meet at PAES building, Room 103.

Class Dates:

- 9/8
- 10/6
- 11/10
- 12/8

One-on-one meeting location: Dr. Xu's office

Instructor's Office Hours: By appointment.

Course Description: This one credit seminar provides professional development opportunities for PhD students in HSMP, including inside perspectives on research, careers, and management of academic life.

Class Format: Our seminars will include a mix of five elements: (1) guest speakers: research presentation and discussions by faculty members from the division, faculty from elsewhere at OSU, alumni, and PhDs in non-academic careers, (2) professional development discussions, (3) works-in-progress discussions focusing on one student's work each session, (4) communication practices through a short presentation of a health services research topic targeting a layperson audience, and (4) one-on-one meetings for each student with Dr. Xu or (in the case of Dr. Xu's advisees) other HSMP faculty members. Students will help determine the agenda of topics for the semester. Course meetings will be led by Dr. Xu.

All students are required to attend each seminar on each meeting day. For those in the first or second year of the program, each student (other than Dr. Xu's advisees) is required to sign up for two one-on-one meetings as instructed by Dr. Xu. Dr. Xu's advisees are required to have at least two one-on-one meetings with other HSMP faculty members during the semester; Dr. Xu can assist in arranging this. Students in third year and beyond should have at least one one-on-one meeting with Dr. Xu each semester and are highly encouraged to keep meeting with other HSMP faculty members.

The class meets in person. The students are encouraged to wear a mask to class if you are not feeling well. Alternatively, in the case of illness, the student is welcomed to attend the class via Zoom if you inform the instructor before 9am on class day.

Course Objectives & Core Competencies

The core objective of this course is to advance students' understanding of the research methods and professional skills involved in research and careers in Health Services Management and Policy. Guest speakers will contribute to this core objective and advance your understanding of specific research areas within the field. Works-in-Progress sessions will allow you to apply lessons we are learning and deepen your mastery of research methods and academic writing skills.

Together, the central activities of the course will contribute to building the following HSMP PhD Competencies:

PHD 2. Synthesize and critique existing literature in student's area of specialization to identify gaps in the evidence base and justify their importance for public health.

PHD 3. Apply relevant theories and conceptual models to inform and ground research design and interpretation.

PHD 4. Formulate hypotheses, plan and conduct a research study using appropriate research methods, and ethical approaches.

PHD 5. Analyze data and prepare an original manuscript, suitable for publication, summarizing the results and interpreting the findings from a research study.

PHD 6. Communicate in writing and orally a research study's purpose, methods, results, limitations, conclusions and public health relevance to both informed and lay audiences.

PHD 8. Critically assess relevant health management and policy theories and concepts as applied in health systems research.

Text/Readings: As assigned within the month prior to each class meeting.

Grading: In this doctoral-level seminar, your entire grade will be based on your participation. Participation includes completing assigned readings and preparing as instructed for class, preparing your own materials when you are presenting, attending each session and participating actively in all class discussions. This seminar will be graded on a pass/fail basis.

Attendance: Class attendance is mandatory. If you *must* miss a session or portion of a session, you are required to notify the professor in advance via email.

Guidelines for Classroom Discussions:

- Criticize ideas, not individuals.

- Listen actively and with an ear to understanding others' views. (Don't just think about what you are going to say while someone else is talking.)
- Commit to learning, not debating. Comment in order to share information, not to persuade.
- Avoid blame, speculation, and inflammatory language.
- Allow everyone the chance to speak.
- Avoid assumptions about any member of the class or generalizations about social groups.
- Do not ask individuals to speak for their (perceived) social group.

Course technology

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 ocio.osu.edu/help/hours, and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** ocio.osu.edu/help
- **Phone:** 614-688-4357(HELP)
- **Email:** servicedesk@osu.edu
- **TDD:** 614-688-8743

Technology skills needed for this course

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

Required equipment for virtual attendance when necessary

- Computer: current Mac (MacOs) or PC (Windows 10) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) to use for BuckeyePass authentication

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.

Carmen access

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 (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

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.

Office of Student Life - Disability Services: Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please contact the Office for Disability Services at 614-292-3307 in Room 098 of Baker Hall to coordinate reasonable accommodations related to documented disabilities (more information available at <http://www.ods.ohio-state.edu/>).

The university strives to make all learning experiences as accessible as possible. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's [request process](#), managed by Student Life Disability Services. 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. **SLDS contact information:** slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

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. 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 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1--800--273--TALK or at suicidepreventionlifeline.org.

Academic Integrity: Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University, the College of Public Health, and the Committee on Academic Misconduct (COAM) expect that all students have read and understood the University's *Code of Student*

Conduct and the School's *Student Handbook*, and that all students will complete all academic and scholarly assignments with fairness and honesty. The *Code of Student Conduct* and other information on academic integrity and academic misconduct can be found at the COAM web pages (<http://oaa.osu.edu/coam/home.html>). Students must recognize that failure to follow the rules and guidelines established in the University's *Code of Student Conduct*, the *Student Handbook*, and in the syllabi for their courses may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Please note that the use of material from the Internet without appropriate acknowledgement and complete citation is plagiarism just as it would be if the source were printed material. Further examples are found in the *Student Handbook*. Ignorance of the *Code of Student Conduct* and the *Student Handbook* is never considered an "excuse" for academic misconduct.

If I suspect a student of academic misconduct in a course, I am obligated by University Rules to report these suspicions to the University's Committee on Academic Misconduct. If COAM determines that the student has violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in the course and suspension or dismissal from the University. If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Food Security

<https://www.buckeyefoodalliance.org/>, 614-688-2508

The Ohio State University is committed to ensuring that all students have access to adequate and healthy food. Any undergraduate or graduate student with a BuckID may confidentially use the Buckeye Food Alliance food pantries. No proof of need is required. The pantry is located in Lincoln Tower, Suite 150 (1800 Cannon Dr., Columbus, OH 43210). Check the website or call for current hours.

Religious Accommodations

Our inclusive environment allows for religious expression. Students requesting accommodations based on faith, religious or a spiritual belief system in regard to examinations, other academic requirements or absences, will be accommodated. Under the provision of OSU in 2023, students should provide notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course. For more information about religious accommodations at Ohio State, visit <https://oaa.osu.edu/religious-holidays-holy-days-and-observances>.

Weather or Other Short-Term Closings

Should in-person classes be canceled, I will notify you about which alternative methods of teaching will be offered to ensure continuity of instruction for this class. Communication will be via Carmen or direct emails.

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 Office of Institutional Equity:

Online reporting form at <https://equity.osu.edu/>,
Call 614-247-5838 or TTY 614-688-8605,
Or Email equity@osu.edu

Course Topics & Schedule

September 8:

- Greetings and checking in
 - What goes better than you thought? What has been challenging?
- Brainstorm topics
- WIP volunteers
- Your plan for the semester

October 6th:

- WIP
- Getting ready early: materials needed for different jobs

November 10th:

- WIP

December 8th:

- WIP
- Guest Speaker: Dr. Marian Moser Jones