

PUBHLTH 3191/3191E/3999

2 credit hours – Autumn 2025

Online with Two Required Live Meetings via Zoom

Course Instructor

Annmarie Driscoll, Senior Career Counselor

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

BA, Psychology, The Pennsylvania State University, Dec. 2002

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Instructor's Office Hours

Office hours Friday's 9:00 a.m. -11:00 a.m. via Zoom or in-person. Please email me ahead of time at Driscoll.249@osu.edu

Or

Other times available by appointment during the week, schedule through OnCourse <https://go.osu.edu/publichealthcareer>

Class Time and Location

Online, primarily asynchronous course with two synchronous online Zoom Sessions:

Wednesday, September 3rd at 4:00 p.m. ET, Zoom:

<https://go.osu.edu/annmariedriscollzoom>

Monday, November 3rd 4:00 p.m. ET, Zoom: <https://go.osu.edu/annmariedriscollzoom>

Faculty Feedback & Response Time:

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

- **Grading:** You can generally expect feedback within 7 days.

- **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 goal of the Undergraduate Public Health Capstone/Internship is to provide Public Health students with opportunities to apply public health principles outside of a typical classroom setting and build on public health coursework. This course allows students the opportunity to integrate classroom experiences and principles in an applied practice setting.

Prerequisites

BSPH students in their senior year can enroll in this class after they have completed PUBHLTH 3180 or 3180E.

Course Learning Objectives

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

- CLO1) Describe newly acquired knowledge in one or more specific public health area(s).
- CLO2) Integrate classroom knowledge into their internship experiences and relate both to the world of work.
- CLO3) Articulate and present how they refined their BSPH competencies through skills and experiences obtained during their capstone/internship experience
- CLO4) Articulate and present how their capstone/internship experience has impacted their career goals.

Competencies

BSPH Foundational and Specialization Competencies

Specific competencies addressed will vary depending on the capstone/internship experience selected.

The full list of BSPH competencies can be found at: <https://cph.osu.edu/students/competencies>

NACE (National Association of Colleges and Employers) Career Readiness Competencies

In your capstone experience you will strengthen skills in the following areas:

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

	Critical Thinking: Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
	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.
	Leadership: Recognize and capitalize on personal and team strengths to achieve organizational goals.
	Professionalism: Knowing work environments differ greatly, understand, and demonstrate effective work habits, and act in the interest of the larger community and workplace.
	Teamwork: Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
	Technology: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

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

Text/Readings:

No textbook will be used for this class. Instead, students are to consult with BSPH core and specialization competencies (see above and posted on Carmen) and previous and current coursework when writing weekly activity logs.

Carmen (Canvas)

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.

Class Format: How this course works

- **Mode of delivery:** The course consists of weekly online activities and applied experiences at capstone/internship sites. There are two required sessions when you must be logged in to Carmen at a scheduled time (2 synchronous meetings) and one in-person capstone poster session. You are required to obtain a minimum of 120 hours at your capstone site. 10 of the 120 hours may be earned through professional development. Professional development opportunities may include any workshops or events hosted by College of Public Health Career Services
- **Pace of online activities:** This course is divided into weekly modules containing either weekly logs or discussion items. Students are expected to keep pace with weekly deadlines but may schedule their efforts freely within that time frame.
- **Credit hours and work expectations:** This is a **2-credit-hour course**. According to Ohio State policy (go.osu.edu/credithours), students should expect to devote at least 2 hours per week to completing their Capstone log, documenting reflections, and posting to the discussion board in addition to 6+ hours per week associated with activities directed by the capstone site. The 2-hours per week is considered as direct instruction related to Professional Development Competencies articulated in this syllabus. These activities will culminate in an end of semester Capstone poster presentation. These activities should approximate 6-8 hours of instruction per week. *Successful completion of these activities and meeting the 120 hour minimum requirement at Capstone site, will result in a satisfactory (S) grade.*
- **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*.
 - **Live, online sessions: REQUIRED**
There are two required online sessions that you must join live via Zoom:
Wednesday, September 3rd, live via Zoom at 4:00 p.m. ET
Monday, November 3rd, live via Zoom at 4:00 p.m. ET
 - **Participating in discussion forums: REQUIRED**
Some weeks will have required discussion board posts; see the 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)
- 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
- **Webcam:** built-in or external webcam, fully installed and tested (for participation in live Zoom sessions)
- **Microphone:** built-in laptop or tablet mic or external microphone (for participation in live Zoom sessions)

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 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

Grading

This course will be graded S/U (Satisfactory/Unsatisfactory). To receive a grade of S, all assignments must be completed by the due dates listed. In addition, students must complete 120 hours capstone hours. Deadlines are posted in the course outline. Failure to complete ALL assignments will result in a grade of Unsatisfactory (U).

Honors Students (PUBHLTH 3191E)

Honors students are expected to complete their Honors Capstone Project during their Capstone Experience. As part of this class, honors students must have a meeting with Trisha Ritter, the Honors Advisor, during the semester (the earlier the better). Trisha will communicate with the Capstone instructor to confirm the meeting was completed. ***Honors students must receive approval from the Honors Committee before initiating work on their project.*** As per their contract, Honors students must submit a written report and give a presentation on their project as a requirement of this class.

Course Assignments and Participation

As part of your participation in this course, you are required to post your assignments by **11:59 p.m. each Sunday night** as specified on this syllabus and the assignment module on Carmen. These assignments will include a bi-weekly Capstone activity log and discussion board questions and responses. Additional assignments include completing a PHI form, a Professional Development Competency Assessment (taken twice), Student and Preceptor Evaluations, and a final Capstone poster and presentation. For the discussion board assignments, the initial post is due by **11:59 p.m. on Sunday** and one follow-up post is due to a classmate by the **Wednesday of the following week**. You must complete both posts to receive full credit. Any modifications of dates will be communicated in Carmen.

Policies for this Online Course

1. All assignments must be completed without the help of other individuals, but other outside resources (books, notes, websites) are permitted.

2. Participation in online discussions is required.
3. Assignments are to be turned in on Carmen unless otherwise specified.

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 Outline
Course Schedule

Week	Due Date	Assignments and Synchronous Meetings
Week 1: Tuesday, August 26 – Sunday, August 31	Thursday, August 28th by 12 pm.	Submit Capstone Agreement Form <i>Please submit the Capstone Agreement ASAP, before the deadline. If the capstone agreement is not received by Friday, August 31st, by 3 pm, you will be dropped from the course. If you have not located a capstone site, please reach out to me.</i>
	Due: Tuesday, 9/02 at 11:59 pm EDT. <i>*Most assignments will be due Sunday 11:59 pm, extension given due to holiday weekend.</i>	1) Online Introduction: Post on the Discussion Board  2) Complete BSPH Professional Development Competency Self-Assessment  3) Review and complete PHI Form 
Week 2: Monday, September 1 – Sunday, September 7	Wednesday, September 3rd live via Zoom at 4:00 pm	Online synchronous meeting on Zoom (Capstone Expectations) 
	Sunday, 9/07 11:59pm EST	[Post on Discussion Board #1 
Week 3: Monday, September 8 – Sunday, September 14	Wednesday, 9/10 11:59 p.m. ET	Reply to classmate for Discussion Board #1
	Sunday, 9/14 11:59 p.m. ET	Activity Log and Reflection #1 

Week	Due Date	Assignments and Synchronous Meetings
Week 4: Monday, September 15 – Sunday, September 21	Sunday, 9/21 11:59 p.m. ET	Post on Discussion Board #2 
Week 5: Monday, September 22 – Sunday, September 28	Wednesday, 9/24 11:59 p.m. ET	Reply to classmate for Discussion Board #2
	Sunday 9/28 11:59 p.m. ET	Activity Log and Reflection #2 
Week 6 : Monday, September 29 – Sunday, October 5	Sunday, 10/05 11:59 p.m. ET	Post on Discussion Board #3 
Week 7 Monday, October 6 – Sunday, October 12	Wednesday, 10/08 11:59 p.m. ET	Reply to classmate for Discussion Board #3
Week 8 <i>Week8 : Monday, October 13 – Sunday, October 19</i>	Sunday, 10/18 11:59 p.m. ET	Activity Log and Reflection #3 
Week 9 <i>Monday, October 20 – Sunday, October 26</i>	Sunday, 10/26 11:59 p.m. ET	Post on Discussion Board #4 
Week 10 <i>Monday, October 27 – Sunday, November 2</i>	Sunday, 10/29 11:59 p.m. ET	Reply to classmate for Discussion Board #4
	Sunday, 11/02 11:59 p.m. ET	Activity Log and Reflection #4 

Week	Due Date	Assignments and Synchronous Meetings
Week 11 Monday, November 3 – Sunday, November 9	Monday, 11/03 4:00 p.m. ET	Online synchronous meeting on Zoom (Poster Guidelines and Expectations)
Week 12 Monday, November 10 – Sunday, November 16	Sunday, 11/16 11:59 p.m. ET	Submit 1-2 pictures from your Capstone site via Carmen*  *Please be sure to add in the comment section if you do not want your pictures shared on our website (photos may or may not be shared, but will not be if you request no sharing)
Week 13 Monday, November 17 – Sunday, November 23	Sunday, 11/23 11:59 p.m. ET	1) Submit BSPH Professional Development Competency Self-Assessment - <i>this is your second time completing this assessment</i>  2) Send Preceptor Evaluation Form to your Preceptor 
Week 14 Monday, November 24 – Sunday, November 30	Monday Dec. 1st 11:59 p.m. ET	1) Complete Student Evaluation of Capstone  2) Submit Poster electronically (on Carmen) 
Week 15 Monday, December 1 – Sunday, December 7	Monday Dec. 1st 11:59 p.m. ET Thursday, Dec 4 11:59 p.m. ET Sunday Dec 7 th 11:59 p.m. ET	Posters due- I will review and provide feedback Final Revised poster due Final Activity Log and Reflection #5 

Week	Due Date	Assignments and Synchronous Meetings
Week 16 Monday, December 8 – Wednesday, 12/10	Monday, 12/08- Tuesday, 12/09	1) Live Virtual Poster Session 2) Comment on 2 students' posters 