

PUBHHBP 7899.01 – *Integrative Learning Experience (ILE) Seminar I: Division of Health Behavior and Health Promotion*

1 credits – Autumn 2025

Every other Tuesday | 12:10 to 2:00pm | Online (Zoom)

Course Instructor

Ashleigh LoVette, PhD, Behavioral and Social Health Sciences, Brown University, May 2020

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Instructor's Office Hours

Dr. LoVette will be available after each class for 30 minutes. All other meetings with Dr. LoVette will be by appointment. Please contact her by email (lovette.15@osu.edu) to arrange a meeting by phone or video conference.

Faculty Feedback & Response Time

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

- **Grading:** You can generally expect feedback within 7-10 days.
- **E-mail:** I aim to reply to course-related e-mails and Carmen messages within 48 hours during the week. Please note emails/messages sent on the weekend or holidays may not receive a response until the next weekday or working day.

Course Description

The overall goal of the Integrative Learning Experience (ILE) is to provide students with the opportunity to integrate and synthesize knowledge and experiences obtained during their academic course of study. The purpose of the ILE seminar is to guide students through the process of developing their ILEs with the support of their academic advisors. ILEs must be approved by an appropriate ILE advisor and also require a second reader to be identified by the student. Most ILEs in the Division of Health Behavior and Health Promotion (HBHP) focus on one of the following types:

- Community Assessment
- Program Plan
- Program Evaluation
- Secondary Data Analysis
- Advocacy Program Development

Criteria for each option appears in the HBHP Guidelines for the MPH ILE, which can be accessed at the following link: <https://cph.osu.edu/mph/integrative-learning>

Prerequisites

Grad standing in the MPH program in the Division of Health Behavior and Health Promotion

Course Learning Objectives

Upon completion of this seminar, it is expected that successful students will have worked closely with their

academic advisor/ILE advisor to:

1. Describe their ILE, including identification of their second reader and/or organization they will be working with on their ILE
2. Describe sections of their ILE report and the purpose of each section
3. Draft a project management plan/report outline for implementation of their ILE in the Spring
4. Develop and submit appropriate documents for review by the OSU Institutional Review Board (IRB) (if applicable)

The College of Public Health Competencies will vary depending on the ILE. A complete list of College of Public Health Competencies is located in Appendix C of the CPH Graduate Student Handbook that can be found at: <https://go.osu.edu/cphgradcompetencies>.

Competencies:

By the end of the semester, it is expected that students will have worked closely with their academic advisor/ILE advisor to:

1. Describe their ILE, including identification of their second reader and/or organization they will be working with on their ILE
2. Describe sections of their ILE report and the purpose of each section
3. Draft a project management plan/report outline for implementation of their ILE in the Spring
4. Develop and submit appropriate documents for review by the OSU Institutional Review Board (IRB) (if applicable)

The College of Public Health Competencies will vary depending on the ILE. A complete list of College of Public Health Competencies is located in Appendix C of the CPH Graduate Student Handbook that can be found at: <https://go.osu.edu/cphgradcompetencies>.

Text/Readings

All course texts and readings are available on Carmen. There is no textbook for this class. The primary reading for this course is the most recently published Guidelines for MPH Integrative Learning Experience.

Carmen

There is a Carmen site for this course: <https://carmen.osu.edu>. All course materials, lecture notes, readings, and assignments 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 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.

Course Format: How this Class Works

- **Mode of delivery:** This course is 100% online delivery via synchronous Distance Learning (DL) mode. This means there are regular online class sessions that you must attend. These sessions will be held via Zoom, every other week starting August 26, 2025. Please see the Carmen site for the full list of class session dates.
 - **Zoom Link for Class Sessions:** The link for all class sessions can be found on Carmen. Any updates to class session time or location will be communicated via announcement and/or email.
- **Credit hours and work expectations:** This is a **1-credit-hour course**. According to The Ohio State University (OSU) policy (go.osu.edu/credithours), students should expect around 1 hours per week of time spent on direct instruction (e.g., instructor content, Carmen activities) in addition to 2 hours of homework/active learning activities (e.g., readings, assignments, discussions/reflections, quizzes) to to receive a grade of 'Satisfactory' (S).
- **Attendance and participation requirements:** You are expected to attend and actively participate in the synchronous sessions by being prepared for each class session and completing assigned readings and/or activities prior to the class session begins. The best way to get the most out of this seminar experience is to participate in class discussions, group problem solving, and brainstorming sessions. If unforeseen circumstances will prevent you from attending a class session, please reach out to the instructor as soon as possible to make alternative arrangements. The following is a summary of students' expected participation for this class:
 - **Participation requirements:** Attend all class sessions (once a week, every two 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)

Required equipment

- **Computer:** current Mac (MacOs) 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. For this online class, a program such as Microsoft Excel may suffice.
- **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 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

Course Assessments

Assignments

The goal of these assignments is to support students as they make incremental progress towards completing their ILE. The expectation is that by completing these assignments, students will be able to share a rough first draft or detailed outline of their ILE report by the end of the semester. **Assignments should be submitted in Carmen by the date and time they are due.** Assignments sent to the instructors via email will not be accepted. For questions about assignments, contact the instructor via Carmen or email.

Assignment #1: Submit signed MPH Student – Academic Advisor ILE Form
Due: 9/23/25

Assignment #2: Submit Annotated Bibliography or Literature Review
Due: 10/21/25

Assignment #3: Submit ILE Proposal Approval Form signed by ILE advisor and second reader
Due: 11/4/25

Assignment #4: Submit 5-Minute ILE Presentation Outline/Slides
Due: 11/18/25

Assignment #5: Submit ILE Project Management Plans for Spring 2025
Due: 12/02/25

NOTE: If your project requires IRB approval, you may submit drafted documents for feedback by 11/4/25. You should aim to submit your application for IRB review by 11/18/25.

Grading

This course is graded Satisfactory (S)/Unsatisfactory (U). To receive a grade of S, assignments must be completed by the due dates and along with regular class attendance. If unforeseen circumstances prevent you from attending a class session or submitting an assignment, please reach out to the instructor as soon as possible to make alternative arrangements.

Incomplete Policy: An incomplete grade will be given only in cases of extraordinary circumstances and following consultation with the instructor. In such cases, an “I” grade will require a specific written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements.

Course Policies

For course policies, please see the previous sections on attendance, grading, and assessments as well as the following copyright statement.

Copyright Statement

This syllabus and all course materials (e.g., assignments, ILE examples course materials) are under copyright by the instructor and cannot be posted elsewhere without written permission. This includes uploading materials to online sources such as Quizlet, Chegg, etc.

Generative AI Policy

There has been a significant increase in the popularity and availability of a variety of generative artificial intelligence (GenAI) tools, including Co-Pilot, ChatGPT, Claude and others. These tools will help shape the future of work, research and technology but when used inappropriately, they can stand in conflict with academic integrity at Ohio State.

Given that the learning goals of this class are to develop and practice skills necessary for completing the ILE project and report, the use of GenAI tools, such as Copilot or ChatGPT, is not permitted in this course. Use of GenAI tools may be considered a violation of Ohio State's [Academic Integrity](#) policy and [Code of Student Conduct](#) because the work is not your own. The use of unauthorized GenAI tools may result in referral to the [Committee on Academic Misconduct](#).

If the instructor suspects you have used GenAI on an assignment for this course, they will ask you to communicate with them to explain your process for completing the assignment in question. If you feel you need to use GenAI for translation, please contact the instructor first. If you have any other questions regarding this course policy, please contact the instructor.

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 the instructor know immediately so you can privately discuss options. To establish reasonable accommodations, the instructor may ask that you register with Student Life Disability Services. After registration, make arrangements with the instructor as soon as possible to discuss your accommodations so they may be implemented in a timely fashion.

If you are ill and will miss class activities or due dates, please let the instructor know immediately. In cases where illness interacts with an underlying medical condition, please consult with Student Life Disability Services (SLDS) to request reasonable accommodations. You can connect with SLDS 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](#).

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.

Required Statement on 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.

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.

Topics covered:

Introduction to the Integrated Learning Experience (ILE)

Choosing an ILE type

Annotated bibliographies

Literature reviews

HBHP ILE guidelines

HBHP ILE timeline and checklist

Choosing an ILE topic

Working with Academic/ILE advisors

Getting started on the ILE Report

ILE Deep Dives: Community Assessment, Secondary Data Analysis

OSU IRB Overview

Identifying ILE second readers

ILE Deep Dives: Program Planning, Program Evaluation Advocacy Program Development

ILE Proposal Forms

Resources for writing the ILE report

ILE presentation practice

ILE planning and time management

Academic Milestones: Graduation and registration

Career development

