
Undergraduate Student Handbook



Community Health

A Sponsored Program by the Department of
Health Sciences and Physical Education

2017-2018

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Bachelor of Science in Community Health

Department of Health Sciences and Physical Education

Mission

The mission of the Community Health Program is to develop students' capacity to attain career success in the health professions and to act as leaders in a dynamic, multicultural world through educational experiences and a learning environment that is reflective, collaborative, and transformative.

Program Goals

- ❖ Understand how biological, social and behavioral sciences, and the humanities relate to health and health interventions.
- ❖ Demonstrate the ability to integrate and synthesize knowledge to plan, implement, manage, and evaluate health interventions for diverse populations.
- ❖ Demonstrate communication, information literacy, and advocacy skills using a variety of media.
- ❖ Demonstrate the skills and dispositions of a competent, ethical health professional.
- ❖ Demonstrate masterful use of technology for personal and professional productivity.



Bachelor of Science in Community Health

Department of Health, Physical Education, Recreation, and Athletics

The Community Health degree prepares students for careers in community health education and programming, public health policy, health-related research, or healthcare administration in a variety of government, non-profit, healthcare-service, and industry settings. Graduates use their knowledge and skills to focus on how best to reach vulnerable community members and to better allocate resources to under-served populations. They may initiate wellness programs, write policies, implement educational activities, or create resources to promote healthy living. Examples of job titles might include, but are not limited to, healthcare administrator, health educator, or community health worker. The degree is also a launching pad for a graduate education in a number of health-related fields.

Community students complete an internship. The internship is comprised of a semester-long fieldwork experience and a weekly seminar with assignments. Community Health students complete 200 clock hours of work (typically unpaid) in a community health related agency. Community Health students must be admitted to the College of Education to start the internship. Moreover, it is highly recommended that Community Health students gain admission to the College of Education early in the program, as some courses require admittance to the College of Education.

The B.S. in Community Health Program is a 118-credit hour sequence. The program prepares students to sit for the Community Health Education Specialist (CHES) exam and requires a **minimum** of 4 years to complete.

Admission Requirements

Applying undergraduate students must meet the following requirements to declare the major in Community Health.

1. Acceptance into the College of Education (see Daniel Goodwin College of Education requirements (<http://www.neiu.edu/academics/college-of-education/>))
2. Cumulative GPA of 2.5
3. Completion of 30 semester hours
4. Major GPA of 2.75
5. English 101 with a C or better
6. College level math with a C or better
7. Completion of Declaration of Major form
8. Completion of Goodwin College of Education application for admission
9. Completion of a faculty recommendation form
10. Completion of dispositions self-assessment

Program Requirements & Protocol

Once fully accepted, majors must ensure the following requirements are met for program retention and completion:

Program Maintenance Requirements

- A. Maintain a cumulative grade point average of 2.5 or above throughout the program
- B. Maintain major grade point average of 2.75 or above throughout the program
- C. Earn no grade less than a C
- D. Meet an acceptable rating or better on all key program assessments
- E. Meet an acceptable rating or better on professional dispositions
- F. Meet any additional expectations set forth by the **Daniel L. Goodwin College of Education**

Program Advising

Majors must meet with the HPERA (HSPE) Departments Academic Advisor to review the major and review college admission. Email Marianne at m-morrissey1@neiu.edu to set up an appointment.

Health and Wellness Club

Northeastern hosts an undergraduate health and wellness club. The undergraduate chapter operates on the main campus. The undergraduate students hold meetings, volunteer at campus and community events, and implement health and wellness events on campus. See the Department website for more information.

Program Field Experience

Community Health majors must successfully complete the required field experience to enroll in the field experience, candidates must meet the following criteria:

1. Admission into the Daniel Goodwin College of Education
2. Attendance at the Field Experience Orientation in the semester prior to the Internship
3. Completion of required internship application forms
4. Completion of *HLED 350: Health Programs Needs Assessment, Planning, and Implementation*
5. Completion of or concurrent enrollment into *HLED 360: Health Programs Administration, Marketing, and Evaluation*
6. Some sites require a background check.
7. Completion of self-assessment of dispositions

Program Completion & Graduation

To complete the program and graduate, students must meet the following requirements:

Program Completion Requirements

- A. Meet an acceptable rating or better on all key program assessments
- B. Meet an acceptable rating or better on professional dispositions
- C. Attain a cumulative GPA of 2.5 or better
- D. Attain a major GPA of 2.75 or better
- E. No grade less than a C
- F. Earn a grade of B or better in the field experience
- G. Meet all University graduation requirements

Graduation Application

Undergraduate students and second bachelor's degree students must submit Application for Graduation and completed Academic Course Record forms for major and minor. The academic advisor will complete the Academic Course Record and notify students when it is available. Instructions for applying for graduation will be included. The Application for Graduation along with the Academic Course Record must be submitted to Enrollment Management Services, Graduation Evaluation Office according to the deadlines listed on the application form when the following have been completed:

1. A minimum of 85 hours of credit has been earned.
2. Student has been formally accepted by his/her major department and minor department (if applicable).
3. The Academic Course Record has been completed

Each student anticipating graduation is totally responsible for filing the appropriate forms by the above deadlines. A student who files the required forms but fails to complete all graduation requirements by the appropriate date will be dropped from the graduation list and must reapply for a later graduation date by completing a Change of Graduation Date form available in Enrollment Management Services.

Diplomas and final transcripts are not released to graduates until they have paid the graduation fee and all holds and/or indebtedness to the university have been resolved.

Community Health Education Specialist (CHES) Exam Registration

Upon graduating candidates can register and sit for the CHES exam. For more information refer to: <http://www.nchec.org/ches>

Student Expectations & Department Policies

The Department of Health, Physical Education, Recreation & Athletics firmly believes that the following policies and procedures will be followed in all classes. Students are responsible for knowing and understanding them and their consequences.

Overall Student Expectations

1. Students are expected to demonstrate appropriate behavior and dispositions in all classes. See "Dispositions" below.
2. All cell phones must be turned OFF or on silent during class. Computers may be used. Any non-class use of either may result in a ban/confiscation from all class sessions.
3. Read all assigned readings prior to class, actively participate in discussions, engage in extracurricular readings and practice, and demonstrate a willingness to learn.
4. Be responsible for your coursework and be respectful of deadlines.
5. ID cards must be brought to class every day. ID cards are required for entrance into the Physical Education Complex.
6. No eating/drinking in the PE Complex classrooms or gymnasium. Water in a closeable container is permitted.

Attendance

Students are expected to be in class each session or, for an online course to conform to engage in online virtual discussions as arranged by the instructor. Students are allowed only three (3) excused absences in the entire semester (two absences only in the 6 ½ week summer session). Absence notification should be e-mailed to the instructor with as much advance notice as possible. It is the responsibility of the student to ascertain any information, class notes, and activities/materials from a colleague for the missed class meeting. Missing more than three (3) class meetings (or failing to log into D2L/course website and complete required activities) will result in the lowering of the final course grade by one letter grade. Additional absences will further lower the grade by an additional 10%.

Habitual tardiness will result in a 10% deduction from the total course points earned at the conclusion of the semester. The instructor reserves the right to define habitual tardiness.

Late Work

Assignments are due on the date as specified by the syllabus. Late work submitted no later than 48 hours from the due date will receive a 50% penalty deduction. Work will not be accepted after 48 hours with a subsequent score of 0 credit.

Key Program Assessments

If this course contains a key program assessment, the following statement applies: Candidates must earn acceptable rating or better on each of these key assessments in order to progress without interruption through their program. Regardless of the grade received in any course in which a key program assessment is embedded, candidates must meet an acceptable rating or better on these key assessments in order to be approved for graduation. In addition, candidates who require more than one revision to meet an acceptable rating will be required to repeat the class associated with that key assessment.

Email

All pertinent class communications between the instructor and students is conducted exclusively through NEIU email. Thus it is the responsibility of students to check their NEIU e-mail account for all significant information and updates on class cancellations in the event of threatening weather conditions. Communication between the instructor and students via personal email accounts (e.g., @gmail.com or @yahoo.com) will not occur. Any work submitted via a personal e-mail account will not be accepted.

Email communication between student and professor should be professional, have a clear and relevant subject line and start with a basic salutation (e.g., Hi Dr./Professor Smith). Ensure your email is clear and concise and has specific questions where appropriate. Finish with your full name and course (e.g., PEMT 201) to which the email is referenced.

Dispositions

The Department of Health, Physical Education, Recreation & Athletics at Northeastern Illinois University prepares reflective professionals who aim to transform the lives of individuals. In accordance with this mission, it is critical that candidates conduct themselves in appropriate and professional manner. Candidates must meet an acceptable rating on the Assessment of Dispositions to progress through their program. To this end, program faculty will evaluate students' dispositions on an ongoing basis.

Expectations for Student Writing

Students in the College of Education and College of Arts and Sciences are expected to use standard written English in all academic assignments and program assessments

Plagiarism

Plagiarism is appropriation or imitation of the language, ideas, and thoughts of another author and representation of them as one's original work. This includes (1) paraphrasing another's ideas or conclusions without acknowledgement, (2) lifting of entire paragraphs, chapters, etc. from another's work; and (3) submission as one's own work, any prepared by another person or agency. Students' work may be evaluated using a plagiarism detection program.

Plagiarism is considered a serious academic misconduct against the University and an unethical professional act. Acts of plagiarism may result in an immediate grade of F, dismissal from the program or other disciplinary actions. Please refer to the "University Student Conduct Code" for a further discussion of academic misconduct and its ramifications.

Academic Integrity Policy

By enrolling in this course you are bound by the NEIU Student Code of Conduct (<http://www.neiu.edu/university-life/sites/neiu.edu.university-life/files/documents/tfneumei/2014-2015%20Student%20Handbook.pdf>)

Incomplete Grade Policy

An Incomplete ("I") grade is temporary and exceptional, and can be given only to students whose completed coursework has been qualitatively satisfactory but who have been unable to complete all course requirements because of illness or other circumstances beyond their control. An "I" grade is not to be awarded in place of a failing grade or when the student is expected to attend additional class meetings or to re-register to complete the course requirements. Additionally an "I" grade is not a means for the student to raise his/her grade by doing additional work.

A request for an "I" grade must be made by the student to the faculty member before the last official day of the semester or term. The faculty member retains the right to make the final decision on granting a student's request for an "I" providing the student meets the provision above, even though the student may meet the eligibility requirements for this grade. Students have up to one semester, excluding summer, to complete the work.

It is the responsibility of the student to complete and submit the remaining coursework before the assigned deadline. The faculty member will submit a grade change converting the "I" to a letter grade by or before the last day of the semester in which the outstanding coursework is to be completed. If the student does not meet the deadline, the "I" will be converted automatically to a final grade of an "F". Since the "I" grade is temporary, faculty may not issue a terminal "I" grade.

Upon receipt of the grade change, the Registrar Services Office will post the grade to the student's record and recalculate the GPA. Although students have up to one semester, excluding summer, to complete the work to change the grade of incomplete, the student's academic standing will be reassessed only if the grade change is received the Friday of the first full week of the semester immediately following the one in which the "I" grade was assigned.

Students will not be able to graduate with "I" grade on their records.

Extension of an Incomplete Grade

A request to extend the assigned deadline must be put in writing to the appropriate academic dean before the assigned "I" grade becomes a failing grade. The request must provide the reason as to why a deadline extension is requested, along with including appropriate documentation (e.g., medical documentation, etc.). A letter of support from the faculty member that includes a new deadline date is also required. The Dean or his/her designee will make the appropriate decision at his/her discretion and reply in writing to the student, faculty member, and the University Registrar within 14 working days. Requests that extend beyond one calendar year from the time the incomplete grade was assigned will not be honored.

These policies apply to "I" grades given in the Fall 2016 semester or later.

Students with Special Needs

Northeastern Illinois University (NEIU) complies with the Americans with Disabilities Act (ADA) in making reasonable accommodations for qualified students with disabilities. Students with special needs should make arrangements with the Center for Academic Affairs: Student Disability Services (SDS) to request academic accommodations. The NEIU SDS is located on the main campus in room D104 and may be contacted at (773) 442-4595 or at <http://www.neiu.edu/university-life/student-disability-services>.

ADA Statement

Please see the Americans with Disabilities Act located in the NEIU Student Code of Conduct <http://www.neiu.edu/university-life/sites/neiu.edu.university-life/files/documents/2014-2015%20Student%20Handbook.pdf>

English Language Program

The English Language Program <http://www.neiu.edu/academics/college-of-arts-and-sciences/departments/english-language-program> provides the opportunity for students to acquire the level of oral and written English Language skills expected of university students. Courses are offered for both native English speakers and English language learners. The English Language Program Writing Lab provides tutoring for students from any college in the university who want help with academic writing assignments, and offers assistance to students enrolled in English Language Program and English composition classes and students preparing for the English Competency Examination. The professional staff is trained to work on a one-to-one basis and can provide assistance with the development and organization of ideas, the use of research in writing, and revision and editing techniques.

The Writing Lab

The Writing Lab <http://www.neiu.edu/academics/center-academic-writing> provides tutoring for students from any college in the university who want help with academic writing assignments, and offers assistance to students enrolled in English Language Program and English composition classes and students preparing for the English Competency Examination. The professional staff is trained to work on a one-to-one basis and can provide assistance with the development and organization of ideas, the use of research in writing, and revision and editing techniques.

Emergency Procedures

It is recognized that a safe university environment is a shared responsibility of faculty, staff, and students, all of who are expected to familiarize themselves with and cooperate with emergency procedures. Web links to Campus Safety: Emergency Procedures and Safety Information can be found on NEIUport on the MyNEIU tab or as follows:

For the Main campus:

http://homepages.neiu.edu/~neiutemp/Emergency_Procedures/MainCampus/

Expectations for Student Writing

Candidates in the College of Education and College of Arts and Sciences are expected to use standard written English in all academic assignments and program assessments (e.g., Program Portfolio). Standards for candidate writing are made explicit in the Rubric for Writing Assessment. A copy of this instrument is available on the Department website.

Policy on Incomplete Courses

An incomplete ("I") grade is temporary and exceptional, and can be given only to candidates whose completed coursework has been qualitatively satisfactory but who have been unable to complete all course requirements because of illness or other circumstances beyond their control.

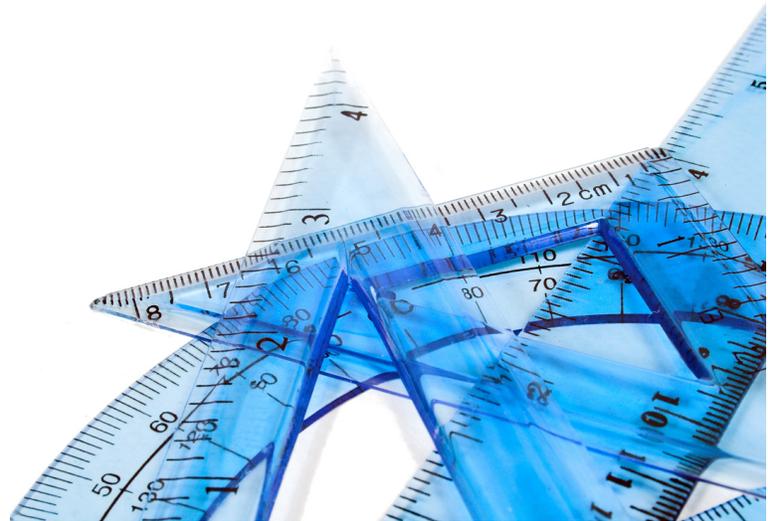
An "I" grade is not to be awarded in place of a failing grade or when the student is expected to attend additional class meetings or to re-register to complete the course requirements. Additionally, an "I" grade is not a means for the student to raise his/her grade by doing additional work.

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If a course contains a key program assessment, the following statement applies: Candidates must earn acceptable rating or better on each of these key assessments in order to progress without interruption through their program. Regardless of the grade received in any course in which a key program assessment is embedded, candidates must meet an acceptable rating or better on these key assessments in order to be approved for graduation. In addition, candidates who require more than one revision to meet an acceptable rating will be required to repeat the class associated with that key assessment.

The following activities or assignments are key assessments for the Community Health Program. Candidates who do not meet an acceptable rating on any of these key assessments will not be allowed to continue to progress through the program. However, the Department will do its best to support the candidate as needed to enable successful program completion.

- A. Health Behavior Theory Intervention completed in HLED 340
- B. Peer Assessment completed in HLED 340
- C. Program Plan Rationale completed in HLED 350
- D. Single Session Analysis completed in HLED 360
- E. Self-Assessment of Dispositions completed prior to admission and prior to HLED 370
- F. Final Evaluation completed in HLED 370



Program Contacts and Department Personnel

Department Contacts

Department of HPERA (University Main Campus)

Jacqueline Olivera, *Office Manager*

J-Olivera@neiu.edu

(773) 442-5560

Program Advising Contacts

Marianne Morrissey

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(773) 442-4159

Department Faculty and Instructors

See the Department web page for the most current list of faculty and instructors.

Appendix

Bachelor of Science in Community Health

B.S. in Community Health Sequence – 118 credit hours

<p>General Education Courses (48 credit hours) See last page</p>	
<p>Major Courses Level 1 (40 credit hours) <u>Required</u> HLED 103: Community Health; 3cr (required for Community Health) HLED 303: Sex Education; 3cr PEMT 305: Functional Anatomy; 4 cr. HLED 307: Human Diseases; 3cr (prereq: PEMT 305) HLED 309: Nutrition; 3cr (prereq: PEMT 305) HLED 311: Drug Education; 3cr (prereq: PEMT 305) HLED 312: Current Health Concepts; 3cr (required for Community Health) HLED 314: Epidemiology; 3cr (required for Community Health) HLED 315: (WIP) Writing in the Health Sciences and Physical Education; 3cr HLED 316: Health Disparities: Individuals, Communities, and Systems; 3cr. HLED 318: Consumer Health Education; 3cr</p> <p><u>Program Electives (9cr; choose 3):</u> HLED 220: Health and Wellness and the Emerging Adolescent; 3cr HLED 317: Aging, Death, Dying; 3cr HLED 355: Organization and Administration of the School Health Program; 3cr (prereq: HLED 303, HLED 309, and HLED 345) HLED 375: Health Care Administration HLED 365: Health Education in the Middle and High School (prereq: HLED 303, HLED 309, and HLED 345; AND SCED 301 or ELED 311 or consent of instructor) PEMT 306: Physiology of Exercise; 3 cr. (prereq: PEMT 305)</p>	
<p><u>Professional Preparation Level 1</u> (3 credit hours) HLED 340: Principles of Individual Health Practice 3cr (prereq: HLED 303, HLED 309, HLED 345)</p>	<p><u>Required cognate courses</u> (9 credit hours; choose 3) AFAM 200 Introduction to African and American Studies; 3cr. ECON 336 Health Economics; 3cr (prereq ECON 215 or 217) EDFN 306 Education and Individual Differences; 3cr GES 307 Medical Geography; 3cr HRD 300 Principles and Practices in Human Resource Development; 3cr</p>
<p><u>Professional Preparation Level 2</u> (3 credit hours) HLED 350 Health Program Needs Assessment, Planning, and Implementation; 3cr (prereq: HLED 308, PEMT 315; majors only)</p>	<p>ICSE 103 Introduction to Inner City Studies; 3cr. ICSE 329F Contemporary Issues in the Inner City; 3cr. LLAS 101 Introduction to Latino and Latin American Studies PHIL 214 Medical Ethics; 3cr. SOC 312 Sociology of Health and Illness; 3cr SOC 302 Sociology of Aging; 3cr. SOC 329 Sociology of Violence; 3cr. SOC 340 Sociology of Sexualities; 3cr. SOC 347 Sociology of Media; 3cr. SOC 352 Sociology of HIV/AIDS; 3cr.</p>
<p><u>Professional Preparation Level 3</u> (12 credit hours) HLED 360 Health Program Administration, Marketing, and Evaluation; 3cr (prereq: HLED 350) HLED 370 Field Experience; 9 hrs [prereq: HLED 360 or concurrent registration in HLED 360)</p>	

	PSYC 311 Psychosexual Development; 3cr. PSYC 312 Psychological Dev in Women; 3cr. PSYC 314 Psych of the African Am Family; 3cr. PSCY 324 Geropsychology; 3cr. SWK 200 Introduction to Social Work (89 cr hours or less); 3cr. WGS 210 Introduction to Lesbian, Gay, Bisexual, Transgender, and Queer Studies; 3cr.
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General Education Requirements

Fine Arts – 6 hours

Electives, 6 cr.

Humanities – 9 hours

ENG 201, 202, or 203; 3cr

Electives, 6 cr.

Behavioral Sciences – 12 hours

PSYC 110: Life Span Development; 3cr

ANTH 212 Introduction to Cultural Anthropology; 3cr

SOC 100: Introduction to Sociology; 3cr

PSCI 216 American Government or HIST 214 US History or HIST 215 US History or ECON-215 Principles of Macroeconomics; 3 cr. or ECON-217 Principles of Microeconomics.

Natural Sciences – 9 hours

BIO 100 Introduction to Biology; 3cr

CHEM 103 Chemistry and Society; 3cr.

BIO 104 The Changing Natural Environment; 3cr.

Math/Quantitative Reasoning – 3 hours

Math 112 Statistics in Daily Life; 3cr

Other program requirements

Writing – 6 hours

ENG 101 Writing I; 3cr

ENG 102 Writing II; 3cr

Communication/Non-West/3- World - 6 hours

CMT 101/202 Pbl Speaking; 3cr

Non-West/3- World (satisfied by ANTH Gen Ed requirement)