



**College of Public Health
University of South Florida
Undergraduate Curriculum
Training Manual**

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Introduction

Welcome to the USF College of Public Health!

The purpose of this manual is to acquaint you with the procedures of becoming an undergraduate education program instructor/ teaching assistant / teaching associate and to answer some of the most commonly asked questions. However, paper can never replace personal contact, so please feel free to contact me directly anytime that you have a question that is not addressed in this manual.

On September 26, 2005, the USF Undergraduate Council approved the College of Public Health Undergraduate General Public Health Minor. The goal of the minor is to develop, in a broad range of students, an understanding and appreciation of the field of Public Health. The minor consists of 18 credit hours with nine credit hours for required courses and nine credit hours for elective courses. Demonstrating an interdisciplinary collaboration related to developing and implementing the minor, the Undergraduate Education Workgroup and the Undergraduate Advisory Committee are comprised of faculty from all five COPH departments and staff from Academic Advising and Students Affairs.

As an undergraduate program instructor/teaching assistant/teaching associate, we would like for you to become familiar with the General Public Health Minor so that you will be able to answer basic questions from the students in your courses. Frequently, the undergraduate students become interested in applying to graduate school in the College of Public Health because of what they have learned.

Due to your involvement with undergraduate students, you are valuable ambassadors of the College. This responsibility is a collaborative effort: it is your responsibility to be an excellent instructor/teaching assistant/teaching associate/instructor and it is our responsibility to assist you in implementing your course. Your comments and suggestions are welcome as we move forward to improve the newly developed General Public Health Minor offered in the College of Public Health.

Sincerely,

Kay M. Perrin, PhD, MPH

Associate Professor

Director of Academic Affairs

USF College of Public Health

13201 Bruce B. Downs Blvd. MDC-56

Tampa, FL 33612-3805

(813) 974-6704 or kperrin@health.usf.edu

Useful Contact Information

Name	Title	Phone Number	Email Address
Dr. Karen Liller, Professor	Associate Dean for Academic Affairs	974-6685	kliller@health.usf.edu
Dr. Kay Perrin, Associate Professor	Director of Academic Affairs	974-6704	kperrin@health.usf.edu
Laura Rusnak, MPH	Instructor	974-9598	lrusnak@health.usf.edu
Marilyn Batchellor	Credentialing	976-9177	mbatchel@health.usf.edu
Amy Tinkler	Payroll Representative	974-6689	atinkler@health.usf.edu
June Lake	HR Payroll	974-8861	jlake@health.usf.edu
Beverly Sanchez	Academic Coordinator	974-6609	bsanchez@health.usf.edu
Michelle Robinson	Recruiter	974-6665	mrobinso@health.usf.edu
Sandhya Srinivasan	Director of the Office of Educational Technology & Assessment	974-6666	ssriniva@health.usf.edu
Cedric Cato	Facilities	974-6613	ccato@health.usf.edu
Michael Haywood	Facilities Manager	974-6613	mhaywood@health.usf.edu

Department Chairs			
Dr. Jeannine Coreil, Professor	Dept. of Community & Family Health	974-6698	jcoreil@health.usf.edu
Dr. Heather Stockwell, Professor	Dept. of Biostatistics & Epidemiology	974-4804	Stockwell@health.usf.edu
Dr. Boo Kwa, Professor	Dept. of Global Health	974-6635	bkwa@health.usf.edu
Dr. Barbara Orban, Professor	Dept. of Health Policy & Management	974-0346	borban@health.usf.edu
Dr. Thomas Bernard, Professor	Dept. of Environmental & Occupational Health	974-6629	tbernard@health.usf.edu
Useful Internet Links			
College of Public Health	www.publichealth.usf.edu		
Plagiarism Check	http://www.safeassignment.com		
Blackboard Help	Help-ac@usf.edu .		
Dr. Diane Williams, Director Center for 21 st Century Teaching Excellence	dwilliams@cte.usf.edu		
Dr. Carol Stuber Harneit The Teaching Portfolio	charneit@admin.usf.edu		
General Council Associate: R.B. Friedlander	usflegal@admin.usf.edu 974-1675		
Student Judicial Services Associate Dean of Students Dr. Jason T. Spratt	974-9443 Http://www.sa.usf.edu/sjs/		

Application Process for Doctoral Students

Teaching positions include Undergraduate Teaching Assistant*, Teaching Associate** Adjunct or Instructor***

The first step in the process for PhD students is to complete the Approval Form and Application Form. The student is responsible for obtaining the signatures of his/her major professor and the Department Chair. Once these individuals agree that the PhD student is prepared to teach an undergraduate course and has the time available to devote to teaching, the PhD student may proceed with the credentialing process.

In some situations the major professor and/or Department Chair may determine that it is not in the student's best interest to teach the following semester, but may agree that the student could teach at some time in the future. For those students, it will be time-saving to proceed with the credentialing process since it takes times to collect and submit transcripts. This situation may also occur when the major professor and Department Chair sign the approval form, but there are no courses available for the following semester.

- * Teaching Assistant is a USF employment term for a PhD student who has completed 18+ graduate course credits and is either helping a faculty member with a graduate-level course or is responsible for teaching an undergraduate course.
- ** Teaching Associate is a USF employment term for a PhD student who has completed 30+ graduate course credits and is either helping a faculty member with a graduate-level course or is responsible for teaching an undergraduate course.
- *** Instructor is a USF employment term for any individual, other than a Copenhaver faculty member, who is responsible for teaching an undergraduate course. Instructors are not eligible to receive tuition waivers.

Please note that teaching assistants/teaching associates/instructors are hired on a semester by semester basis. Everyone must apply each semester in which they would like to teach. The Application and Approval Forms must be submitted each semester you would like to teach.

Credentialing Process for Teaching Assistants, Teaching Associates, Adjuncts and Instructors

According to the University of South Florida guidelines, prior to being employed as an undergraduate teaching assistant/teaching associate or instructor it is mandatory to become credentialed to teach the course identified in your application forms.

Southern Association of Colleges & Schools (SACS) Faculty Credentialing
<http://www.ie.usf.edu/credentials/24725%20Qualifications.pdf>

Procedure for becoming credentialed:

- a) Submit your curriculum vitae via email to Marilyn Batchellor. Be sure that your email address and phone numbers are included in your paperwork.
 - Marilyn Batchellor
 USF College of Public Health
 13201 Bruce B. Downs Blvd. MDC-56
 Tampa, FL 33612-3805
 - Marilyn Batchellor will submit your paperwork to the USF Human Resources Office for final approval. The Associate Dean for Academic Affairs will also review your materials.
 - Marilyn Batchellor will notify you when you have been officially credentialed by the university. At this point, you are able to proceed to the next step.

You will be asked to complete the following forms to ensure that your employment is properly processed and you can receive payment from the university. Some forms are available online at the USF Human Resource webpage. See appendix for forms that are not on the USF HR website.

Forms	
New Employee Information Sheet	http://usfweb2.usf.edu/HR/Forms/Appointments/NewEmployeeInfo.pdf
Direct Deposit form	http://usfweb2.usf.edu/HR/Payroll/Direct%20Deposit%20Fill%20in%20FORM.pdf
I-9	http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf
W-4 form	http://www.irs.gov/pub/irs-pdf/fw4.pdf
Responsibilities Associated with Access to University Information	http://usfweb2.usf.edu/HR/Forms/Appointments/AccessToUniversityInfo.pdf
Certificate of Employability	See appendix

Teaching Qualifications

After becoming credentialed, you will need to make an appointment with Dr. Perrin, Director of Academic Affairs, to further discuss which courses you are qualified to teach based on your academic degree(s) and your work experience.

Prior to meeting with Dr. Perrin, please review the course titles and descriptions so you will be able to discuss with her which courses you would like to teach. Even though you may be qualified to teach several courses, you may only be assigned to teach one or two. See the following website: <http://www.ugs.usf.edu/catalogs/0607/cdall.htm> to read descriptions of those courses which have official course numbers and are not included in the Special Topics list. Currently, the Undergraduate Courses include:

Required College – Wide Undergraduate Courses

HSA 4011	Introduction to Public Health
HSC 4554	Survey of Human Disease
HSC 2100	Contemporary Health Science
	Or
HSC 3531	Medical Terminology

Electives (Departmental Courses)

HSC 2133	Sex, Health & Decision Making
HSC 3032	Human Structure and Function
HSC 4505	Foundations of Public Health Immunology
HSC 4579	Foundations of Maternal and Child Health
HSC 4211	Health, Behavior & Society
HSC 4134	Prevention of Mental Illness
HSC 4542	Stress Health & College Life
HSC 4020	Foundations of Food Safety
HSC 4933	Special Topics in Public Health
	Foundations of Infection Control
	Men's Health & Gender in Society
	Introduction to Biostatistics
	Secret History of Death & Disease
	Behavioral Health System Delivery
	Understanding US Health Care
	Foundations of Global Health
	Women's Health: A Public Health Perspective

May I develop a new undergraduate course?

After you have taught an established course, you will have a better idea of what type of course might be a useful addition to the undergraduate course curriculum. If you decide to develop a new course, please contact your Department Chair and Dr. Perrin, Director of Academic Affairs. Since new course development is time-consuming, doctoral students are encouraged to focus on their study program and research rather than course development.

Several on-line courses are offered within the General Public Health Minor. It is recommended that new on-line courses be first taught as an in-class course. This will provide the designers of the on-line course the opportunity to identify units or modules of the course that need to be revised and also gaps in content, class assignments, exams, etc. that need to be addressed to improve the course. Student evaluations also provide valuable information relative to improving a course prior to offering the course on-line.

Course Scheduling

Due to the overwhelming success of the Undergraduate General Public Health Minor, the Office of Academic Affairs determines the day, time, and classroom for each undergraduate course. This complex scheduling task is posted on OASIS prior to student registration.

For college wide courses - Introduction to Public Health, Contemporary Health Science, Survey of Human Disease and Medical Terminology – Dr. Perrin will review all applications requesting to teach these courses. After reviewing the applications an interview will be scheduled with selected potential applicants. The credentialing process will then be implemented for applicants hired to teach select courses.

Please remember that your first choice of day and/or time to teach may not always be available since the master schedule is based on classroom availability within the College of Public Health. We appreciate your willingness to be flexible. Once you have agreed to a specific course, day and time, your name will be added to the master schedule on OASIS. Please do not request changes after this point. Further changes cause confusion for the students and a great deal of work for the Office of Academic Affairs.

For departmental courses the department coordinator of undergraduate studies will contact potential applicants to discuss the applicants' courses of interest and department procedures for hiring applicants to teach departmental undergraduate courses.

Letter of Offer

Once you have been credentialed to teach a selected course you will be notified by email via Michele Sebti or Amy Tinkler that your Letter of Offer is ready to be signed. Please contact her to make an appointment to come in and sign your letter. Some or all of these elements may be included in the Letters of Offer

- a) The name of the course(s) that you have been assigned to teach;
- b) The salary that you will receive for the semester in which you are teaching;
- c) The start date and end date of the semester contract;
Please note that the start and end dates of your contract do not correspond to the start and end dates of the semester. Your contract begins *prior* to the first day of class. For example, if you are teaching during the Spring Semester, your contract usually begins near the end of December. This contract date is the day in which you are expected to begin working to prepare for your class or to attend instructor meetings. If you are planning on being out of town during the holiday break and not planning on returning to campus until the first day of class, then it is necessary for you to meet with Dr. Perrin to discuss how your work hours will be adjusted.
- d) Name of your supervisor
- e) Undergraduate Education Semester Meetings: (N = 3 each semester)
Teaching assistants, teaching associates, adjuncts, and instructors hired to teach college – wide courses are required to attend the Undergraduate Instructors Orientation Meeting and one (out of two) Undergraduate Education Semester Meetings each semester you are hired to teach. The purpose of these meetings is to discuss university guideline updates, COPH policies on teaching, teaching techniques, availability of office space, mailboxes, phones and problem solving related to classroom management, syllabus design, etc. Based on the semester schedule of courses Laura Rusnak will identify days / times that courses are not offered and schedule these meetings accordingly. For example, if undergraduate courses are not scheduled on Wednesdays from 4:00 p.m. – 5:00 p.m. that day/time will be emailed to instructors as an opportune time to have the meeting.

If instructors teaching the required college level courses fail to attend these scheduled meetings then this action is a basis for non-renewal or no subsequent renewals of your teaching contract.

Salary and Class Enrollment Issues

How much will I get paid for teaching a college-wide undergraduate course?

Effective summer 2006, the following chart is the pay scale for the undergraduate college courses including:

- HSA 4011 Introduction to Public Health
- HSC 4554 Survey of Human Disease
- HSC 2100 Contemporary Health Science
- HSC 3531 Medical Terminology

TITLE	Tuition Waiver	Hourly Rate	
Graduate Teaching Assistant (9184) (18+ graduate concentration semester hours completed)	Available	\$15.00 / hour	
Graduate Teaching Associate (9183) (30+ graduate concentration semester hours completed)	Available	\$16.00 / hour	
Instructor (MPH, PhD, MD)	Not available	\$3000 (First course section)	\$2500 (Each additional section of the same course)

How much will I get paid if I teach an undergraduate department course?

At the present time, the department chairs make the final decision related to the pay scale for the instructors of the departmental undergraduate courses. Although the department chairs are encouraged to follow the college-wide pay scale, they reserve the option of paying either more or less for their specific undergraduate courses.

How many students will I be expected to teach?

Each section of every undergraduate course will be capped by the size of the assigned classroom. For example, some classrooms hold 40-45 students, while the college auditorium holds about 100 students. Online courses are generally capped at 100 students per section. When the cap is reached, a new section of the course will be opened if an instructor is available to teach. Class sizes are variable. These numbers are to be used only as an estimate.

Will I be assigned a doctoral student to help me?

Since the priority of the college is to provide teaching assistants / teaching associates (Doctoral students) for graduate level courses, you should assume that you will not be assigned a person to assist with your undergraduate course.

How and when do I start getting paid?

If all of your paperwork is completed four weeks before the start date on your contract then you should begin receiving paychecks the second week of the contract period. If your paperwork is delayed for any reason, then your paycheck will also be delayed. Every effort will be made to resolve paycheck issues as quickly as possible.

Any specific questions about your paycheck should first be directed accordingly:

For Doctoral Students

First Contact: Amy Tinkler atinkler@health.usf.edu or 974 – 6689

Second Contact: Dr. Perrin kperrin@health.usf.edu or 974 – 6704

For Instructors

First Contact: June Lake, Human Resources, jlake@health.usf.edu 974 – 8861

Second Contact: Dr. Perrin kperrin@health.usf.edu or 974 – 6704

Issues Related to Student Conduct & Managing Your Class

Whom do I contact if I have issues related to students in my class?

Every undergraduate course is assigned a faculty supervisor. If the course is a department course, then a department faculty member will be assigned as the course supervisor. If the course is a college-wide course, then Dr. Perrin will be your supervisor and first point of contact.

The following is the chain of command for addressing student issues:

- a) It is recommended that Instructors try to resolve any immediate class room issues directly with the student in an appropriate manner. Examples include disrespectful conduct, habitual tardiness, rude remarks or disruptive behavior and plagiarism / cheating on exams. However, you can always consult via the chain of command as well with these issues.
- b) If you need further advice, please contact your faculty course supervisor;
- c) The next person to contact is Dr. Perrin;
- d) At this point, Dr. Perrin will take any necessary actions to resolve the situation with input from Dr. Liller, Associate Dean for Academic Affairs. Dr. Perrin will also contact your Department Chair (doctoral students and instructors) and major professor (doctoral students only) as needed.
- f) Some disciplinary situations can escalate rather quickly, so it is important to follow this line of communication. Everyone is informed as needed and given the same information from one person rather than receiving information from many individuals at various levels.
- g) Please know that doctoral students, instructors and course supervisors may contact Dr. Perrin at any time, if there is an unresolved question.

Advising Students in the College of Public Health

All undergraduate instructors should advise students in their offices in the College of Public Health. In rare circumstances an instructor who has a formal office in another location on the USF campus, may advise students there. However, his or her supervisor must approve of this beforehand. In NO circumstances may instructors conduct an advising session in off-campus locations regardless of whether this is done in formal offices or not.

Attending Your Class

If an instructor is unable to teach their class, it is his/her responsibility to find a qualified instructor who will be able to attend the class session. Foremost, the instructor must give every effort to find a substitute instructor. If this option fails, the instructor must call the front desk receptionist and request that a note be put on the classroom door stating that class is canceled. Always, under all circumstances, please call Dr. Perrin (974- 6704) to let us know that you will not be here to teach your class. During a usual class period, instructors are never allowed to leave their students unattended. The student safety remains a top priority.

USF Office of Student Rights and Responsibilities (Formerly Judicial Services)

The Office of Student Rights and Responsibilities receives all referrals regarding alleged violations of the Student Code of Conduct. Any member of the University community may file charges against a student for an alleged violation of the Student Code of Conduct. Such charges must be filed in writing with the Office of Student Rights and Responsibilities. The Office of Student Rights and Responsibilities also reserves the right to initiate or follow-up any investigative leads where there is reasonable belief of possible violations of the Student Code of Conduct. For more information please log on to their webpage at <http://www.sa.usf.edu/sjs/>

In the event that you have an issue that arises with a student that you deem may be a violation of the Student Code of Conduct, please contact Dr. Perrin or Dr. Liller immediately to discuss your concerns. Jason T. Spratt, Director of the Office of Student Rights and Responsibilities, will be contacted (974-9443) to determine if the issue is indeed a violation and to obtain advice on the best method to address the issue.

Developing the Course Syllabus

You will work with your faculty supervisor to develop your course syllabus. You will be given examples to use.

Syllabus, Tests, Exams, and Other Grading Issues

If you are teaching a new course, please work closely with your Faculty Course Supervisor, Department Chair and Dr. Perrin as you begin to develop your syllabus.

Every syllabus must contain the following items:

- a) Title of course, section number, location, and time
- b) Instructor's name and contact information
- c) Instructor's office hours
- d) Course description and learning objectives
- e) Grading policy including points allocated to each assignment
- f) Complete explanation of topics covered each class session
- g) USF policies: plagiarism, class conduct, holiday observances
- h) Online courses have special requirements for the syllabus. Please contact Sandhya Srinivasan, Director of the Office of Educational Technology & Assessment for assistance at 974-6666 or by email at ssriniva@health.usf.edu.

The syllabus is a contract between the instructor and the institution. For college-wide courses changes to a syllabus may only be made after prior consultation with Dr. Perrin. For departmental courses it is recommended that instructors contact their supervisor when changes in a syllabus are considered. However, occasionally it is necessary for the instructor to change a portion of the syllabus due to unforeseen circumstances. When this situation occurs, the instructor must make the appropriate changes on a revised syllabus. The revised syllabus must be posted on Blackboard and re-distributed to the students.

What if I am not available and a student needs to come in to take a make-up exam?

It is the responsibility of the instructor to ask another instructor or faculty member if they would be available to proctor the make-up exam for you. Under no circumstances are instructors allowed to give their make-up exam to any department staff person and ask them to proctor the exam. If a faculty member is not available, then the exam needs to be rescheduled with the student.

In-Class versus Web-Based / Online Teaching

In-Class Teaching

Blackboard is used as a management tool for all undergraduate courses. It is required that teaching assistants, adjuncts, teaching associates/instructors learn and use Blackboard to enhance their teaching techniques. If you are not familiar with the Blackboard software available to all USF instructors, please make an appointment to meet with the Instruction Design staff available in the College of Public Health. Please contact Sandhya Srinivasan, Director of the Office of Educational Technology & Assessment (ETA) ssriniva@health.usf.edu or 974 – 6666 for an appointment.

It is expected that all undergraduate teaching assistants, teaching associates, adjuncts and instructors use Blackboard to post:

- a) syllabus
- b) the course Power Point presentations;
- c) student grades;
- d) supplemental readings;
- e) other commonly used features include:
 - video-streaming videos / DVDs
 - chat room discussions
 - emailing in electronic assignments
 - and numerous other time-saving options for the instructor

To save paper and copying charges, all instructors are asked not to make multiple copies for distribution to their students. If the materials are available on Blackboard, the students have ready access to print the materials prior to class. While permitting students to obtain class materials prior to class, this practice will also decrease the cost of printing and paper for the college.

Accessing Blackboard

Blackboard is a USF supported web-based program that allows instructors to post and students to access course materials from any computer terminal linked to the web. Additional course materials such as lecture slides, exercises, and article review questions are located on the website. *Only students officially enrolled in the course may obtain access to Blackboard.*

Applying for a NetID Account:

1. To apply for a NetID account, go to the website: <https://my.usf.edu>
2. Click on “Sign up” for your USF account.
3. Fill in all relevant information and submit your application. You should be able to access Blackboard immediately.

Logging on to Blackboard:

1. To initiate log on to the site, go to the address <https://my.usf.edu>
2. Enter login identification (your NetID account username)
3. Enter password (the default password for each user is their social security number – please do not use spaces or hyphens; or your NetID account password, if you created it)
4. Once you've entered the site and read all of the current announcements, you may click on the green headings located on a panel on the left side of the screen (e.g. course documents for lecture slides; assignments for practice problems and answers)

Getting help with Blackboard: If you have difficulty accessing the site, please do not contact the course instructor. We can only assist you with course material once you've logged onto the site. Instead, contact the Academic Computing Help Desk by one of the following methods:

- Phone (813) 974-1222, or toll free in Florida 1-800-94-1222
- Web <http://www.acomp.usf.edu/Help/javaindex.html>
- Email Help-ac@usf.edu
- In person LIB 608 (6th floor of the Tampa Campus Library)

Web-Based / Online Teaching

If you are assigned to teach a web-based / online course, please contact Dr. Perrin for further instructions. With help from the previous instructor, she will assist you with getting familiar with the course. Other specific questions may be addressed by contacting Sandhya Srinivasan, Director of the Office of Educational Technology & Assessment (ETA) ssriniva@health.usf.edu or 974 – 6666. Please see appendix for the ETA's capability statement to provide support for faculty and students in their effective use of technology in online and face-to-face courses.

Evaluations

Performance Evaluation:

Each Semester approximately two of your lectures will be observed by a faculty member in COPH. You will be evaluated on the quality of the content material you are presenting to your class, organization of your lecture, classroom management skills, etc. See appendix. The visiting classroom faculty member can engage in an evaluating process which goes on up to the COPH Dean/Associate Dean for Academic Affairs for his/her consideration. In addition, the Deans have the faculty-based authority to evaluate faculty and instructors with input they desire.

After your class observation(s) please make an appointment with the faculty member who observed your class(s) to review your evaluation and to receive feedback on your teaching strengths and how to enhance your teaching skills. You may also add your written comments related to the evaluation on the evaluation form. The evaluator and the instructor must complete the form before it can be turned in to Human Resources in COPH.

Student Evaluations:

Approximately three weeks before the end of the semester you will be given a packet that contains confidential student evaluation forms for your course and instructions on how to administer these forms. Instructors may not be present in the classroom when these forms are being handed out and completed by your students.

These evaluations **cannot** be administered during the week of final exams. See appendix for an example of the USF Final Exam Matrix. The Final Exam Matrix applies to only the Spring & Fall Semesters. Final exams for Summer Semesters are given the last day of class.

Students evaluate the course and the instructor by answering standardized questions via scantron sheets. Students also have the opportunity to provide written comments about the course and instructor. A few weeks after the semester is completed you will be given an aggregated copy of your confidential student evaluations and a typed version of their written comments for the course and the instructor.

Staff Confidentiality Agreement

Persons employed by the University of South Florida are required to sign this document. Please see appendix for a copy of the: University of South Florida, College of Public Health, Staff Confidentiality Agreement.

USF & United Faculty of Florida/Graduate Assistants United Collective Bargaining Agreement: 2005-2008

The intent of the University of South Florida, Board of Trustees, and the United Faculty of Florida/Graduate Assistants United in carrying out negotiations for the members of the bargaining unit is to advance the quality and effectiveness of graduate education at the University of South Florida, and to make the University a desirable place to teach and research. This document may be obtained at <http://usfweb2.usf.edu/HR/collectivebargaining/GAU%20CB%20Contract.pdf>

APPENDIX

College of Public Health
Undergraduate Education Advisory Committee (UEAC): 2007-2008

Academic Affairs

Dr. Kay Perrin (Chair)
Associate Professor
Director for Academic Affairs
Department of Community & Family Health
kperrin@health.usf.edu

Dr. Karen Liller
Professor
Associate Dean for Academic Affairs
kliller@health.usf.edu

Michele Sebti, M.A.
Admissions / Registration
msebti@health.usf.edu

Laura Rusnak, MPH
Instructor
lrusnak@health.usf.edu

Department of Community & Family Health

Dr. Teri Trede
Instructor
ttredi@health.usf.edu

Department of Epidemiology & Biostatistics

Dr. Aurora Sanchez-Anguiano
Assistant Professor
Epidemiology & Biostatistics
asanchez@health.usf.edu

Department of Environmental & Occupational Health

Dr. Amy Stuart
Assistant Professor
astuart@health.usf.edu

Department of Global Health

Dr. Angela Clem
Instructor
Global Health
aclem@health.usf.edu

Department of Health Policy & Management

Dr. John Large
Assistant Professor
jlarge@health.usf.edu

COPH Office of Educational Technology & Assessment

Sandhya Srinivasan, MPH; MEd
Director
ssriniva@health.usf.edu

Dr. Shenghua Zha
szha@health.usf.edu



**Undergraduate Education Program
College of Public Health
University of South Florida**

Teaching Assistant / Associate / Instructor Approval Form

This document signifies approval for **COPH doctoral students** to teach the undergraduate course(s), number of sections, and semester (s) indicated. Please note that this signed document must be received by the Dean's office before doctoral students are hired as a Graduate Teaching Assistant / Associate / Instructor. Please return this document to Dr. Perrin. Thank you.

Doctoral Student's Name _____

Department CFH EPB EOH GLB HPM

Title of <u>Undergraduate Course(s)</u> that you have taught or wish to teach.	
1) _____	Number of Sections _____
Supervisor _____	
2) _____	Number of Sections _____
Supervisor _____	
3) _____	Number of Sections _____
Supervisor _____	

Note: For college wide courses, Dr. Perrin is faculty supervisor for Contemporary Health Science, Introduction to Public Health, Survey of Human Disease and Medical Terminology.

Note: With regard to departmental courses a faculty member from said department must serve as a supervisor for the doctoral student.

_____ I Approve _____ I Disapprove	_____ I Approve _____ I Disapprove
_____ Department Chairperson	_____ Academic Advisor

GRADUATE TEACHING ASSISTANT/ASSOCIATE APPLICATION:

The College of Public Health is currently recruiting doctoral students in the College of Public Health for Graduate Teaching Assistant / Associate / Instructor positions. Qualified applicants who are chosen to teach will have the opportunity to work for 10 hours for each course they are hired to teach / assist and receive an in-state tuition waiver for (9 credit hours).

Teaching Benefits

- Fulfill any teaching requirements for your degree.
- Gain experience organizing and teaching a course in a large university setting.
- Earn a tuition waiver for the semester you teach.
- Build your curriculum vita (CV)
- Supplement your income.

Eligibility for Doctoral Students (minimum requirements)*

- You must be a doctoral student in good standing (minimum 3.0 grade point average).
- Students must be enrolled full-time (9 hours for Fall/Spring, 6 hours for Summer) as a doctoral student during the semester you are planning to teach. Note: If you are ABD status, you are still expected to enroll for 9 graduate study hours (i.e. 9 dissertation hours). The tuition waiver is offered to students only until they fulfill 18 dissertation credit hours.
- Students should have an MPH degree with a concentration in the area you are planning to teach or
 - Have completed a minimum of 18 graduate semester hours in the discipline being taught (Graduate Teaching Assistant)
 - Have completed a minimum of 30 graduate semester hours in the discipline being taught (Graduate Teaching Associate)
- Provide proof of achieving a minimum score of 50 on the Test of Spoken English (TSE) or SPEAK if your native language is not English.

Application Process

Please submit the following to Dr. Perrin at kperrin@health.usf.edu

- your signed Teaching Approval Form
- an updated hardcopy of your CV / Resume'
- two official copies of your Graduate Level Academic Transcripts
- proof of the TSE or SPEAK (if applicable)
- an electronic copy of your Application Form and CV / Resume

College of Public Health Teaching Application

Name: _____ Email: _____

Day Phone: _____ Evening Phone: _____

Department / Degree: ___ CFH ___ EPB ___ HPM ___ EOH ___ GLB

Academic Advisor: _____

Applying for: ___ Graduate Teaching Assistant (18 – 29 graduate semester hours completed)

___ Graduate Teaching Associate (30 + graduate semester hours completed)

___ Instructor

Please answer the following questions.

1) Have you completed an **MPH** degree? ___ Yes ___ No

a. If Yes, what was your concentration area?

b. If No, what was your degree and concentration area?

2) As of next semester, will you be a full-time **Doctoral Student** in Public Health?

___ Yes ___ No

a. If Yes, what is your concentration area? _____

b. If Yes, how many graduate semester hours have you completed in the concentration area? ___ <18 hrs. ___ 18-29 hrs. ___ 30+ hrs.

c. If Yes, are you a doctoral Candidate (ABD)? ___ Yes ___ No

d. How many dissertation hours have you completed? _____

3) Will you be enrolled for a **minimum of 9 credit hours** when you would be teaching?

___ Yes ___ No

If No, why not? _____

- 4) Place an X next to the course(s) that you are **interested** in teaching and are **qualified** to teach according to the eligibility requirements.

		# Semesters Taught *
College – Wide Courses		
HSA 4011	Introduction to Public Health	
HSC 4554	Survey of Human Disease	
HSC 2100	Contemporary Health Science	
or		
HSC 3531	Medical Terminology	
Electives (Departmental Courses)		
HSC 2133	Sex, Health & Decision Making	
HSC 3032	Human Structure and Function	
HSC 4505	Foundations of Public Health Immunology	
HSC 4579	Foundations of Maternal and Child Health	
HSC 4211	Health, Behavior & Society	
HSC 4134	Prevention of Mental Illness	
HSC 4542	Stress Health & College Life	
HSC 4020	Foundations of Food Safety	
HSC 4933	Special Topics in Public Health	
	Foundations of Infection Control	
	Men’s Health & Gender in Society	
	Introduction to Biostatistics	
	Secret History of Death & Disease	
	Behavioral Health System Delivery	
	Understanding US Health Care	
	Foundations of Global Health	
	Women’s Health: A Public Health Perspective	

**APPLICANTS FOR FACULTY POSITIONS
 CERTIFICATION OF EMPLOYABILITY
 PLEASE PRINT OR TYPE – USE BLACK OR BLUE INK PLEASE**

PERSONAL INFORMATION

First Name: _____ Last Name: _____ M.I.: _____

Social Security Number: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: () _____ Home Phone: () _____

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Others are prohibited from employment by Federal Law. **PLEASE ANSWER BOTH QUESTIONS BELOW.**

Are you **presently** authorized to work in the U.S.? _____ Yes _____ No

Will you be authorized to work in the U.S. at the time of your proposed start date? _____ Yes _____ No

Federal Law requires proof of your work authorization. You will be asked to provide proof of your identity and employment eligibility no later than three days after employment.

Do you currently work or have you ever worked for USF, or any institute or direct-support organization of USF? If so, when, where and under what name(s)? _____ Yes _____ No

Do you currently work or have you ever worked for another university in Florida's State University System or for a state agency in Florida? _____ Yes _____ No
 Dates: _____ Agency: _____

Do you have any relative(s) employed by USF? _____ Yes _____ No
 If 'Yes', list their name(s), relationship to you, and the department(s)/unit(s) in which they are employed:

Are you a veteran of the U.S. military? _____ Yes _____ No

If Yes, list your dates of active duty and discharge date:

Active duty From: _____ To: _____

Discharge date: _____

Did you receive a **dishonorable** discharge from the military? * _____ Yes _____ No

Criminal conviction information:

Have you ever been convicted of, pleaded no contest to, or had an adjudication of guilt withheld for a felony or first-degree misdemeanor? _____ Yes _____ No

Have you ever been convicted in Florida of a felony committed after September 1990 for selling or trafficking in, or conspiracy to sell or traffic in, a controlled substance? _____ Yes _____ No

If you answered 'Yes' to this question, before you can be employed at USF, Florida Law requires proof that you have completed all imprisonment sentences and/or supervisory/probationary sanctions imposed by the court, Parole Commission or by law. The hiring department will ask you to provide this proof if you are hired.

*Answering 'Yes' will not necessarily bar you from employment. Each case will be judged on its own merit with respect to time, circumstances, seriousness, and the type of position

Personal Information Continued

Have you ever been censured/disciplined or found to be in violation of ethical standards by a professional organization? _____ Yes _____ No

If you answered 'Yes' to any of the above questions, list the date, offense, and describe the circumstances.*

In cases of criminal charges, list the specific charge. Use additional paper if necessary.

Date: _____

Offense: _____

City/State in which convicted: _____

Judgment, including probation: _____

* Answering 'Yes' will not necessarily bar you from employment. Each case will be judged on its own merit with respect to time, circumstances, seriousness and the type of position.

CERTIFICATION, AUTHORIZATION AND SIGNATURE

I hereby consent to the release of any information maintained about me by all previous employers, educational institutions, law enforcement authorities, licensing boards or any other entity, agency, or individual which the University may contact to secure references or records. I hereby authorize the University to release information concerning my employment to any prospective employer or others seeking to verify my employment from USF. I hereby release the University from all liability for any truthful statement made by any employee, agent or official of the University, authorized by Human Resources, which is made to any prospective employer and waive any claim that might arise from any such statement. I consent to the use of my social security number for University business. I certify that the statements I made are true and complete to the best of my knowledge. I further understand that any false statements or omissions made on this application or supplements may be grounds for immediate discharge or for removal from consideration of employment.

Signature: _____

Date: _____

Revised 06/01

COMPLETE THIS FORM AND RETURN IT DIRECTLY TO THE DEPARTMENT IN WHICH YOU ARE APPLYING FOR A FACULTY POSITION.

University Policies & Additional Resources

Student Handbook:

<http://www.sa.usf.edu/handbook/>

Special Accommodations:

<http://www.asasd.usf.edu/index.htm>

USF Student Rights/Responsibilities:

<http://www.sa.usf.edu/handbook/rights/studentrightsresponsibilities.htm>

USF Student Code of Conduct:

<http://www.sa.usf.edu/handbook/rights/studentcodeofconduct.htm>

Academic Dishonesty/Plagiarism:

<http://www.ugs.usf.edu/pdf/cat0607/acapol.pdf>

Holidays and Religious Observances:

<http://www.sa.usf.edu/handbook/policies/religiouspracticespolicy.htm>

USF ID, Net ID, Emails:

<http://publichealth.usf.edu/eta/pdf/Accessing%20Online%20Courses%20within%20MyUSF.pdf>

USF Library Resources and services:

<http://www.lib.usf.edu>

How to Find a Journal Article:

<http://itt.usf.edu/publichealth/library/tutorial/index.html>

Creating Citations & Using American Psychological Association (APA) Style:

<http://web.lib.usf.edu/usflibraries/help-styleguides.html>

How to Navigate in Blackboard:

<http://www.cte.usf.edu/rdpres/bbsim/bb3studentnav1.htm>

Instructions to submit an assignment using safe assignment:

<http://itt.usf.edu/technology/plagiarism/studentman.pdf>

Tutorial on Plagiarism for Students:

<http://www.cte.usf.edu/plagiarism/plag.html>

Center for 21st Century Teaching Excellence – Offers resources to instructors, including teaching effectiveness workshops on a variety of topics, individual consultation, classroom observations, and videotape feedback:

<http://www.cte.usf.edu>

Final Exam Matrix:

http://www.registrar.usf.edu/data_display.php?link_type=Forms

USF COPH Office of Educational Technology and Assessment Capability Statement

The Office of Educational Technology and Assessment (previously known as Distance Learning Program) has provided high-quality distance-based courses since 1994. The Office of Educational Technology and Assessment (ETA) is committed to providing a collaborative environment that supports faculty and students to effectively use technology in their online courses and to positively influence their teaching/learning experience. The ETA office is staffed with a Director, two instructional designers, multimedia specialists, webmaster and graduate assistants to assist with online course development and delivery. *USF College of Public Health was among the first to offer a completely distance-based MPH program in the country.*

Online Academic Programs

As part of the College of Public Health's legislative mandate to reach the state's public health workforce, the College offers a unique fully web-based degree program, the Master of Public Health in Public Health Practice. In addition to supporting the online MPH program, the ETA office also assists with the delivery of four online graduate certificate programs namely, Public Health Generalist, Disaster Management, Humanitarian Assistance and Public Health Policy and Programs. All online programs are fully accredited by the Council of Education for Public Health (CEPH).

Course Design and Development

Each semester ETA office supports close to 2000 students in online graduate and undergraduate public health courses. Online courses are offered in Fall, Spring and Summer semesters. Faculty work with assigned ETA instructional designers to create a course plan, design and develop online course materials and deliver their courses to an online audience. With the help of a skilled instructional design team, online courses are delivered using multimedia technologies such as the Internet, DVDs, CDs, videotape, streaming media, web-based tutorials etc. Faculty within these courses utilizes email, web conferencing, discussion forums, blogs, wikis and virtual chat features to enhance online instruction. Synchronous programs such Elluminate is used for real-time interaction among faculty and students. The ETA office also maintains and manages a state of the art distance learning studio and a multimedia studio to meet the needs to faculty and staff.

Student Support

All students are required to meet minimum technology requirements in order to participate in the online courses. Students receive condensed course information prior to registration on all online courses. Student expectations are clearly defined in "course at a glance" documents which assist students in planning their semester. In addition, the ETA office provides technical assistance to all students registered for any online public health course. Technical assistance is provided via multiple avenues, namely, phone, email, live chat within 24 hours of first receiving a technical problem incident. Students are provided live assistance during allotted exam times which include evenings and weekends.

Videoconferencing

The ETA office has H.323 videoconferencing capabilities that allow networking for up to 4 remote sites. Videoconferencing has been used to deliver distance-based courses to regional campuses and by faculty in research projects.

Teleconferencing

The ETA office has uplink and downlink satellite capabilities and has participated and hosted numerous public health related teleconferences of interest to the COPH community.

Faculty Development for Online Learning

The ETA office is charged with faculty development related to online teaching and facilitation. Based on experiences with online faculty and students, ETA staff develop many professional development opportunities to enhance skills in the area of online teaching and learning. ETA office provides faculty stipends for those faculty teaching online courses to attend professional conferences in the area of online learning. Technical or Just-in-time training workshops are offered for faculty, staff and teaching assistants as needed.

Website Development

The ETA office develops and maintains all main-level web pages for the College of Public Health.

For more information, please contact Sandhya Srinivasan, Director, Office of Educational Technology and Assessment at 813-974-8911.

INSTRUCTOR PERFORMANCE EVALUATION

Date: _____

Instructor: _____

Course: _____

Semester: _____

Year: _____

In Class Evaluation Yes: _____ No: _____

Lecture Topic: _____

Class time: Start: _____ End: _____

3 = Exceeds Requirements

2 = Achieves Requirements

1 = Needs Improvement

Instructor

Supervisor

PROFESSIONAL PERFORMANCE

Job Knowledge		
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Understands all phases of work assignments; including use of methods, techniques, tools and materials for performance.

Attendance		
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Exercises punctuality and in filling out time logs; adheres to work schedule and properly reports absences; requests time off in a timely manner; attendance at required teaching seminars and meetings during semester; does not leave students unattended.

Congeniality		
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Works harmoniously with co-workers and supervisors while maintaining effective relationships with others.

Problem Solving		
------------------------	--	--

Plans, organizes, and analyzes problems. Locates information as requested and has the ability to think logically.

Quality of Work		
------------------------	--	--

Completes work assignments in an effective and efficient manner; Pays attention to detail and integrates all aspects of work assignments.

Initiative		
-------------------	--	--

Possesses willingness to improve to improve present work conditions, volunteers for projects and provides suggestions. Also proceeds on his/her own without supervision while demonstrating energy, enthusiasm, and originality.

Organization		
---------------------	--	--

Prioritizes work duties and completes projects within details set by supervisor. Maintains work area(s) organized.

Professional Appearance		
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CLASSROOM PERFORMANCE

Organization of Course		
-------------------------------	--	--

Knowledge of Course Materials		
--------------------------------------	--	--

Communication and Rapport with Students		
--	--	--

a)	Moves about the classroom		
b)	Uses purposeful nonverbal behavior: gestures, nods, laughs, etc.; creates a dynamic presence		
c)	Changes mode: Changes the learning activity		
d)	Controls pace: Moderates the flow of activity for optimum learning		
e)	Uses voice effectively: Has a "teacher voice" that is pleasant; confidence and competence		
f)	Uses students' ideas: Repeats or paraphrases student comments, gives students credit for ideas.		
g)	Promotes student talk: hears student out, poses appropriate and thoughtful questions, promotes good listening habits		
h)	Praises students: Indicates in a variety of verbal and non-verbal ways his/her approval of students, avoids negative comments.		

QUALITY OF LECTURE

a)	Entry: Purpose and structure clearly communicated.		
b)	Content: Emphasis on concepts, principles, generalization and other forms of broad knowledge.		
c)	Presentation: Vibrant and lively manner.		
d)	Audio-Visual Aids: used and organized, clarification of major points.		
e)	Participation: Audience was encouraged to become involved by asking questions.		
f)	Closure: Summary of major points stressed; springboard to conduct further inquiry		
g)	Connection with audience.		

OVERALL EVALUATION		
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Comments by Supervisor:

Comments by Instructor:

***Supervisor's Signature**

Date

***Instructor's Signature**

Date

* Both signatures are required.

Evaluation Appointment Dates: _____

Staff Confidentiality Agreement

I understand that during the course of my work at USF, I may have access to information of a sensitive or confidential nature and that I will not disclose that information to any other person without a business related need-to-know without prior consultation with my supervisor.

Acknowledgments

This will acknowledge that I have read, understand, and voluntarily signed the above notice and that I have been given a copy.

Signature

Date

Witness

Copies: Employee's University Personnel Services Office File
 Employee's COPH Personnel File
 Employee

13201 Bruce B. Downs Blvd., MDC 056, Tampa, Florida 33612
Telephone (813) 974- 8861