State University of New York -- College at Cortland
Health 499- Fieldwork in Health

**Course Information**

*Credit Hours*: 16 Credits  
*Semester*: Spring, 2013  
*Location*: elearning Classroom

**Professor Information**

*Name*: Dr. Sarah C. Beshers  
*Office*: Moffett 108  
*Phone*: (607) 753-2985  
*E-mail*: sarah.beshers@cortland.edu  
*Office Hours*: Tuesdays, 1:30-2:30; Wednesdays, 11:00-12:00; Thursdays, 1:30-3:30; and by appointment

**Course Materials**

Community Health Fieldwork Manual, available at http://www2.cortland.edu/departments/health/fieldwork.dot

**Course Description**

(A, M) Two quarters; may involve residence in any part of New York State, the United States or another country at student’s expense. Prerequisites: HLH 203, 221, 380, 390, 391, 394, 462, 492, 493, 494 and nine hours of HLH electives; cumulative grade point average of at least 2.5; consent of department. Grading: H, S, U grades assigned. (8 cr. hr. per quarter)

**Communication**

Please use elearning Messages to communicate with me rather than my college email account. Try to make a habit of checking Messages in the elearning classroom on a daily basis. (Not having done so will not serve as a legitimate excuse for not knowing something important!)

**Course Objectives**

As a result of the fieldwork experience, community health majors will be able to:

1. Demonstrate progress in terms of overall professional growth since the start of fieldwork.
2. Demonstrate oral and written communication skills as appropriate to the agency’s work.
3. Access existing information and data related to the agency’s work.
4. Collect quantitative and/or qualitative data related to the agency’s work.
5. Design, plan, implement, and/or evaluate programs related to the agency’s work.
6. Describe the agency in terms of the core functions of public health and the ten
essential services.

7. Articulate connections between the fieldwork experience and related course content.

8. Recognize the application of ethical principles within the agency’s practice.

9. Identify and apply strategies and approaches used by the agency to navigate challenges related to human diversity, i.e., variation related to socioeconomic status, gender, gender identity, age, race, ethnicity, sexual identity, and/or disability.

10. Articulate how they see themselves as health professionals.

11. Discuss their career plans and interests; their work-related skills, talents, and challenges; and the kinds of work they find engaging and personally rewarding.

12. Develop a network of professional contacts to help them advance in their chosen career.

**Attendance Policy**
Fieldwork students are expected to work a full 7-8 hour day and 35 - 40 hours a week in the agency for the duration of the experience. Fieldwork students are to follow agency schedules and not the college calendar. (Note: That means that students who do their fieldwork during the spring semester do NOT have a spring break unless they are working for a college or university). Fieldwork students are expected to fulfill their fieldwork obligations without interference from any other activities. Many agencies schedule activities during the evenings and/or weekends, so fieldwork students may sometimes be required to exchange daytime hours for evening work. College attendance policies are stipulated in the SUNY Cortland College Handbook. Students with more than two absences (for whatever reason) should plan to make up the missed days, possibly by extending the end of the fieldwork period. (Poor attendance does affect grades and can result in a U in extreme cases.)

Students must notify the college supervisor of planned absences in advance by submitting the Absence Request form. Students must notify the college supervisor of unplanned absences as they occur through timely emails in Messages in the elearning classroom.

**Remediation Policy:**
**Process for the Termination of Student Fieldwork Experience**
The fieldwork student will be removed at any time during the fieldwork experience when the Agency Supervisor, College Supervisor, Coordinator of Field Experiences in Health and the Chair of the Health Department determine that the fieldwork student’s performance is not satisfactory and that minimal competence cannot be achieved. In each case, the fieldwork student will receive a grade of “U” (unsatisfactory) for the fieldwork experience. If a student receives an unsatisfactory grade in fieldwork or is terminated, she
or he must go through the remediation process before receiving permission to re-enroll in HLH. 499 – Fieldwork in Health.

**Assessment**
The college supervisor will make final decisions for grading the fieldwork student in consultation with the agency supervisor. Concerns about a student’s performance will be made known to the fieldwork student within a reasonable time to allow the fieldwork student to make adjustments as necessary. The grading system for fieldwork is the college-wide system of Highly Satisfactory (H), Satisfactory (S), and Unsatisfactory (U).

*First Quarter:*
- Daily logs: 40%
- Job description: 5%
- Project proposal: 5%
- Mid-semester evaluation: 50%

*Second Quarter:*
- Daily logs: 25%
- Project report: 20%
- Fieldwork experience summary report: 5%
- Final evaluation: 50%

*Grading scheme:*
- H = 96-100
- S = 70 to 95
- U = Below 70

**Submission of Written Work**
Weekly logs will be posted in the Discussion area of the eLearning classroom. All other written assignments will be submitted in assignment drop boxes in the eLearning classroom. Forms can be submitted via snail mail, fax, or scanned and attached to emails in eLearning Messages. The Health Department’s fax number is (607) 753-4226. Mark all faxes to the instructor’s attention. The snail mail address is:

Dr. Sarah C. Beshers  
SUNY-Cortland  
P.O. Box 2000  
Cortland, NY 13045

NOTE: Please send both of the college supervisor evaluation forms to Dr. Ben Wodi, Fieldwork Coordinator, using either fax, snail mail, or email (ben.wodi@cortland.edu).

**Academic Integrity Statement**
The college is an academic community, which values academic integrity and takes seriously its responsibility for upholding academic honesty. All members of the academic community have an obligation to uphold high intellectual and ethical standards. For more
information on academic integrity and academic honesty, please refer to the College Handbook, the College Catalog, the Code of Student Conduct and Related Policies or ask your instructor.

340.02 Violation of Academic Integrity
1. Plagiarism
   Students are expected to submit and present work that is their own with proper documentation and acknowledgement when the work of others is consulted and used. Plagiarism can be intentional by deliberately presenting the work of others as one’s own, or inadvertent by accidentally omitting or erroneously citing sources. Examples of plagiarism that can occur in research papers, laboratory reports, written reports, oral presentations as well as other assignments are:

   A. Failure to use quotation marks: sources quoted directly must be shown with quotation marks in the body of the project and with the appropriate citation in the references, notes or footnotes.
   B. Undocumented paraphrasing: sources “put into one’s own words” must have the source cited properly in the body of the project and in references, notes, or footnotes.
   C. Creating false documentation: purposefully presenting wrong information in references or citations or manufacturing false information used in references, notes, and footnotes.

Students with Disabilities
SUNY Cortland is committed to upholding and maintaining all aspects of the federal Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. If you are a student with a disability and wish to request accommodations, please contact the Office of Disability Services located in VanHoesen Hall or call (607) 753-2066 for an appointment. Any information regarding your disability will remain confidential and will only be divulged with your written permission. Because many accommodations require early planning, requests for accommodations should be made as early as possible. Any requests for accommodations will be reviewed in a timely manner to determine their appropriateness to this setting.

School of Professional Studies
John Cottone, Dean
Eileen Gravani, Associate Dean
Professional Studies Building, Room 1175
607-753-2701(2)

Due Dates for Assignments, Forms, and Evaluations
- First day of fieldwork! 1/23
- First Week Sheet 1/30
- Weekly Logs Every Monday, starting 1/28
• Job Description 2/11
• Project Proposal 2/22
• Mid-semester Performance Evaluation 3/11
• Field Experience Summary Report 5/6
• Project Report 5/6
• Final Performance Evaluation 5/13
• Summary Record of Absences 5/13
• Overall Appraisal 5/13
• College Supervisor Evaluation (Student) 5/14
• College Supervisor Evaluation (Agency) 5/14
• Last day of fieldwork! 5/15
• NOTE: The last day of fieldwork may be extended due to an excessive number of absences. See the attendance policy on page 2.