## Syllabus

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<th>Feature</th>
<th>Considerations</th>
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| **Instructor & TA Information (for each Faculty and TA)** | • Eva Shipp, PhD  
• Eva.M.Shipp@uth.tmc.edu  
• Office: 210-562-5524  
• SARC Room 211  
• This is a hybrid class. I am available by email and strive to respond within 24 hours. If I don’t, please email me again. In addition, I welcome appointments where we can interact via phone or chat or in-person. I will also be available during our in-class meetings. |
| **Course Description** | • PHS 2998 Special Topics in Epidemiology; Epidemiologic Data Management and Analysis  
• Spring 2010  
• 3 hours  
• Format: Hybrid  
• Course description: This course is an introduction to data management and analysis from an epidemiologic perspective for public health professionals. This course covers the principles of data organization and analysis and the basics of common software packages for this purpose. This is an applied course involving materials and data from the Framingham Heart Study as well as Microsoft ACCESS, STAT-Transfer, and STATA. It may also include an overview of SAS.  
• Additional information: Students are expected to review online materials each week and attend the scheduled in-person sessions that will be held in the SARC computer lab. |
• Text can be ordered through online vendors including Amazon.com. Electronic copies are available for student to use at the SARC computer lab. |

Revised April 2009
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<th>Course Learning Objectives</th>
<th>By the end of this course, students should be able to:</th>
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<td>• Construct a relational database that facilitates data entry and verification.</td>
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<td></td>
<td>• Merge complex datasets.</td>
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<td></td>
<td>• Transfer datasets between different statistical software packages.</td>
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<td></td>
<td>• Execute complex queries.</td>
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<td></td>
<td>• Generate data reports and output that are well designed.</td>
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<td></td>
<td>• Generate, label, and recode variables.</td>
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<td></td>
<td>• Generate basic epidemiologic measures using statistical software.</td>
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<td>• Communicate epidemiologic information to lay and professional audiences.</td>
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<td>• Draw appropriate inferences from epidemiologic data.</td>
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<td>• Judge the quality of data by considering the impact of various field epidemiology techniques.</td>
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This course addresses the following core competencies:

• Describe a public health problem in terms of magnitude, person, time and place.
• Comprehend basic ethical and legal principles pertaining to the collection, maintenance, use and dissemination of epidemiologic data.
• Apply basic epidemiologic concepts, definitions and study designs to public health practice and research.
• Calculate basic epidemiology measures.

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<th>The successful hybrid course student:</th>
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<td>• Keeps up with the course assignments.</td>
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<td>• Reviews announcements.</td>
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<tr>
<td>• Logs into Blackboard regularly. In this class, you should log into Blackboard and look at the discussion board and announcements daily.</td>
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<td>• Takes notes as they study.</td>
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<tr>
<td>• Commits 6 to 9 hours per week per three-credit class. Remember: You would be spending at least 3 hours per week in class plus more time for tutorials if you took this class on campus.</td>
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<td>• Enjoys communicating in writing and reading the writing of others.</td>
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<td>• Is able to work with others via e-mail and discussion board to complete any group assignments.</td>
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<td>• “Speaks up” to their instructors when problems arise—I expect you to stay in touch with me—voice your concerns and comments, ask for clarification, and otherwise be pro-active in getting the information you need by e-mailing and using the discussion board.</td>
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### Learning Activities
- Throughout the course students are expected to read pertinent literature, view online presentations, and complete various course assignments on a weekly basis.
- Examples of course assignments include: developing a data entry form, creating automated queries, creating do-files, and interpreting results and statistical output.
- The instructor will participate in the activities through online chat and discussion boards, in-person class sessions, and phone meetings when needed. Instructor will provide written feedback to students on assignments 1 week following the due date.

### Student Assessment and Grading Criteria
- **A:** 90-100
- **B:** 80-89
- **C:** 70-79
- **F:** 69 and below

- Class participation in online discussion boards and in-person sessions: 20%
- Homework: 30%
- Midterm exam: 25%
- Final exam: 25%

- To pass this course, students must achieve a final grade of 70 or higher.

- If a student knows in advance that he/she will not be able to attend class or will not submit an assignment prior to the due date, he/she MUST notify the instructor immediately. If not, late or missed work will not be accepted and a grade of “0” will be assigned for that assignment. The instructor will handle emergencies on a case-by-case basis.

### Prerequisites and/or Technical Requirements
- Permission of the instructor and / or
- PHS 2610 or 2612
- PHS 1610 or 1725

### Computer/Software Requirements
- The interactive lessons and submitted assignments require a good working knowledge of Windows-based computer systems, including, Internet Explorer, Microsoft Word and PowerPoint. A high speed internet connection will make downloading and streaming audio/video files possible.
- Students are responsible for configuring their own computer systems to access the course materials. The minimum recommended computer configuration includes: Desktop (or laptop) personal computer with the following minimum specifications:
  - 1 GHz processor
  - 256 MB RAM
  - 20 GB hard disk drive
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<th>CD ROM drive</th>
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<tr>
<td>Keyboard, mouse, and monitor</td>
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<tr>
<td>Printer</td>
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<tr>
<td>Internet connection (preferably high speed)</td>
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Mac Computers are now compatible with most components of the course webpage in the Blackboard system. Firefox does not properly display some of the contents of the Blackboard course. Therefore, PCs are recommended for use in this course.

- **SPH Computer Virtual Lab**  

- Students can access “How to” information from the home page that demonstrate how to negotiate the course Web pages and complete assignments that require computer skills.

### Policies and Procedures

- Late exams are not accepted without previous permission.
- Late submission of the project is not accepted without previous permission.

- **Withdrawal Information**  
  - Students may withdraw until the last day of class. By 5:00 the last day of class, the instructor must have a signed copy of the drop form.
  - These may be hand-delivered, scanned and emailed, or faxed.

- **Incomplete Grades:**  
  - Unexpected circumstances arise, and an incomplete in the class might be appropriate for some students. The student must discuss this with the instructor well before the end of class. If permission for an incomplete has not been sought and granted, any missing homework, exam, or proposal will be graded as 0 and averaged with the other grades.

- Posting on the discussion board is required for some modules. Specific requirements for each module’s posting is clearly set out in the module assignment sheet.
- Students are expected to attend all in-person modules.
Students are encouraged to share ideas and discuss freely any aspect of the course material. However, students are expected to do their own work and adhere to rules of acceptable student conduct. Scholastic dishonesty includes, but is not limited to, falsifying research, cheating on assignments or examinations, or plagiarizing any aspect of work that is submitted as your own.

Plagiarism extends beyond copying text verbatim from the writing or works of another individual – note that paraphrased text that is too similar to the original passage, even though it is correctly cited, may be viewed as plagiarized text. Refer to website developed by the University of Texas at Austin for examples of plagiarism: [http://www.utexas.edu/lbj/students/writing/plagiarism.pdf](http://www.utexas.edu/lbj/students/writing/plagiarism.pdf).

The proposals will all be checked for plagiarism using SafeAssign software. Cases involving allegation of scholastic dishonesty may be forwarded to Dr. Cynthia Chappell, the Sr. Associate Dean for Academic Affairs of the School of Public Health.

Scholastic dishonesty is grounds for awarding a class grade of “F” and suspension of student status for one year or expulsion from the School.

If you have questions about plagiarism, please contact the instructor.

**ADA Accommodations**

If you have a documented disability that will impact your work in this class, please contact Dr. Mary Ann Smith, Associate Dean for Student Affairs and notify your instructors as well.

- At all times, be thoughtful and polite in your email communications and online discussion board posting. Use complete words and full sentences. DO NOT USE TEXT-MESSAGING abbreviations.

**Course Calendar**

- DO NOT SUBMIT COURSE CALENDAR TO STUDENT AFFAIRS.
- List class activities and due dates.
- Create a separate document for the course calendar, which will allow students to print it.

For help with learning objectives, see [http://www.sph.uth.tmc.edu/oid/default.aspx?id=9224](http://www.sph.uth.tmc.edu/oid/default.aspx?id=9224)