

Hr	Day	Date	Lecture Topic	focus	Deliverables	Discussion Leader	
1	Tu	Aug 30	Introduction to the Course and the "Capstone Project"	capstone		JF	
2	Th	Sep 1	Time Management	both c/e	1 – Updated Resume	JF	
3	Tu	Sep 6	Capstone project details, discussion, and Q&A	capstone		JF	
4	Th	Sep 8	Journal Resources and Search Strategies <b>MCL 155</b>	both c/e		F. Shrode	
5	Tu	Sep 13	Capstone project details, discussion, and Q&A	capstone	2 – Topic & search plan	F. Shrode	
6	Th	Sep 15	Using Library and Internet Resources <b>MCL 155</b>	both c/e	3 – CP, Intro & Description	JF	
7	Tu	Sep 20	Written Communication and Common Problems	both c/e	4 – A literature search	JF	
8	Th	Sep 22	Capstone project details, discussion, and Q&A	capstone		JF	
9	Tu	Sep 27	Capstone project details, discussion, and Q&A Applications of Epidemiology and Data Analysis	both c/e	5 - Evaluation	JF	
10	Th	Sep 29	Health Risks, Costs, and Discounting (Costs part I and II)	both c/e		JF	
11	Tu	Oct 4	Discounting for the Time Value of Money (Costs part II and III)	both c/e	6 - Adverse Effects	JF	
12	Th	Oct 6	Discounting Spreadsheet Exercise (Costs part III)	both c/e	7 - Discount Spreadsheet (send to me by Friday Oct 9)	JF	
13	Tu	Oct 11	Management of Programs, Projects, and Information	both c/e	8 - Existing Liability	JF	
14	Th	Oct 13	Future Employment, Graduate School, and Certification	employment	also Utah Conference on Safety and IH Oct 12-14	JF	
15	Tu	Oct 18	Brainstorming and Decision Making	both c/e	9 - Control/Intervention	JF	
	Th	Oct 20	Fall Break (attend Friday classes today)				
16	Tu	Oct 25	Oral Presentation Techniques	both c/e		JF	
17	Th	Oct 27	Team Building	employment	10 - Benefits, Savings, Conclusion	JF	
18	Tu	Nov 1	Employee Benefits	employment		JF	
19	Th	Nov 3	Organizational Structures at Work	employment	11 - Ex Sum, Search Method/Ref List	JF	
20	Tu	Nov 8	Supervision and Personnel Evaluations	employment		JF	
21	Th	Nov 10	Total Money Makeover	employment		JF	
22	Tu	Nov 15	Professional Ethics, Trade Secrets, and Record Privacy			Class	
23	Th	Nov 17	Professional Ethics, Trade Secrets, and Record Privacy			Class	
24	Tu	Nov 22	9:05 9:30 10:00		Each person will have 25 minutes for their presentation and Q&A  Presentations days will be from 9:00 to 10:25	Class	
25	Th	Nov 24	No Class (Thanksgiving holiday)			Class	
26	Tu	Nov 29	9:05 9:30 10:00			Class	
27	Th	Dec 1	9:05 9:30 10:00				
28	Tu	Dec 6	9:05 9:30 10:00		<b>12 – Final</b> version is due 5PM <b>EBD</b>		
29	Th	Dec 8	9:05 9:30 10:00				

Grading for this course will be determined as follows:

- 15% "Deliverables" (1, 2, 4, and 7 as shown on schedule above)
  - 15% Classroom participation (attendance & contributions to discussions)
  - 15% Culmination of 1<sup>st</sup> written version of the capstone project (score includes deliverables 3, 5, 6, and 8-11)
  - 35% Final written version of the Capstone Project
  - 20% Presentation of the Capstone Project to your audience (role play to class)
- 
- 100%

In order to encourage you to treat this class like a job, punctuality will also be graded: on time = 1 point; 0-5 minutes late = ¾ pt.; > 5 minutes late = ½ pt.; pre-approved absence = ½ pt. **Attendance to student presentations are required:** a preapproved excused absence will be a "0" and an unexcused absence will be assessed "-1pt" for the absence.