

Hr	Day	Date	Lecture Topic	focus	Deliverables due by EBD	Discussion Leader	Attendance		
1	Tu	Aug 29	Introduction to the Course and the "Capstone Project"	capstone		JF			
2	Th	Aug 31	No class – use time to update resume	both c/e	1 – Updated Resume	JF			
3	Tu	Sep 5	Journal Resources and Search Strategies MCL 155	capstone		BR	Optional		
4	Th	Sep 7	Time Management and Time Management Plan discussion	both c/e		JF			
5	Tu	Sep 12	Capstone project details, discussion, and Q&A	capstone	2 – Topic and Outline with Time Management Plan	JF			
6	Th	Sep 14	Capstone project details, discussion, and Q&A	capstone		JF			
7	Tu	Sep 19	Student Ice Breaker : 5-7 min to present their Topic	both c/e	3 – Literature search matched with Outline	JF			
8	Th	Sep 21	Written Communication and Common Problems	capstone	4 – Completed Icebreaker Presentation	JF	Optional		
9	Tu	Sep 26	Applications of Epidemiology and Data Analysis	both c/e	5 - Cover Pg, Intro & Description	SB			
10	Th	Sep 28	Health Risks and Cost Considerations	both c/e		JF			
11	Tu	Oct 3	Management of Programs, Projects, and Information	both c/e	6 - Evaluation	JF			
12	Th	Oct 5	Future Employment, Graduate School, and Certification	both c/e		JF	Optional		
13	Tu	Oct 10	Team Building Activity	both c/e	7 - Adverse Effects and Existing Liability	JF			
14	Th	Oct 12	Team Building Discussion/Intro to Brainstorm and Decisions	employment	Utah Conf. on Safe/ IH - Oct 12-14	JF			
15	Tu	Oct 17	Brainstorm and Decision Making Activity	both c/e		JF			
	Th	Oct 19	Fall Break (attend Friday classes today)						
16	Tu	Oct 24	Brainstorming and Decision Making Activity	both c/e		JF			
17	Th	Oct 26	Employee Benefits	employment	8 - Control/Intervention	JF			
18	Tu	Oct 31	Org Structures, Supervision, and Personnel Evaluations	employment		JF			
19	Th	Nov 2	Total Money Makeover	employment	9 - Benefits, Savings, Conclusion	JF			
20	Tu	Nov 7	Total Money Makeover	employment		JF	Optional		
21	Th	Nov 9	Professional Ethics, Trade Secrets, and Record Privacy	employment	10 - Ex Sum, Search Method/Ref List	JF	req for IH		
22	Tu	Nov 14	Professional Ethics, Trade Secrets, and Record Privacy				req for IH		
23	Th	Nov 16	Oral Presentation and Coverage of Score Sheet				Optional		
24	Tu	Nov 21	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 23	No Class (Thanksgiving holiday)			Class			
26	Tu	Nov 28	9:05 9:30 10:00			Class			
27	Th	Nov 30	9:05 9:30 10:00			Class			
28	Tu	Dec 5	9:05 9:30 10:00		Final version is due 5PM EBD	Class			
29	Th	Dec 7	9:05 9:30 10:00		11 – Turn in Lecture Evaluations	Class			

Grading for this course will be determined as follows:

- 15% "Deliverables" (1, 2, 3, 4, and 11 as shown on schedule above)
- 15% Classroom participation (attendance & contributions to discussions)
- 15% Culmination of 1st written version of the capstone project (score includes deliverables 5 -10)
- 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.