Spring 2014
INDIANA UNIVERSITY
Richard M. Fairbanks School of Public Health

COURSE: PBHL E322
TITLE: Principles of Epidemiology
TIME/DAYS: On-Line

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Hours: by appointment

COURSE DESCRIPTION: I want to welcome you to the on-line version Principles of Epidemiology E322. This course will be taught using Oncourse Modules. I strongly recommend that you follow them in order as that is how the course was designed to flow. The first module is all about on-line learning and the background information on the course. Everything you will need for the class is included in the modules. Since this is an on-line course you will be moving at your own speed, moving as fast or as slow as you choose. Homework assignments are spaced throughout the modules and I encourage you to submit them to me once you have completed them. There are no due dates on each of the assignments except that all assignments must be turned in by 8:00 AM, Monday April 21st. No late assignments will be accepted. Your grades will be posted to the Oncourse grade book and your completed homework will be returned to you.

This course will introduce students to basic epidemiologic concepts including determinants of health and patterns of disease in populations, population health descriptive techniques, use of health indicators and secondary data sources. Students will gain an understanding of the role of Epidemiology in developing prevention strategies and policy. Among the topics to be covered are measures of mortality and morbidity, design and analysis of observational studies, community health assessment and program evaluation.
Since this is an on-line course we will not meet except for help sessions. If you would like to
meet to go over an issue, help sessions, either by group or by individuals, can be scheduled. Just
send me an e-mail letting me know when you would like to meet. In regards to e-mails, I may
not respond to e-mails over the weekend. You may contact me via oncourse however I prefer
you use my IUPUI e-mail address, Gsteele@iu.edu, since I'm on that all the time. I'm not
anticipating that you should have any difficulties opening any of the material, but if you do,
please let me know. Sometimes Oncourse behaves strangely resulting in access issues. If this
occurs, we will do what we can to resolve the issue as soon as possible. Generally it is best to
use Microsoft Internet Explorer and NOT Firefox or Chrome as your browser due to their
security features.

Again welcome to Intro to Epidemiology. Have a great semester

OBJECTIVES: The students will be able to perform the following tasks at the completion of
this course:

Primary Objectives:
1. Define and discuss the basic concepts of Epidemiology.
2. Explain when it is appropriate to use various epidemiologic techniques.
3. Interpret patterns of disease or risk observed in patterns of person, place or time
   characteristics.
4. Identify appropriate health indicators.
5. Identify sources of existing data for potential studies and list the strengths and
   weaknesses of using secondary data.
6. List the limitations of various types of study designs.
7. Calculate measures of disease rates and measures of association between factors
   and diseases.
8. Understand how to conduct a community based health needs assessment.

Secondary Objectives:
1. Identify key components of research projects that attest to their validity.
2. Demonstrate the ability to effectively use the Internet to access needed
   information.

COURSE MATERIALS:
Required:
Textbook: Introduction to Epidemiology by Ray M. Merrill, 6th Edition,
Jones and Bartlett, Burlington, Ma.,
ISBN: 978-1-4496-6548-7

Lecture Outlines: (http://oncourse.iupui.edu)
**INSTRUCTIONAL METHODS:** This course is designed to expose the students to the basic concepts of Epidemiology using lectures, discussions and readings. The instructor will continuously integrate current developments into the lectures. Exercises will be assigned that will help the students apply the concepts discussed in class.

**EXERCISES:** Exercises will be assigned in conjunction with the lecture outlines. The values of the exercises are as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Terris Article</td>
<td>10 points</td>
</tr>
<tr>
<td>Age Adjustment</td>
<td>34 points</td>
</tr>
<tr>
<td>Measures of Disease Occurrence</td>
<td>40 points</td>
</tr>
<tr>
<td>Outbreak Exercise</td>
<td>21 points</td>
</tr>
<tr>
<td>Screening tests</td>
<td>25 points</td>
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</tbody>
</table>

**EXAMINATIONS:** There are four (4) scheduled examinations for this course. The final examination is not comprehensive. All exams are objective in nature (true or false, multiple choice, matching). The tests will not be open note or open book. All tests are curved. Upon prior arrangement, and only due to some unforeseen schedule conflict, the exams may be taken early. No test may be taken after its scheduled date. All of the tests will be on-line via oncourse therefore it is strongly advised that you use a strong/good network connection. You may log into the test only once, and you will only have a defined period of time (one hour) to complete the test. The tests will begin at 6 PM and end at 7 PM. You will not be able to log in at the end of the time period and still have an hour. The hour time period starts as soon as the test becomes available at 6 PM. If you start the test at 6:45 PM you will only have 15 minutes to complete the test.

Test 1 will be on February 4th at 6PM, Test 2 will on March 4th at 6PM, Test 3 will on April 8th at 6PM, and test 4 will be on April 29th at 6PM. If you know of any conflicts with these dates and times, please let me know as soon as possible.

**GRADING POLICY:** The students' final grade will be determined as follows; the homework assignments will count 1/4 of the total grade and will be worth 100 points. Each of the
tests will be worth 100 points. You will be able to drop your lowest test score. The scores received on each of these four items will be averaged into a total score. The maximum available number of points is 400. Final grades will be assigned using the following scheme:

- 98% to 100% -- A+
- 92% to 97% -- A
- 89% or 89% -- B+
- 82% to 87% -- B
- 79% or 79% -- C+
- 72% to 77% -- C
- 68% or 68% -- D+
- 67% to 62% -- D
- Below 60% -- F

A grade of "I" (incomplete) may be arranged for a student, who through circumstances beyond his or her control (such as illness, active military duty, etc.), is unable to complete the course on schedule. The instructor will require a written request from the student before a grade of "I" will be recorded. The student and instructor will develop a schedule for the student to complete the course requirements.

A grade of "W" (withdrawal) may be assigned, upon request to students who decide to drop the course, according to the University guidelines. A student who is failing the course will be given a grade of "F" if he or she withdrawals from the course after the published deadline for automatic grade of "W".

**STUDENTS WITH DISABILITIES:** Students needing accommodations because of disability will need to register with Adaptive Educational Services (AES) and complete the appropriate forms issued by AES before accommodations will be given.

**STUDENT COURSE EVALUATION:** The School of Public and Environmental Affairs evaluates all courses. Student course evaluations will be conducted in a manner that maintains the integrity of the process and the anonymity of respondents.

**ACADEMIC INTEGRITY:** Academic and personal misconduct by students in this class are defined and dealt with according to the procedures in the Student Misconduct section of the IUPUI Code of Student Rights, http://live.iupui.edu/dos/code/htm.

**STUDENT ETHICS:** The instructor requires students to adhere to established ethical guidelines for behavior. Although students are encouraged to work together on exercises and in studying for the exams, collaboration and dishonesty on the exams will not be tolerated.

In fairness to all students, please refrain from such activities and any appearance of such activities.

**RECOMMENDED INTERNET SITES FOR RESEARCH:**
1. For information on current epidemiologic developments:
2. For information on cancer:
   http://www.cancer.org
   http://cancernet.nci.nih.gov

3. For information on heart disease:
   http://www.amhrt.org

4. For general statistics:
   http://wwwwonder.cdc.gov
   http://www.cdc.gov
   http://www.nih.gov
   http://www.hhcdatamart.com

5. For fun:
   http://www.ph.ucla.edu/epi/snow.html
Academic Misconduct

The IUPUI Code of Student Rights, Responsibilities, and Conduct identifies six areas of academic misconduct: cheating, fabrication, facilitating academic misconduct, interference, plagiarism, and violation of course rules. Definitions and examples of these types of misconduct are given below. These are taken directly from the IUPUI website ‘IUPUI Guidelines for Dealing with Academic Misconduct.’

The IU School of Education’s ‘How to Recognize Plagiarism’ is an online tutorial that can help students ensure that their work is not plagiarized. This tutorial can be accessed at http://www.indiana.edu/~istd/. Students who have any questions about what constitutes academic misconduct for a course they are taking should ask the instructor for an explanation.

Types of Academic Misconduct

1. Cheating

Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.

   a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.

   b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advance authorization from the instructor to whom the work is being submitted.

   c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.

   d. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.

   e. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.

   f. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom he work is being submitted.

   g. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2. Fabrication

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.
3. Plagiarism
Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.

   a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.

   b. A student must give credit to the originality of others and acknowledge indebtedness whenever:

      1. Directly quoting another person’s actual words, whether oral or written;
      2. Using another person’s ideas, opinions, or theories;
      3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
      4. Borrowing facts, statistics, or illustrative material; or
      5. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

4. Interference
A student must not steal, change, destroy, or impede another student’s work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student’s grade or the evaluation of academic performance. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

5. Violation of Course Rules
A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. Facilitating Academic Dishonesty
A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

### Civility and Disorderly Conduct

Students are expected to conduct themselves in a courteous and civil manner in interactions with professors and fellow students. This requires each person to be courteous, tolerant, and respectful during interactions with one another in all interactions, including face-to-face interactions, e-mail, and telephone conversations. Examples of discourteous behavior during class include reading the newspaper, working crossword puzzles, listening to headphones, talking or laughing with others, arriving late, using computers to surf the web, allowing cell phones to ring or sending text messages, or other non-class activities. The use of language, tone, or gestures that are inappropriate or offensive is also discourteous. These behaviors are not acceptable, and faculty and staff will address these problems as they arise either in class or on an individual basis.

Disorderly conduct that interferes with teaching, research, administration, or other university or university-authorized activity will not be tolerated and will be reported immediately to the Office of the Dean of Students for disposition, which may result in disciplinary action, including possible suspension and/or expulsion from the university. Students should read the IUPUI Code of Student Rights, Responsibilities, and Conduct, which can be accessed at [http://www.iupui.edu/code/](http://www.iupui.edu/code/) in order to understand their responsibilities as a student.
Communication between Faculty and Students
Consistent with campus policy, a student’s campus email address is the official means of communication between current Department of Public Health students and Department of Public Health staff. For email communication with Department of Public Health faculty, current Department of Public Health students should refer to course syllabi for instructors’ preferences (Oncourse, Webmail, etc.). This policy applies to current students only. Students can forward IUPUI email to another account and still meet the requirements of this policy. Instructions for forwarding IUPUI email to another account can be found at http://uits.iu.edu/scripts/ose.cgi?berh.def.help.

Students Called to Active Duty
The Department of Public Health encourages any student who is in the Indiana Military Reserves and is called to active duty, specialized training, or as part of disaster relief efforts to finish his/her coursework if at all possible. Students who cannot complete their courses have the option of withdrawing with 100% fee refund, if they meet certain requirements. Students who are called to active duty may qualify for an incomplete (provided that all the above criteria have been met). For further information, please contact the Director of Undergraduate Education.

Course Withdrawals
Students who stop attending class without properly withdrawing from the class will receive a grade of F. It is important to withdraw from a course within specified timeframes (see chart below). Note that withdrawals after Week 12 of a regular session or Week 4 of a summer session are rarely granted. Poor performance in a course is not grounds for a late withdrawal.

Withdrawal forms will not be processed in the Office of the Registrar after the last day of classes. Any requests for a late withdrawal after the last day of classes must go through the grade appeal process, but each student should remember that in accordance with campus policy, the Department of Public Health does not permit a student to withdraw from a course if he/she has completed the course requirements. Grade replacement should be used in this case. See the Office of the Registrar’s website at http://registrar.iupui.edu/withdraw.html for more information.

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<th>Withdrawal Deadlines</th>
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<tbody>
<tr>
<td>Course deleted from record, no grade assigned, 100% refund (Advisors signature IS NOT required)</td>
<td>Week 1 (last day)</td>
</tr>
<tr>
<td>Withdrawal with automatic grade of W (Advisors signature IS required)</td>
<td>Week 2 – Week 7 (regular session) Week 2 – Week 3 (summer session)</td>
</tr>
<tr>
<td>Withdrawal with grade of W or F (Advisors and instructor signatures ARE required)</td>
<td>Week 8 – Week 12 (regular session) Week 3 – Week 4 (summer session)</td>
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</tbody>
</table>

Incompletes
A grade of incomplete (I) indicates that a ‘substantial portion’ of the work in a course has been satisfactorily but not entirely completed by the student as of the end of the semester. The incomplete can be given to a student facing a hardship such that such that it would be unjust to hold the student to the established time limits for completing the work. Students should contact their instructor to determine if
they are eligible for the incomplete. **Poor performance in a course is not grounds for an incomplete.** The Department of Public Health follows the campus guidelines, which may be accessed at the Office of the Registrar’s website at [http://registrar.iupui.edu/incomp.html](http://registrar.iupui.edu/incomp.html) in awarding incompletes. Incompletes must be removed within a time period specified by the instructor, but the time period may not exceed one year after the semester in which the student was enrolled in the course. The incomplete will revert to an ‘F’ if not completed within the specified timeframe.

**Grade Changes**

Under certain circumstances, students can seek grade changes for previously taken courses if they believe that a grade has been calculated or assigned incorrectly. A student who is seeking a grade change must first contact the instructor and ask for the grade change. In the event the instructor does not change the grade, the student can file a Change of Grade Petition with the Registrar’s Office. **In the Department of Public Health, a student has 90 days after the conclusion of a course to appeal a grade.** In cases of extenuating circumstances, the Department of Public Health may consider petitions filed after this date. The Department of Public Health will review the request and make a final decision on a case-by-case basis. The Change of Grade petition form is located at the Office of the Registrar’s website at [http://registrar.iupui.edu/grdfrm.html](http://registrar.iupui.edu/grdfrm.html).

**Final Exam Schedule**

If a final exam is given, it must be held on the day and time set in the final exam schedule. If an instructor has changed the final exam date, the student should first consult with the instructor. Students who have more than three final exams in one day or insufficient time to get from one exam to another should consult with their instructors to resolve these conflicts. Exams should not be given in the week before the final exam week. If a student is not able to resolve a final exam problem with the instructor, the student may report the problem to the Director of Undergraduate Education or the Associate Chair for Academic Programs and Alumni Services. See the Office of the Registrar’s website at [http://registrar.iupui.edu/accal.html](http://registrar.iupui.edu/accal.html) for the final exam week schedule.