



Course Syllabus

Chaminade University Honolulu
3140 Waiialae Avenue, Honolulu, HI 96816
www.chaminade.edu

Course Number: Course Title: HC 399
Department Name: CHES Exam Preparation
College/School/Division: Term: School of Nursing and Health Professions
School of Nursing and Health Professions
SPRING 2023
Spring term 2023 begins 1/9/2023 and ends
5/5/2023
Course Credits: 0

Class Meeting Days/Hours: Asynchronous online and synchronous zooms
Class Location: Online
Instructor Name: Bernadette Paul
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Phone: (330) 347-4288
Office Hours: Virtual Office (appointment only)

University Course Catalog Description

This course provides a review of the Seven Areas of Responsibilities and Competencies. The focus is on increasing understanding of the concepts covered in the examination and preparing for the CHES examination process.

Course Overview

This course will prepare the students for the national CHES examination.

Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Olelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Olelo No'eau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Olelo No'eau 1957) Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Olelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'eau ('Olelo No'eau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Olelo No'eau 203) All knowledge is not taught in the same school

Program Learning Outcomes (PLO)

1. Evaluate behavioral and non-behavioral variables, through community health assessment and health coaching activities that contribute to morbidity, mortality, and their impact on the social determinants of health in priority populations.
2. Apply the core principles, measurements, and methodologies of community public health to diverse, priority populations through the application of community-based health promotion programs.
3. Analyze healthcare data using statistical, epidemiological and data visualization techniques, to generate data products that support decision-making to inform resource allocation and health promotion interventions.
4. Develop evidence-based health promotion and health education programs in collaboration with interdisciplinary community partners.
5. Utilizing the Marianist value of service, justice and peace; support community partners in addressing health, economic, and social inequities in priority populations.

Course Learning Outcomes (CLO)

By the end of our course, students will be able to:

1. Demonstrate abilities to successfully monitor, modify, and evaluate health education strategies over the lifespan of a health program by measuring the program's success in meeting intended goals and objectives.
2. Demonstrate mastery of health science education fundamentals by designing evidence-based health education strategies and implementing health program activities within a priority population(s).
3. Integrate evidence-based findings teaching strategies to effectively deliver health education program activities in an identified priority population.
4. Demonstrate knowledge of health science education fundamentals by developing evidence-based strategies and their implementation in programs that address priority health needs and health inequities of a priority population(s).
5. Demonstrate abilities to effectively execute health promotion teaching strategies and articulate the role of health science education in areas that address health inequities

and health disparities.

6. Assess, plan, and evaluate health promotion/education programs and personal behavior change interventions.
7. Determine needs for health promotion/education based on obtained data.
8. Advocate for health and health promotion/education needs, concerns, and resources.
9. Apply professional codes of ethics and ethical principles throughout assessment, planning, implementation, evaluation and research, communication, consulting, and advocacy processes.

Students enrolled in the program will be trained to master the competencies outlined by the National Commission for Health Education Credentialing, Inc:

1. Conducting needs and capacity assessments
2. Planning effective health education programs.
3. Implementing health education programs.
4. Evaluating the effectiveness of health education programs.
5. Coordinating provisions of health education services.
6. Acting as a resource person in health education.
7. Communicating health and health education needs, concerns, and resources.
8. Applying appropriate research principles and methods in health education.
9. Administering health education programs.
10. Advancing the profession of health education.

The Eight Areas of Responsibility for Health Education Specialists ([NCHEC, HESPA II 2020](#))

- Area I: Assessment of Needs and Capacity (CLO #7)
- Area II: Planning (CLO #2, 4 & 6)
- Area III: Implementation (CLO #2 & 4)
- Area IV: Evaluation and Research (CLO #1)
- Area V: Advocacy (CLO # 8)
- Area VI: Communication (CLO #3)
- Area VII: Leadership and Management (CLO #5)
- Area VIII: Ethics and Professionalism (CLO #9)

Required Textbook

National Commission for Health Education Credentialing (NCHEC). (8th Edition) *The Health Education Specialist: A Companion Guide for Professional Excellence.*

Course Materials/Equipment

A laptop computer or iPad with Microsoft Word, Google application, and Zoom are required programs for efficiently completing this course. It is essential you maintain your updates on your computer programs and application tools. All exams are online, and therefore require a working computer.

Course Website: <https://chaminade.instructure.com/>

Hardware Requirements: Canvas is accessible from both PC and Mac computers with a reliable internet connection. You will also need to be able to access audio and video files. Subsequently, you should have access to speakers or headphones that allow you to hear the audio.

Software Requirements: You will need to have some ability to listen to audio in an mp3 format, watch videos in mp4 format, stream online videos, and read .pdf files. There are a number of free software online that can be downloaded for free. If you need assistance with locating software please feel free to contact the Chaminade Help Desk at helpdesk@chaminade.edu or (808) 735-4855.

Technical Assistance for Canvas Users:

- Search for help on specific topics or get tips in [Canvas Students](#)
- [Live chat with Canvas Support for students](#)
- Canvas Support Hotline for students: +1-833-209-6111
- Watch this [video to get you started](#)
- [Online tutorials](#): click on “Students” role to access tutorials
- Contact the Chaminade IT Helpdesk for technical issues: helpdesk@chaminade.edu or call (808) 735-4855

Tutoring and Writing Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua ‘Ike: Center for Student Learning in a variety of subjects (including, but are not limited to: biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check Kōkua ‘Ike’s website (<https://chaminade.edu/advising/kokua-ike/>) for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua ‘Ike at tutoring@chaminade.edu or 808-739-8305.

Assessment

Grades of this course will be based on the following:

- **Exams: There will be three (3) exams. Exams 2 and 3 are cumulative. Exam 1 will cover content from chapters 1 through 3, exam 2 will cover content from chapters 1 through 6, and exam 3 will cover content from chapters 1 through 8.** Exams will be created to reflect both the Program Learning Outcomes (PLO) and Course Learning Outcomes. Exams will include a combination of multiple choice, matching, short answer, and essay questions.
- **Discussion Forum with Activity:** Two discussion forums (Communities of Practice) are required to reflect the insight of learning and to share the idea with peers.
- **Health Promotion Project:** Students will work to strategically design a health promotion program or campaign around a health topic of their choice.

Course Grading Percentage Equivalents

Assignments	Points	Percentage (%)
Self-Introduction Activity	10	1
Communities of Practice	20	6
Health Promotion Project	145	42
Part 1 (Section 1,2,3)	35	
Part 2	35	
Final Project	75	
Exams	175	50
Exam 1	50	
Exam 2	50	
Exam 3	75	
TOTAL	350 Points	100

Grading Scale

- A = 90-100% (284 – 300 points)
- B = 80-89.99% (252 – 283 points)
- C = 70-79.99% (220– 251 points)
- D = 60-69.99% (189 – 219 points)
- F = below 60% (0 – 188 points)

Course Policies

Course Approach

While there will be live lectures, you will also be responsible for reviewing materials, and completing assignments on time.

Late Work Policy

Please make a concerted effort to meet all assignment deadlines. Late work will receive a 20% deduction.

Grades of "Incomplete"

Grades of Incomplete must be reviewed and approved by both the Course Coordinator and the Dean of Nursing and Health Professions. See the university "Grade of Incomplete" policy in the student handbook.

Writing Policy

All written assignments, unless otherwise stated in the directions or a template is provided, must be submitted in Word docx with a cover page and using APA format. Documents submitted in the incorrect format will be considered incomplete.

Instructor and Student Communication

Questions for this course can be emailed to the instructor at bernadette.paul@chaminade.edu. Online and/or phone conferences can be arranged. Response time may take place up to 24-48 hours Monday-Friday during business hours only. For immediate response, you can send me a text message via (330)347-4288 for any emergency. Please specify your full name and course info.

Disability Access

In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008), Chaminade University of Honolulu offers accommodations for individuals with disabilities. If you would like to determine if you qualify for ADA accommodations, please contact the Counseling Center at (808) 735-4845 e-mail at jyasuhar@chaminade.edu. The Counseling Center will notify faculty to inform them of the accommodations a student is to receive. However, the nature of your disability is confidential.

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua 'Ike: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua 'Ike Coordinator at (808) 739-8305 for further information (ada@chaminade.edu).

Title IX Compliance

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

Attendance Policy

The following attendance policy is from the 2020-2021 Academic Catalog.

Students are expected to regularly log in to all courses for which they are registered and to attend all scheduled lectures. Students should notify their instructors when illness or other extenuating circumstances prevents them from completing assignments. Notification may be done by emailing the instructor's Chaminade email address, calling the instructor's phone.

Students with disabilities who have obtained accommodation from the Chaminade University of Honolulu ADA Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes.

Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

Academic Conduct Policy

From the 2019-2020 Undergraduate Academic Catalog (p. 39):

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the

guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, please refer to the Student Handbook which is linked annually on the following webpage: <https://chaminade.edu/current-students/>

Credit Hour Policy

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in 45 hours of engagement. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, 10-week term, or equivalent amount of work over a different amount of time. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit.

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practicum, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

Please Note:

While every attempt has been made to prepare this syllabus and class schedule in final form, it will be the course coordinator's prerogative to make any changes as may be deemed necessary in order to meet the learning outcomes of the course. Students will be notified in writing via Chaminade email of any changes. It is recommended that you check Chaminade email and course site including the clinical hub for students in Canvas frequently for announcements. A syllabus is a contract between the university and the students. All students will be held responsible to read, understand, and clarify the content within this document.

Module #	Assignment Title
Module 1	Self-Introduction Activity
Module 3	Participate in Communities of Practice #1
Module 5	Submit Public Health Awareness Campaign Assignment Part 1 Draft
Module 6	Examination #1: Chapters 1 – 3
Module10	Participate in Communities of Practice #2
Module 11	Submit Public Health Awareness Campaign Assignment Part 2 Draft
Module 12	Examination #2: Chapters 1 - 6
Module 14	Submit Entire Public Health Awareness Campaign Assignment.
Module 15	Examination #3: Chapters 1- 8

Tentative Course Schedule

Modules & Dates	Topics	Readings
1 1/9/2023	Introductions and Course Overview Preview Public Health Awareness Campaign Assignment Area of Responsibility I: Assessment of Needs and Capacity Introduce yourself	Syllabus Chapter 1
2 1/16/2023	Area of Responsibility I: Assessment of Needs and Capacity	Chapter 2
3 1/23/2023	Area of Responsibility II: Planning Communities of Practice #1	
4 1/30/2023	Area of Responsibility II: Planning	
5 2/6/2023	Area of Responsibility III: Implementation Submit Public Health Awareness Campaign Assignment Part 1 Draft	Chapter 3 Chapters 1 – 3
6 2/13/2023	Area of Responsibility III: Implementation Exam #1	
7 2/20/2023	Area of Responsibility IV: Evaluation and Research	Chapter 4
8 2/27/2023	Area of Responsibility IV: Evaluation and Research	
9 3/6/2023	Area of Responsibility V: Advocacy	Chapter 5
10 3/13/2023	Area of Responsibility V: Advocacy Communities of Practice # 2	
3/20/2023 3/24/2023	SPRING BREAK	
11 3/27/2023	Area of Responsibility VI: Communication Submit Public Health Awareness Campaign Assignment Part 2 Draft	Chapter 6 Chapters 1 - 6
12 4/3/2023	Area of Responsibility VI: Communication Exam # 2	
13 4/10/2023	Area of Responsibility VII: Leadership and Management	Chapter 7
14 4/17/2023	Area of Responsibility VII: Leadership and Management Submit Entire Public Health Awareness Campaign Assignment.	Chapter 8
15 4/24/2023	Area of Responsibility VIII: Ethics and Professionalism	
Final Exam	Exam #3	Chapters 1 - 8

