

HEA 410 Resource Management and Grants

Spring 2008

University of Maine Farmington

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Course Description: This course familiarizes students with resource attainment, allocation and management. Students will explore funding sources, both public and private, and learn ethical guidelines surrounding health education and health promotion. Practical management skills such as budgeting, contracting, and grant-writing will be developed. This course provides students with the opportunity to learn and demonstrate the following discipline-specific competencies: assessing individual and community needs; planning, implementing and administering health education strategies, interventions and programs; evaluating research related to health education; and serving as a health education resource person.

Overview: The field of Community Health Education is increasingly financed by a variety of funding sources, including many programs funded on an interim basis which are distributed by the Maine Department of Human Services. State and federal funds which support many community health programs require a sophisticated understanding of the budget process in order to complete reports and present required information. This course is designed to prepare students for such tasks in community agencies. Employment in the field of Community Health Education relies heavily on the development of competencies with regard to fiscal responsibilities.

Required Text (*yes you must buy them*)

Karsh, Ellen and Fox, Arlen Sue, *The Only Grant-Writing Book You'll Ever Need, 2nd edition, 2003*, Basic Books, ISBN 978-0-78671-754-5

Denhardt, Robert, Denhardt, J. and Aristigueta M. *Managing Human Behavior in Public and Nonprofit Organizations. 2nd ed 2009*. Sage, ISBN 978-1-4129-5667-3

Note: Equal education opportunity is offered to students with special needs due to disability. Please notify me if reasonable accommodations will be needed to meet course requirements.

Course Objectives

By the close of the semester, student's skills will be improved in the following areas:

Area I: Assess Individual and Community Needs for Health Education

- Uses computerized sources of health related data (BRFSS, NHANES, YRBS etc). (Competency A)
- Determines the compatibility of data from different data sources. (Competency A)
- Select valid sources of information about health needs and interest. (Competency A)

- Analyze needs assessment data. (Competency F)

Area II: Plan Health Education Strategies, Interventions, and Programs

- Identify populations for health education programs. (Competency A)
- Elicit input from those who will affect or be affected by program. (Competency A)
- Obtain commitments from individuals who will be involved. (Competency A)
- Develop plans for promoting collaborative efforts among health agencies and organizations with mutual interests. (Competency A)
- Use research results when planning programs. (Competency B)

Area III: Implement Health Education Strategies, Interventions, and Programs

- Use the code of ethics in professional practice. (Competency C)

Area V: Administer Health Education Strategies, Interventions, and Programs

- Create a budget for proposed program, and plans for potential changes/adjustments. (Competency B)
- Develop volunteer opportunities. (Competency C)

Area VI--- Serve as a Health Education Resource Person

- Identify information sources needed to satisfy a request. (Competency B)

Areas of Responsibility and Competencies are from the National Commission for Health Education Credentialing, Inc. for certified Community Health Education Specialists. Revised May, 2007.

Course Requirements and Grading:

- Quizzes about ten worth about ten points each for about 100pts
- Class participation up to 200 points
- Final Exam = 150 points
- Grant Proposal = 200 pts

Total 650 points

> 600 points	A
550 – 600	B
500 – 549	C
450 – 499	D
<450	Game over, try again

Quizzes:

There will be a series of “pop quizzes” from your books that you will be required to complete and turn in. They will be weighted according to their respective value to the course.

Final Exam: There will be one in class final exam which will provide evidence of you KSA’s with regard to management.

Grant Proposal: Using your skills in funding acquisition, you will produce with a partner, a completed grant proposal, soup to nuts. Each section will be graded in accordance to expert opinion and comparison against guidelines.

(A I, C A); (A I, C F); (A II, C A); (A II, C B); (A III, C C); (A IV, C A); (A IV, C B); (A IV, C C); (A V, C C); (A VI, C B)

Budget spreadsheet and Contingency Plan:

(A V, C B)

Class participation: Attendance is of course required to get full credit for this section. Attendance will be recorded daily and 3pts awarded for each class. We meet a total of 16 times ($6 \times 16 = 96$ pts), additional points will be added for constructive participation and “random acts of professional development” (explained in detail later). The professor also reserves the right to add up to 15 additional points if effort and professional conduct merit.

Things to keep in mind:

- 1) Attendance is of course required.
- 2) Weather... class is held unless UMF officially calls it off. Please don't call me :)
- 3) Assignments are of course due on the date on the date displayed on the syllabus or agreed to in advance.
- 4) Everything of course must be typed – except quizzes.
- 5) Of course spelling and grammar count.
- 6) Class participation is important... of course.
- 7) Cell phones and other electronic gadgets really bug me, I recommend you keep 'em off :)
- 8) I will do the “attendance dance” promptly at the beginning of class, and will not feel obligated revisit that task later. Please be on time, and plan to stay the whole class period.