

PubH 6755**Planning and Budgeting for Public Health
Fall 2016**

Credits:	2
Meeting Days:	F 9:05 - 11:00 am
Meeting Place:	Weaver-Densford W2120
Instructor:	Anne M. Barry, MPH, JD, Assistant Adjunct Professor, Division of Health Policy and Management
Office Phone:	612-743-7183
E-mail:	barr0369@umn.edu
Office Hours:	by appointment
Grader:	Cody Carroll
Email:	pisku005@umn.edu
Office Hours:	by appointment

I. Course Description

This course will focus on a planning and budget process to support public health activities at the state and local level. Although the course will have general applicability to all planning and budgeting processes, particular emphasis will be placed on the planning cycles and the sources and uses of funds in governmental public health activities. The course will take two tracks. One track will assist the student in developing an understanding of business planning concepts while the second track will require the student to use what has been learned to review about business planning for public health to evaluate state and local budget documents. A final group project will require students to develop a business case and an expense budget to support an important public health activity.

II. Course Prerequisites

Academic Health Center grad student or instructors consent

III. Course Goals and Objectives

1. Students will be able to develop a business case and a budget to support an important public health activity at the state or local level.
2. Students will be able to effectively critique and improve public health activity business case documents and the budget to support such documents.
3. Students will have a strong working knowledge of the planning cycles in governmental public health organizations and understand how to navigate and use planning documents, forecasts, governmental financial statements, and budget documents to support important public health activities and priorities.

IV. Methods of Instruction and Work Expectations

The course will have 13 modules. Generally, there will be a textbook reading or document review assigned for each module. We will take about 30-40 minutes of each class to review the assigned material and then there will be in class assignments for each module. There will be one major group project requiring approximately 4 weeks of work by the groups to complete.

V. Course Text and Readings

Textbook: Required: Stephen N. Orton, Anne J. Menkens and Pamea Santos. Public Health Business Planning: A Practical Guide, Jones and Bartlett Publishers, Sudbury, MA, 2009 – ISBN 0-7637-4621-5 (pbk.)

VI. Course Outline/Weekly Schedule

Week	Topic	Textbook and Assigned Readings
9/9	Introduction/Overview of Planning and Budgeting for Public Health	Module #1-Assigned Readings and
9/16	What makes a Good Business Plan? Developing a Business Plan for Public Health Activities	Module #2- Textbook Chapters 1-4
9/23	Minnesota State Forecast and Budget Planning Process	Module #3-See Instructions for assignment
9/30	Making the Business Case for Public Health and Evaluation of Our Efforts Evaluating State Public Health Budget Documents	Module #4-Textbook Chapters 5-10 and assignment instructions
10/7	Group work in class – points for attendance	Module #5-No new readings see instructions for assignment
10/14	Financial Planning, Risks, Sustainability	Module #6-Textbook Chapters 11-12
10/21	Planning and Forecasting/Feasibility Plan, Understanding the Basics of Financial Statements	Module #7-Textbook Chapters 13-15, Group Assignments Due
10/28	The Basics of Grant Proposals	Module #8 – See Instructions
11/4	Public Health Finance: Conceptual Framework, Final Assignments Explanation	Module #9-See Instructions
11/11	Budget Development	Module #10 -See Instructions
11/18	Group Presentations of Business Plans	Module #11- See Instructions
11/26	No class-Thanksgiving holiday	
12/2	Group Presentations of Business Plans	Module #12 See Instructions
12/9	Group Business Plans Document Submission	Module #13 See Instructions
12/16	Peer Review	

VII. Evaluation and Grading

The course will include class assignments, case studies, budget document critique, and a group project. Each assignment will have the points given at the end of the assignment. There are a total of 225 points available in the class.

This course is offered both on an S-N basis and a letter grade basis, A – F. A letter grade will be determined by total effort as follows:

A = 94-100%	4.000 - Represents achievement that is outstanding relative to the level necessary to meet course requirements.
A - = 90% - 93%	3.667
B+ = 87% - 89%	3.333
B = 83% - 86%	3.000 – Represents achievement that is significantly above the level necessary to meet course requirements.
B- = 80% - 82%	2.667
C+ = 77% - 79%	2.333
C = 73% - 76%	2.000–Represents achievement that meets the course requirements in every respect.
C- = 70% - 72%	1.667
D+ = 65% - 69%	1.333
D = 55% - 64%	1.000 Represents achievement that is worthy of credit even though it fails to meet fully the course requirements.
F= < 65%	Represents failure (or no credit and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit, or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded and "I" or incomplete.
S	Represents achievement that is satisfactory, which is equivalent to a C- or better

A link to the grading policy can be found here: <http://policy.umn.edu/education/gradingtranscripts>

Work that is late will have points reduced by an appropriate amount. In the case of an emergency and a student needs more time to complete an assignment, permission must be received by the instructor.

Incomplete Grade

A grade of incomplete "I" shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an incomplete requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements.

University of Minnesota Uniform Grading and Transcript Policy

A link to the policy can be found at onestop.umn.edu.

VIII. Other Course Information and Policies

Grade Option Change (if applicable)

For full-semester courses, students may change their grad option, if applicable, through the second week of the semester. Grade option change deadlines for other terms (i.e. summer and half-semester) can be found at onestop.umn.edu.

Course Withdrawal

Students should refer to the Refund and Drop/Add Deadlines for the particular term at onestop.umn.edu for information and deadlines for withdrawing from a course. As a courtesy, students should notify their instructor and, if applicable, advisor of their intent to withdraw.

Students wishing to withdraw from a course after the noted final deadline for a particular term must contact the School of Public Health Student Services Center at sph-ssc@umn.edu for further information

Student Conduct, Scholastic Dishonesty and Sexual Harassment Policies

Students are responsible for knowing the University of Minnesota, Board of Regents' policy on Student Conduct and Sexual Harassment found at www.umn.edu/regents/polindex.html.

Students are responsible for maintaining scholastic honesty in their work at all times. Students engaged in scholastic dishonesty will be penalized, and offenses will be reported to the Office of Student Academic Integrity (OSAI, www.osai.umn.edu).

The University's Student Conduct Code defines scholastic dishonesty as "plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; or altering, forging, or misusing a University academic record; or fabricating or falsifying of data, research procedures, or data analysis."

Plagiarism is an important element of this policy. It is defined as the presentation of another's writing or ideas as your own. Serious, intentional plagiarism will result in a grade of "F" or "N" for the entire course. For more information on this policy and for a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: <http://writing.umn.edu/tww/plagiarism/>.

Students are urged to be careful that they properly attribute and cite others' work in their own writing. For guidelines for correctly citing sources, go to <http://tutorial.lib.umn.edu/> and click on "Citing Sources".

In addition, original work is expected in this course. It is unacceptable to hand in assignments for this course for which you receive credit in another course unless by prior agreement with the instructor. Building on a line of work begun in another course or leading to a thesis, dissertation, or final project is acceptable.

If you have any questions, consult the instructor.

Disability Statement

It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have a documented disability (e.g., physical, learning, psychiatric, vision, hearing, or systemic) that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to contact Disability Services to have a confidential discussion of their individual needs for accommodations. Disability Services is located in Suite 180 McNamara Alumni Center, 200 Oak Street. Staff can be reached by calling 612/626-1333 (voice or TTY).