

# PubH 8831

## Spring Semester, 2004

**Instructor:** Jon Christianson  
Department of Healthcare Management  
Mayo D-327; 2:30-3:20 PM, Fridays  
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**Office Hours:** Call for appointment

<b>Grading Policy:</b>	Written critique of formal proposal	10%
	Written critique of student proposal	20%
	Final draft of proposal including personnel, budget, and human subjects sections	70%

### **Schedule:**

January 19-January 23	Meet with assigned faculty member to discuss proposal draft
January 23	Discuss class schedule; data source/data collection discussion for proposals
January 30	Discuss data analysis section; distribute formal proposal to critique
February 6	No class; work on critiques and proposal
February 13	Critiques of proposal due; discussion of critiques
February 20	No class; work on proposals
February 27	Discuss human subjects and minorities/budget and personnel; rewrite of first semester work, including conceptual framework discussion submitted to instructor for review
March 5	Individual meetings with instructor (30 minutes) scheduled from 2:00-3:30 PM
March 12	No class: work on proposal draft
March 19	Spring break
March 26	Question and answer period

April 2	Forum for proposal discussion (sign up for 30 minute time by e-mail to instructor). Submit draft (in mailbox or by e-mail) of complete proposal text to instructor by 5 PM
April 9	Discussion of how to develop proposal critique with guest faculty
April 16	Forum for proposal discussion (sign up for time by email to instructor)
April 23 April 30 May 7	Presentation of critique in class. Complete proposal must be available for reviewer one week before scheduled class dates. Copy must be distributed to instructor at this time for distribution to faculty. Critique must be distributed by student to faculty and students by email 24 hours prior to class during which the critique is presented. If email is used for proposal distribution, send as one integrated attachment, <u>not</u> as a series of attachments.

Version of proposal to be graded must be submitted no later than 5:00 p.m. on May 12, proposal to be placed in instructor's mailbox or sent by e-mail. If email is used, send as one integrated attachment, not as a series of attachments.

NOTE: Proposal forms can be downloaded from NIH or SPA's web page.

Students will be expected to attend all 3 sessions, including the session where their proposal is critiqued. They should read the proposals and critiques scheduled for each session and participate in the class discussion of the proposals being reviewed, except the discussion of their own proposals. Assignments of dates for proposal review and critique will be made on April 2.