

## Health Justice Policy Student Competencies Skills Charts & Grades

You will be evaluated based on your performance in the skills outlined in the following chart. You are expected to demonstrate mastery of these skills. We will further derive the components of each skill together at your pre-semester meeting. Once we have agreed to the components, you should refer to these charts to track your progress and to complete your pre-semester, mid-semester and final self-evaluations.

Your grade in the Health Justice Policy course will be based on a 3 credit system spread over three categories: legislative skills, advocacy skills and professional qualities. The total possible points are listed after each "Skills Chart" section below. Your final grade is determined based on the total number of points you have received. Additional discretionary points may be awarded to students who make exceptional contributions to the Health Justice Project.

### Legislative Skills Chart

1.5 credits

Skills	Components
Define the Problem	<ul style="list-style-type: none"> <li>• Identify the health parameters of importance</li> <li>• Working with public health and medical partners, evaluate any data points related to the problem</li> <li>• Create a problem statement that accurately defines the problem and addresses the population, the issue, the timeframe and the location</li> </ul>
Assess the Problem	<ul style="list-style-type: none"> <li>• Understand the principle issue</li> <li>• If representing a principal or client, fully understand what the principal or client thinks the issue is and why s/he thinks the issue is important</li> <li>• Diagnose the community health problems and hazards</li> <li>• Research, observe and understand the key contextual factors, including policy, process, political, and personality factors</li> <li>• Ask follow up questions for clarification</li> </ul>
Research and Analyze the Issue	<ul style="list-style-type: none"> <li>• Identify the relevant research and authorities, including legal text</li> <li>• Find appropriate background information, supporting data and materials</li> <li>• Correctly analyze the materials</li> <li>• Complete the research in a comprehensive, yet timely, fashion</li> <li>• Keep your materials up to date, complete &amp; easily accessible to</li> </ul>

	<p>team members</p> <ul style="list-style-type: none"> <li>• Be able to access your materials quickly to answer questions</li> </ul>
Apply the Research & Develop Strategies to Address the Problem	<ul style="list-style-type: none"> <li>• Offer an analysis of your research in light of the principle issue and policy objective of your client or principal</li> <li>• Consider types of policy that would be most effective</li> <li>• Assess stakeholder and leadership concerns and motivations</li> <li>• Develop compelling and sound policy arguments</li> <li>• Identify deficiencies in the law and public policy and ways to correct them</li> <li>• Demonstrate understanding of advocacy strategies, including litigation, infrastructure building, funding analysis, media, grassroots organizing, among others</li> <li>• Include assurances for implementation and evaluation of intervention</li> <li>• Suggest additional work product in light of your research</li> </ul>
Draft Materials	<ul style="list-style-type: none"> <li>• Write in a clear, simple, concise and persuasive manner</li> <li>• Provide a roadmap and topic sentences where appropriate</li> <li>• Know your audience and adjust your writing style accordingly</li> <li>• Demonstrate an ability to communicate the issue in multiple forums (letters to the editor, policy brief, “leave behind,” presentation materials)</li> <li>• Self-edit, welcome outside edits, and follow up on feedback</li> <li>• Incorporate editorial comments into subsequent drafts</li> </ul>
Interdisciplinary Collaboration	<ul style="list-style-type: none"> <li>• Identify other disciplines that could contribute to the policy development</li> <li>• Demonstrate ability to work in collaboration with colleagues in your own and other disciplines</li> <li>• Consult with other disciplines to learn about the issue from multiple perspectives</li> <li>• Engage other fields to advance your goals</li> <li>• Demonstrate ability to engage in strategies that complement and support public policy, including working with the media and community empowerment</li> </ul>

**Advocacy Skills Chart**  
1 credit

Skills	Components
Effectively Communicate and Present Materials	<ul style="list-style-type: none"> <li>• Know your audience and cater to multiple forums and audiences</li> <li>• Be well-versed in all relevant materials</li> <li>• Be concise and precise</li> <li>• Be persuasive and thoughtful</li> <li>• Engage in active listening to understand audience’s concerns and feedback</li> <li>• Distribute / create relevant, appropriate, and useful materials</li> <li>• Be conscious of the organization of your presentation and plan accordingly</li> </ul>
Participate in Stakeholder Meeting	<ul style="list-style-type: none"> <li>• Draft a background memo</li> <li>• Draft a “one-pager” or “leave behind” of talking points that supports your advocacy effort</li> <li>• Clearly explain the purpose of your meeting</li> <li>• Communicate major points in the allotted timeframe</li> <li>• Anticipate and address questions</li> <li>• Listen to stakeholder’s reactions, tailor responses and counter arguments to meet their concerns</li> <li>• Improve presentation based on feedback from the practice presentation</li> </ul>
Participate in Colleague Meetings	<ul style="list-style-type: none"> <li>• Select and distribute relevant and useful materials prior to the meeting (such as, sample research or an agenda)</li> <li>• Clearly explain the purpose of the meeting, the major points to be discussed, and the issue that needs to be decided</li> <li>• Be receptive to feedback / ideas and answer participant’s questions</li> <li>• Demonstrate ability to lead and engage in a meaningful discussion on your issue</li> <li>• Effectively and actively engage in the discussions led by fellow students</li> </ul>

## Professional Qualities Skills Chart

.5 credit

Skills	Components
Dependability & Timeliness	<ul style="list-style-type: none"><li>• Attend meetings and arrive on time</li><li>• Keep your supervisor informed of your whereabouts (including if you are going to miss a meeting)</li><li>• Promptly return phone calls and respond to emails from supervisors and individuals connected to the project</li><li>• Submit work product on time and in a complete manner</li></ul>
Self-sufficiency & Helpfulness	<ul style="list-style-type: none"><li>• Ask for help when it is necessary and appropriate, but not when it is a question that could be easily answered by reviewing the course materials or doing additional research</li><li>• Be proficient in using clinic office equipment and technology (e.g., telephone, computer, fax, copier, and video recorders)</li><li>• Answer the telephone when appropriate</li><li>• Assist with logistics for meetings</li></ul>
Effective Professional Collaboration	<ul style="list-style-type: none"><li>• Foresee upcoming demands on your time and coordinate work product with your supervisor</li><li>• Maintain flexibility in your schedule to accommodate unexpected meetings, presentations, hearings, and other events related to your project</li><li>• Divide work in a fair and efficient manner, and successfully work with other students on joint projects</li><li>• Identify problems as they develop and take affirmative steps to address them with clinic faculty</li></ul>
Professional Development, Evaluation and Reflection	<ul style="list-style-type: none"><li>• Articulate personal goals for the semester and implement strategies to meet those goals</li><li>• Engage in self-reflection, recognizing both your strengths and those areas in which you need to improve</li><li>• Submit thoughtful reflections and journal entries</li></ul>
Professional Responsibility	<ul style="list-style-type: none"><li>• Understand, reflect upon, and abide by the rules of professional responsibility</li><li>• Identify potential ethical issues and address them in collaboration with supervisors</li></ul>