WORKSITE HEALTH PROMOTION

HSC 4694, SECTION 13CC
3 SEMESTER ;HOURS
SPRING/2017

CLASS MEETING TIMES: MWF, Period 5 (11:45-12:35), Room FLG 245

INSTRUCTOR
Amber S. Emanuel, Ph.D.
Florida Gym, Room 73
amberemanuel@ufl.edu
Ph: (352) 294-1824

OFFICE HOURS: Monday and Wednesday 1:15-3:30 and by appointment

COURSE WEBSITE: http://elearning.ufl.edu

COURSE COMMUNICATIONS: Email the instructor through the Canvas email tool or at amberemanuel@ufl.edu. Be sure to include course name in email.

Additionally, you should make a point to regularly check for course-related notices via the Announcement tool on the Canvas course website. Students who fail to keep up with posted Announcements risk missing important information related to the course, including possible changes in assignment due dates.


ADDITIONAL RESOURCES: Supplemental readings and materials may be assigned throughout the course of the semester. These readings and materials will be made available within the module for which they are assigned.

COURSE DESCRIPTION: Considerations in planning, implementing and evaluating comprehensive health education and health promotion programs at the worksite including health risk appraisal, program design and special educational strategies appropriate for the occupational setting.

PRE-REQUISITES: HEB major, Junior or Senior Standing, and HSC 3032 with a minimum grade of C.
COURSE GOALS AND/OR OBJECTIVES:
By the end of this course, Worksite Health Promotion, you will be able to:
1. Explain why the worksite is an appropriate delivery point for health promotion programs.
2. Determine what activities/programs are appropriate based upon a needs assessment and identify appropriate personnel to deliver the activities.
3. Develop a mission statement, goals, and objectives for a prototype worksite health promotion program.
4. Identify effective methods of identifying and/or developing appropriate health promotion materials or activities.
5. Develop a high-quality worksite health program planning proposal.
6. Analyze current case studies within worksite health promotion.

INSTRUCTIONAL METHODS: This is a course that utilizes a variety of learning modalities — lecture, activities, application assignments, class discussions and exams. This course will also utilize in-class & out-of-class learning activities. Your CANVAS account (elearning.ufl.edu) will be utilized for accessing specified course materials.

COURSE POLICIES:

EXAMS: Exams will cover both information presented in class and the assigned readings. The exams will consist of multiple-choice questions, true/false, and some short answer items. Exams will only cover material covered since the last exam.

STUDENT QUESTIONS ON EXAM/QUIZ QUESTIONS: All student inquiries regarding exam and quiz questions will be fielded following the initial grading of each assessment. If you have questions about specific exam and quiz questions, you will be asked to (a) describe your concern(s) in writing and (b) formally submit your inquiry to me. You must send an email with any specific quiz/exam-related questions within 24 hours of completing the quiz or exam. I will evaluate the validity of each concern and take appropriate action as needed (e.g., send a written response of clarification, modify the grade if the inquiry is found to have merit).

MAKE-UP POLICY: If you must miss a submission deadline for any assignment or exam, you may (no guarantee) be given an opportunity to submit after the deadline only after you provide an acceptable reason with proper documentation for missing the deadline. Decisions to allow make-ups will be made by me after consulting the university-wide attendance policies specified in the UF Undergraduate Catalog: (https://catalog.ufl.edu/ugrad/current/regulations/infor/attendance.aspx). I encourage you to communicate with me immediately if you miss a submission deadline. The longer you wait to communicate a difficulty, the less likely a make-up will be possible. NOTE: Any
student with an acceptable excuse and appropriate documentation who misses a regularly scheduled exam will be given a cumulative make-up exam during finals week.

ATTENDANCE AND DEADLINES: I expect students to attend class. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

COURSE TECHNOLOGY: For this course, you will need Internet connection (DSL, LAN, or cable connection desirable) and access to the University of Florida’s E-Learning System, Canvas. The Canvas course management system employs several tools to facilitate both individual and group communication within the course, as well as manage the submission and grading of assignments. You are expected to be proficient in working in Canvas. Several video tutorials on how to use the various tools within Canvas are available for viewing through the Help Center in Canvas. You are encouraged to become familiar with the Canvas course tools to ensure the best experience possible from this online course. Students who need more personal assistance with the Canvas course tools should contact the UF Computing Help Desk at 352-392-4357.

- http://helpdesk.ufl.edu
- (352) 392-HELP - select option 2

ONLINE COURSE EVALUATION: Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semesters, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results.

UF POLICIES:

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES: Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.
UNIVERSITY POLICY ON ACADEMIC CONDUCT: UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code ([http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/](http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/)) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

CLASS DEMEANOR OR NETIQUETTE: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats.

GETTING HELP:

For issues with technical difficulties for Canvas, please contact the UF Help Desk at:

- [http://helpdesk.ufl.edu](http://helpdesk.ufl.edu)
- (352) 392-HELP (4357)
- Walk-in: HUB 132

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from the Help Desk when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Other resources are available at [http://www.distance.ufl.edu/getting-help](http://www.distance.ufl.edu/getting-help) for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support
Should you have any complaints with your experience in this course please visit http://www.distance.ufl.edu/student-complaints to submit a complaint.

GRADING POLICIES:

ASSIGNED WORK:

All students are expected to do their best work. The grade received at the end of the semester is the one that has been earned. **No late work will be accepted.**

Grades will be determined by the following activities:

1. **Weekly Quizzes** (12 quizzes; 5 points each; 60 points total): You must complete 12 open-note online quizzes. The quizzes will ask multiple-choice, true-false, matching, and/or short-answer type questions to assess your understanding of the material in the designated modules. Each quiz will be worth 5 points, and you will have up to 10 minutes to complete each quiz. No make-ups are allowed for missed quizzes without formal documentation of a medical or immediate family emergency. Missed quizzes will receive a zero (0) in the gradebook. The deadline for quizzes is 11:55 p.m. on the assigned due date listed in the course schedule.

2. **In & Out of Class Assignments** (100 points). In class “assignments” may include, but are not limited to, class/group discussion, lecture, participating in demonstrations, quizzes, presentations, and viewing and discussing videos. There will be various in-class & out-of-class activities required for this course. These activities will supplement information discussed in assigned readings, possible video viewings, and during class lectures. They are designed to apply and/or reinforce skills learned in class for understanding the field of health education and promotion. In-class activities may NOT be announced in advance, NOR can they be made up. If you are late to class and an activity has already been completed, you will not have the opportunity to make it up.

3. **Exams** (two exams, 100 points each; 200 points total): The exams may consist of essay, short-answer, matching, multiple-choice, and/or true-false questions. Exam questions may be adapted from module activities and discussions. **Note: Any student with an acceptable excuse and appropriate documentation who misses a regularly scheduled exam will be given a cumulative make-up exam during finals week.**

4. **Final Course Project** (100 points): The purpose of this project is to allow the student opportunities in planning and developing an innovative idea for worksite health promotion. This project will require time and a maximum effort from each team member in order to develop an effective product. Teams will be chosen and a prototype worksite will be established. Then, teams will begin developing ideas to improve the health of its employees. Each team will be required to present their project to the class. More details about this project will be discussed in class and posted to course website.
INFORMATION ON CURRENT UF GRADING POLICIES FOR ASSIGNING GRADE POINTS:

- This may be achieved by including a link to the web page: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

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<thead>
<tr>
<th>Assignment</th>
<th>Points or percentage</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>5 points * 12 = 60</td>
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<tr>
<td>Activities</td>
<td>100 points</td>
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<tr>
<td>Exams</td>
<td>2 * 100 = 200 points</td>
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<tr>
<td>Final Course Project</td>
<td>100 points</td>
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<tr>
<td><strong>Total points</strong></td>
<td><strong>460 points</strong></td>
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GRADING SCALE:
A (93% or better)
A- (90% or better)
B+ (88% or better)
B (82% or better)
B- (80% or better)
C+ (78% or better)
C (72% or better)
C- (70% or better)
D+ (68% or better)
D (60% or better)
F (below 60%)

GRADE ADJUSTMENTS: It is unethical and in direct violation of the UF Student Honor Code to request an *unjustifiable* (e.g., “rounding up”) grade adjustment (UF Student Honor Code: “Conspiracy to Commit Academic Dishonesty”).

COURSE SCHEDULE:
A WEEKLY SCHEDULE OF TOPICS AND ASSIGNMENTS: The schedule is found in Canvas and the document entitled ‘Course Due Dates’.

Disclaimer. This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.