HSC 4694: Worksite Health Promotion
University of Florida, Department of Health Education & Behavior

Instructor: Dr. Garcia-Guettler
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Office: Florida Gym (FLG) #16
Phone: 352-294-1817
Fax: 352-392-1909
Email: Please use Inbox tool on Canvas Course Website

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Jalie Tucker, PhD, MPH
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Email: jaliet@ufl.edu

Course Logistics:
Spring 2016 - HSC 4694, 3 credit hours
Class Meeting Logistics: MWF, 5th Period (11:45am – 12:35pm), FLG 285
Office Hours: Thursdays 3:00pm – 6:00pm, and by appointment

Emails & Course Correspondence
• All course inquiries should be emailed via Inbox tool on the HSC4694/6695 Canvas Course Website.
• Email inquiries received Mondays through Fridays will usually receive a reply with 24 hours of receipt; however, if you have not received a reply within 48 hours, please resend your inquiry.
  o Emails sent after 4:00pm on Fridays and/or during the weekends will be replied to the following Monday.
• Please refer to “Email Correspondence” on page 5 of this syllabus for more information.

Course Catalog 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.

Prerequisites: HEB major, Junior or Senior Standing, and HSC 3032 with a minimum grade of C.

REQUIRED Course Textbook:
Title: ACSM’s Worksite Health Handbook: A Guide to Building Healthy Companies
Authors: Pronk and ACSM
If applicable, other books/readings assigned for class will be provided.

Learning Outcomes / Course 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.
What You Can Do To Be Successful in HSC 4694/6695:
By understanding and performing the following actions:

1. Be present at all class meetings. In order to contribute to the overall productivity of the class, it is to your advantage to be here. Please inform me of any scheduling conflicts PRIOR to the beginning of class.
2. Take ownership of your education and learning experience.
3. Be an active participant in class discussions and activities.
4. Complete any readings PRIOR to coming to class. As we engage in class discussions, you should be familiar with the material so that you may contribute to discussions.
5. Inform me whenever there is a problem related to the class, whenever you feel the need to clarify questions, or whenever you desire to further explore the topics of particular interest.
6. Respect the viewpoints and contributions of your instructor and fellow classmates.

Course and Instructional Format:
- Individuals learn in unique patterns; therefore, a variety of learning modalities (lecture, participation activities, application assignments, and class discussions) are offered and encouraged. 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 Requirements, Accessibility:
- Access to University of Florida’s E-Learning System, CANVAS: elearning.ufl.edu. (Internet connection DSL, LAN, or cable connection desirable). **Faulty Internet Connections WILL NOT be accepted as an excusable reason for any missed assignments, activities, quizzes, and/or exams.**

Course Announcements:
- It is your responsibility to regularly check Course Announcements posted on the course website.

Course Requirements, Evaluation and Grading:
- The grade for this course will be based upon the following:

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Point Value</th>
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<tbody>
<tr>
<td>1. Personal Photo: Digital Upload</td>
<td>10 points</td>
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<tr>
<td>2. Syllabus Quiz</td>
<td>10 points</td>
</tr>
<tr>
<td>3. Readiness Assessment Quizzes (RAQ’s)</td>
<td>50 points</td>
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<tr>
<td>4. In &amp; Out of Class Activities &amp; Assignments</td>
<td>80 points</td>
</tr>
<tr>
<td>5. Team-Based Worksite Health Project</td>
<td>100 points</td>
</tr>
<tr>
<td>5a. Exam 1</td>
<td>100 points</td>
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<tr>
<td>5b. Exam 2</td>
<td>100 points</td>
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**Total Course Points =** 450 points

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<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>95% - 100%</td>
</tr>
<tr>
<td>A-</td>
<td>90% - 94.99%</td>
</tr>
<tr>
<td>B+</td>
<td>87% - 89.99%</td>
</tr>
<tr>
<td>B</td>
<td>83% - 86.99%</td>
</tr>
<tr>
<td>B-</td>
<td>80% - 82.99%</td>
</tr>
<tr>
<td>C+</td>
<td>77% - 79.99%</td>
</tr>
<tr>
<td>C</td>
<td>73% - 76.99%</td>
</tr>
<tr>
<td>C-</td>
<td>70% - 72.99%</td>
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<tr>
<td>D+</td>
<td>67% - 69.99%</td>
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<tr>
<td>D</td>
<td>63% to 66.99%</td>
</tr>
<tr>
<td>D-</td>
<td>60% to 62.99%</td>
</tr>
<tr>
<td>E</td>
<td>59.99% and below</td>
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**Grading Scale**

Please note:
Students who have a very low grade but do not drop/withdraw from this course nor explain his/her situation to this instructor on or before Friday, 4/8/16 will be given an “E” (Failing grade), NOT an “I” (Incomplete grade).

Please understand that 89.999999999999999% equals a “B+” semester grade. I do not give extra credit assignments, extra points, nor fractions of extra points, so please do not ask.

All grading concerns (quizzes, assignments, activities, exams, etc.) must be discussed during office hours.
Descriptions of Course Requirements

1. Personal Photo: Digital Upload (10 points)
   • Upload a recent digital photo of yourself to e-learning (Canvas: Assignments)

2. Syllabus Quiz (10 points)
   • The course syllabus is considered THE mutual agreement between me (the course instructor) and you (the student). The Syllabus Quiz is to ensure that you fully understand the assignment expectations of this course as well as this course’s policies and procedures.

3. Readiness Assessment Quizzes (RAQ’s)
   (10 Quizzes @ 5 points each = 50 points)
   • RAQ’s are brief quizzes based on the reading assignment for the chapter/topic. These quizzes may include multiple-choice, true/false, and/or short answer type questions.
   • There are absolutely NO make-ups for missed RAQ’s without formal documentation.

4. In & Out of Class Activities and Assignments (80 points)
   • 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.

5. Team-Based Worksite Health Promotion Project & Presentation (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.

6. Exams (2 Exams @ 100 points each = 200 points)
   • There will be 2 exams for this class. Material presented on each exam is articulated to assess your comprehension as well as applicability of information learned. Exams will consist of questions using various formats such as: multiple choice, true/false, matching, short answer, & essay.

Other Policies and Procedures

Attendance/Participation
• Although attendance is not required, it is the first recommendation for successful completion of this course and the means to receive optimal benefit for your time and money. Please remember, there are no make-ups for missed in-class activities regardless of the reason it was missed.
• With advance notice, you may be required to be involved in activities that interfere with other classes. Communication (in advance) to instructors will be required to which written notes will be distributed. If applicable, you will be notified of these days & times in advance.
• All students will be held accountable for any information presented in class discussions, lectures, assignments and/or readings, whether they are present or not. If you need to be absent from class, it is your responsibility to first check with your class peer about information and/or assignments discussed. If more information is needed about what was missed, please discuss them with me during the next available office hours. Emails concerning missed information/assignments will not be responded to.
• Please note, disruptive behavior WILL NOT be tolerated. A 5-point deduction WILL occur for EACH occurrence of disruptive behavior AND you will be dismissed from class for that day.
  o This includes (but is not limited to) the use of mobile phones during class, having outside, non-lesson related conversations when I or other classmates are speaking, and any other unprofessional behaviors and/or remarks.

Policy for Submitting All Assigned Work:
• Your work is expected to be on time. Some of the “deadlines” are self-imposed and will be determined by the specific assignment.
• If an emergency arises which causes you to miss a quiz (RAQ), an assignment deadline, or an exam, it is your responsibility to contact the instructor within 24 hours and provide formal documentation via fax or email within 72 hours so that your starting value(s) will not be affected.
• Any late RAQ or assignment submitted within 24 hours of due date/time are subject to an automatic 50% of starting value. No submission will be accepted after 24 hours of the due date/time and a grade of zero (0) will be given.
  • Among the reasons absences are considered excised by the university are the following:
    i. Participation in an activity appearing on the University authorized list.
    ii. Death or major illness in a student’s immediate family
    iii. Illness of a dependent family member
    iv. Participation in legal proceedings or administrative procedure that require a student’s presence
    v. Religious holy day
  • This “Policy” does not include “In-Class Activities.” As stated in Page 3, 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.
• You are responsible for binding all papers. Any work submitted in class unbound (i.e. with corners pinched together) WILL NOT be accepted. Approach these assignments as if you are working for a professional health organization. Work will be critiqued as such.

Academic Integrity:
• Each student is expected to make an honest effort in this class and to be scrupulous in maintaining academic integrity. Cheating and plagiarism will not be tolerated, and college guidelines on academic misconduct will be enforced.
• By formally registering for coursework at the University of Florida, you agreed to abide by the following statements from the University:
  • As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. “ You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit 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." It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams).
  • Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. To
avoid misunderstandings on both our parts, please refer to the *University of Florida Student Honor Code* located at [http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php](http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php).

**Email Correspondence**

- Please utilize proper etiquette when sending emails. This includes an appropriate “Subject” heading, proper greeting/salutation, grammatically correct message body, and proper closure. For example:

  **Subject Heading:**
  Budget for Team Based Project

  **Message Body:**
  Hello Dr. Garcia,
  Due to my work schedule, I’m unable to attend your office hours. Could I schedule an appointment with you to discuss the budget portion of our Team Based Project?

  Your Student,
  Name
  HSC 4694, Spring 2016

- I **EXPECT** professionalism from you. Inappropriate or etiquettely-deprived emails will be returned with a suggestion to revise & resend.

**Americans with Disabilities Act (ADA):**

- The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protections for persons with disabilities. Among other things, this legislation requires that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you registered through the Disabilities Resource Program in the Dean of Students Office at 352-392-1261, or [www.dso.ufl.edu/drc](http://www.dso.ufl.edu/drc) and you need specific accommodations for the course, I will gladly provide those accommodations.
  - Any student who requires accommodations to complete the requirements and expectations of this course due to documented disability is encouraged to make his/her needs known to the instructor and to UF’s Disabilities Resource Program ON or BEFORE Friday, January 15, 2016.
- If you did not register formally, but you know you have behavioral or learning disabilities or other issues that might affect your performance in the course, tell me and I will help you.

**Policy on Recommendations.**

- I will consider preparing recommendations for graduate programs, professional schools, internships, scholarships, and jobs if and only if ALL of the following requirements have been met by you.
  1. Have completed a course with me previously and received an A grade,
  2. Have an A grade in the course you are currently taking with me,
  3. Actively engaged in class activities & discussions during each class,
  4. Have met with me during office hours at least twice during each semester you were my student to share about yourself (graduate school interests, career goals, general health education inquiries, etc.),
  5. You are willing to waive your right to review the letter of recommendation,
  6. Provide your recommendation request to me via email at least 5 weeks prior to the date the recommendation is due.

**CAVEAT:**

*The schedule and procedures in this course are subject to change in the event of extenuating circumstances.*
# Worksite Health Promotion

**HSC 4694 – Spring 2016** - **Tentative Class Schedule (as of 1/8/16)**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Readings</th>
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| **Week 1: January 4 – January 8, 2016**  
*Classes begin Tuesday, January 5, 2016* |  
Introduction to Class, Class Peers, Syllabus Review  
Syllabus |
| **Week 2: January 11 – January 15, 2016** |  
Introduction to Worksite Health Promotion  
Chapters 2, & 3 |
| **Week 3: January 18 – January 22, 2016**  
*Monday, January 18, 2016 – Martin Luther King Day (NO Classes)* |  
Health Promotion Planning in Small, Medium, & Large Businesses  
Best Practices in Worksite Health Promotion  
Chapters 5, 9, & 12 |
| **Week 4: January 25 – January 29, 2016** |  
Ethics and Professional Development  
Chapters 6, 13, & 14 |
| **Week 5: February 1 – February 5, 2016** |  
The Built Environment & Workplace Safety  
Chapters 30, & 31 |
| **Week 6: February 8 – February 12, 2016** |  
Theories and Planning Models  
Chapter 22 & Theories At a Glance |
| **Week 7: February 15 – February 19, 2016** |  
Theories and Planning Models  
Chapter 22 & Theories At a Glance |
| **Exam 1: Friday, February 19, 2016** |  |
| **Week 8: February 22 – February 26, 2016** |  
Discussion of Team Based Worksite Health Promotion Project, Team Formations, and Ice Breaker Activities. Determining Employees’ Needs and Interests  
Chapters 4, 16, & 24 |
<p>| <strong>Week 9: February 29 – March 4, 2016</strong> |  |</p>
<table>
<thead>
<tr>
<th><strong>Spring Break</strong></th>
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<tbody>
<tr>
<td><strong>Week 10: March 7 – March 11, 2016</strong></td>
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<tr>
<td>Mission, Goals, and Objectives</td>
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<tr>
<td><strong>Week 11: March 14 – March 18, 2016</strong></td>
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<tr>
<td>Implementation and Evaluation</td>
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<tr>
<td><strong>Week 12: March 21 – March 25, 2016</strong></td>
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<tr>
<td>Planning, Staffing, and Risk Management</td>
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<tr>
<td><strong>Week 13: March 28 – April 1, 2016</strong></td>
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<tr>
<td>Budget Development</td>
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<tr>
<td><strong>Week 14: April 4 – April 8, 2016</strong></td>
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<tr>
<td>Marketing Programs</td>
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<tr>
<td><strong>Week 15: April 11 – April 15, 2016</strong></td>
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<tr>
<td>Team Based Project Presentations</td>
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<tr>
<td><strong>Week 16: April 18 – April 22, 2016</strong></td>
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<tr>
<td>Thursday, April 21&lt;sup&gt;st&lt;/sup&gt; and Friday, April 22&lt;sup&gt;nd&lt;/sup&gt;, 2016: Reading Days (NO Classes)</td>
</tr>
<tr>
<td><strong>Exam 2, Wednesday, April 20, 2016</strong></td>
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<tr>
<td>Friday, April 29, 7:30am – 9:30am (UF Scheduled Final Exam Time)</td>
</tr>
<tr>
<td>Graduate Student Presentations (Required Attendance by All Undergrad/Grad Students)</td>
</tr>
</tbody>
</table>