

**College of Health and Human Performance
Department of Health Education & Behavior**

HSC 4694 Health Promotion in the Workplace

*"Safer, healthier workplaces mean increased productivity, more job satisfaction, stronger bottom-line results, less harmful environmental impact and enhanced community relationships."
Dr. Timothy Key, President ACOEM*

Fall 2010: **Thursday – 4:05 – 6:50 pm - Room 0265 FLG**

Instructors: Kim Holton, email: mkholton@ufl.edu; phone: 392-0583x1317

Office Location: Florida Gym 106F

Office Hours: Monday & Wednesday 2:30 – 4:00 PM

Required Text: Chenoweth, David, (2007) *Worksite Health Promotion*, Human Kinetics, Champaign, IL.

This course is designed for students interested in providing health promotion programs to primarily adult populations using the workplace as the delivery point. The focus of the course is on planning, administering, and evaluating worksite health promotion programs.

Course Objectives: Upon successful completion of this course the student will be able to:

1. Explain why the workplace is an appropriate delivery point for health promotion programs.
2. Utilize effective methods of identifying and/or developing appropriate health promotion program materials or activities.
3. Develop an appropriate annual budget for a prototype health promotion program.
4. Determine what activities/programs are appropriate based upon a needs assessment and identify appropriate personnel to deliver the activities.
5. Create a plan for the evaluation of a prototype health promotion program including both organizational and individual levels.
6. Design appropriate marketing materials for the prototype health promotion program.

Class Structure: Three hour classes are expected to meet 150 minutes; we will begin class promptly at 4:05 PM, take a 10 minute break around 5:15 PM and dismiss class at approximately 6:50 PM. The general format for class will be a mini-workshop which will include lecture/discussion, followed by an activity relevant to the lecture. Generally the

activities assigned in class will be used to develop the different elements of the final project and aid in preparation for exams. The workshop format will usually provide opportunities for project group meetings so as to minimize the time necessary for outside of class meetings. The elements of the project, class lectures, and material from the text will constitute the comprehensive final exam.

No laptops! No cell phones!

Please be courteous to your fellow class members and be on time!

Class Attendance Policy: Attendance is important to your performance in meeting the requirements of the class as well as developing an excellent working relationship with your group members. Attendance will be taken every class meeting and is a significant part of the professor evaluation. Please notify the professor **in advance** if you will be absent for a university related or professional activity; if you will miss class due to illness if at all possible, advise the professor **prior to** the class meeting by phone, email or in person.

Submission of Completed Work: With the exception of the HIPAA certification and final project that will both be submitted in hard copy, all other assignments are to be submitted electronically no later than the specified deadline. Email assignments as word attachments. Draft assignments will be reviewed and returned with comments for improvement, usually within two to three days of submission. Generally the draft assignment deadline date will be the Monday following the class meeting during which the activity was introduced.

Announced deadline dates and times are firm; please plan accordingly to complete assignments on time. Planning and good time management will be essential to a successful group process. **You are encouraged to establish your own deadline dates.**

EVALUATION

Grading Scale (percent minimum)

Project sections drafts	25%	A = 92 - 100; A- = 90 - 91
Final Project Submitted	30%	B+ = 87 - 89; B = 82-86; B- = 80 - 81
Exams	30%	C+ = 77 - 79; C = 72-76; C- = 70 - 71
HIPAA certification	5%	D+ = 67 - 69; D = 62-66; D- = 60 - 61
Evaluation by Group Members	5%	
Evaluation by Instructor	5%	E = LESS THAN 59 %
TOTAL	100 %	

General Guidelines:

Assignments: All assignments are to be submitted no later than the announced deadline date. Any assignment submitted later than the deadline date will not be given full consideration relative to awarding of points. Assignments are to include all sources utilized; list sources using the American Psychological Association's (APA) Style Manual format. See this site for APA style assistance:
<http://owl.english.purdue.edu/owl/resource/560/01/>

Sources may include personal communications, journal articles, catalogs, the Internet, class lectures, and textbooks. Assignments will generally have some source or reference. You may find that your best sources of information are personal interviews or contacts.

Exams: You will have 2 major exams; each will constitute 15% of your final grade (30% total). All exams are comprehensive. Details relative to how best to prepare, format, and length will be announced prior to the exam date. Exam 1 is tentatively scheduled for **March 3** and Exam 2 for **April 14**.

Final Project Submitted: The product of all draft project assignments, staff schedule sample, membership pamphlet, and sample newsletter will be the major elements of the Final Project. As each assignment is submitted the instructor will review, grade, and return to the group.

Revise each **returned assignment** according to suggestions and then include revised version in the final project notebook. All previously reviewed drafts returned to you are to be included in the final project as an appendix titled "Previous Graded Work."

The final project will be submitted in hard copy according to the project guidelines no later than **Monday, April 11, 12:00 noon**.

Projects turned in late will lose 5 points if turned in by 4pm on April 11th and 10 points for each day after April 11th.

Group member and instructors evaluation: The final project is a group assignment. Each group member will be asked to complete an evaluation related to the contributions of other group members as well as a self-evaluation. This evaluation represents 5% of your final grade. Additionally, 5% of your final grade is based upon the instructors' assessment of your class participation and contributions to an effective learning environment.

Academic Honesty: Every student that is admitted to the University of Florida has signed a statement of academic honesty committing him/her to be honest in all academic work and understanding that failure to comply with this commitment will result in disciplinary action.

Uphold your obligation as a student at the University of Florida and be honest in all work submitted and exams taken in this class and all others.

Assignments, Deadlines and Other Critical Dates

*This schedule is subject to change. Any needed changes will be announced in class. All deadlines and exams are in **bold**.*

Please complete the reading assignments prior to each class meeting.
Make it easier on yourself...keep up!

Jan 6: Class Orientation – Review of class policies and procedures.

- Overview of worksite health promotion
- The term project outline

Jan 13: Reading assignment: Chapters 1 and 9

- Introduction to worksite health promotion and theories of health behavior

Jan 20: Reading assignment: Chapter 2

- Organizational profiles will be provided, group assignments will be made
- Self discovery activity
- HIPAA requirements due in class Jan 27 – complete HIPAA certification at <http://privacy.health.ufl.edu/training/hipaaPrivacy/instructions.shtml>

Jan 27: Reading assignment: Chapter 10

- **HIPAA certification deadline – Print out certificate and bring to class**
- Ethics, Issues, and Professional Development
- Visit these websites for mission statement examples for class; you may want to take a look at other sites as well.

<http://www.osha.gov/oshinfo/mission.html>

<http://www.microsoft.com/mscorp/mission/>

<http://www.dol.gov/opa/aboutdol/mission.htm>

Feb 3: Reading assignment: Chapter 3

- Organizational aspects, vision, mission, values, goals and objectives
- Class activity draft mission statement, goals and objectives

Feb 10: Reading assignment: Chapter 8

- Evaluating goals and objectives
- Strategies to meet objectives and reach goals
- Class activity draft strategies and evaluation step(s) for goals and objectives

Draft deadline of mission, goals, objectives and evaluation strategies - Monday February 14 at 3:30 PM

Feb 17: Reading assignment: Chapter 4

- Program planning to meet goals and objectives – who, what, when, where
- Developing the implementation plan and program descriptions
- Class activity draft program intervention descriptions, calendar of activities

Draft deadline of implementation plan and program descriptions - Monday February 21 at 3:30 PM

Feb 24: Reading assignment: Handout

- Staffing the program, job descriptions
- Class activity draft using program plan and calendar, identify/define staff and develop brief job descriptions.

Draft deadline of job descriptions - Monday February 28 at 3:30 PM

Mar 3: Exam 1 – all material to date

- Dedicated group meeting time

Mar 10: NO CLASS—Spring Break!

Mar 17: Reading assignment: Handout

- Risk management and legal liability; emergency action plans
- Class activity, avoiding liability; draft risk management procedures

Draft deadline of risk management and emergency action plans - Monday March 21 at 3:30 PM

Mar 24: Reading assignment: Chapter 5

- Principles of budgeting
- Class activity draft program budget

Draft deadline of budget - Monday March 28 at 3:30 PM

Mar 31: Reading assignment: Chapter 7

- Marketing, branding, program promotion, incentives
- Class activity draft marketing, program promotion plans

Draft deadline of marketing and promotion - Monday April 4 at 3:30PM

Apr 7: Q and A on final project, review for Exam 2, wrap-up

- Dedicated group meeting time

Monday, April 11, 12 noon: Deadline to submit final project

Turn in completed project to James Milford in HEB Main Office

Apr 14: Exam 2

- **Group member evaluation deadline – Bring evaluation to class**
- Course evaluation

Apr 28: Final exam scheduled 10:00 am – 12 noon, FLG 0265