UF | Department of Health Education and Behavior
College of Health and Human Performance
UNIVERSITY of FLORIDA

Personal and Family Health

HSC3102 | 3 Credits |

INSTRUCTOR	**Melvena Wilson, DrPH. MPH, CHES** Office: FLG 15 Office Phone: 352-294-5416 Email: MJWilson@ufl.edu Preferred Method of Contact: **email**
OFFICE HOURS	My office hours are Monday – Thursday 10 am – 11 am or by appointment
MEETING TIME/LOCATION	Access course through Canvas on UF e-Learning (https://elearning.ufl.edu/) & the Canvas mobile app by Instructure

Course Correspondence:

Email via Canvas is the BEST way to contact me.

Email inquiries received Mondays through Fridays will usually receive a reply within 48 hours of receipt; however, if you have not received a reply within 72 hours, please resend your inquiry.

> o Emails sent after 4:00 pm on Fridays and/or during the weekends will be replied to the following Monday.

Course Catalog Description:

• Surveys personal health concerns: emotional health; aging and death; alcohol, tobacco and drug abuse; physical fitness; nutrition and dieting; consumer health; chronic and communicable diseases; human sexuality; and environmental health.

Prerequisites:

• There are no requisites for the course.

REQUIRED Course Textbook:

Kiely, M., Manze, M. G., & Palmedo, P. C. (2020). Personal health: A population perspective. Jones and Bartlett Learning. (ISBN-13: 978-1284099652)

> • Note: Our course is aligned to this specific edition of the textbook. If you choose to purchase/rent/study a different edition of this text, you do so at your own risk.
> • If applicable, other books/readings assigned for class will be provided.

RECOMMENDED READINGS:

1. APA Formatting

Learning Outcomes / Course Objectives:
By the end of this course, students will:
- Gain factual knowledge of key concepts in the area of health and well-being.
- Increase knowledge of prevalence, risk factors, and treatment of common health problems.
- Understand the impact of individual, social, cultural, community, environmental, and policy-level factors have on health outcomes.
- Demonstrate how theory and research can be applied in real-world settings to improve health and well-being.
- Apply strategies to improve personal health and well-being.

What You Can Do To Be Successful in this course:
By understanding and performing the following actions:
1. Take ownership of your education and learning experience.
2. Familiarize yourself with all course deadlines. Late assignments will not be accepted.
3. Be an active participant in course discussion forums and activities.
4. Complete all assigned readings prior to beginning an assessment and/or participating in discussion forums.
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.

MINIMUM TECHNOLOGY REQUIREMENTS The University of Florida expects students entering an online program to acquire computer hardware and software appropriate to his or her degree program. Most computers are capable of meeting the following general requirements.

A student's computer configuration should include:
• Webcam
• Microphone
• Broadband connection to the Internet and related equipment (Cable/DSL modem)
• Microsoft Office Suite installed (provided by the university) Individual colleges may have additional requirements or recommendations, which students should review before the start of their program.

- **MINIMUM TECHNICAL SKILLS** To complete your tasks in this course, you will need a basic understanding of operating a computer and using word processing software.
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Course Instructional Format:

• Individuals learn in unique patterns; therefore, a variety of learning modalities(i.e., pre-recorded video lectures, supplemental videos, participation activities, application assignments, and course discussions) are offered.

Your CANVAS account (elearning.ufl.edu) will be utilized for accessing all specified course materials. This course is conducted fully online in an asynchronous format, with pre-set weekly assignment deadlines. This means you will review modules and complete assignments on your own time and submit weekly by a designated date, as listed in the online Canvas schedule.

The course is divided into 12 modules. Each module is interactive and includes the following components:
1**. Learn-**Students will first read the associated textbook chapter(s) to establish a foundation of knowledge and strengthen comprehension and interaction of the course information. After reading, students will learn more about module topics by watching video lectures, additional readings, and other activities associated with the module.

2. **Quiz-**After learning the module information, students will be tested on knowledge gained by taking a 10-item quiz, designed to assess reading and lecture comprehension. Quizzes are due on the **Wednesday** of the week the module is presented.

3. **Discussion-**Students are presented with a relevant topic related to the module and asked to apply lecture concepts, as well and seek and include new information in a initial discussion post (minimum of 250 words) to their peers. Students will then read and respond (minimum of 100 words each or one-minute video, including a question their peers' post provoked) to two of their peers' posts. **Initial post** is due on **the Wednesday** the module is presented. Follow-up posts are due **on Friday** of the same week.

4. **Experience-**Students will complete a short (750 word minimum), written activity to engage the module material by applying it to everyday situations. These assignments will be due weekly, on the **Friday** the module is presented.

5. **Health Behavior Change Assignment**-During the semester, students will also complete a health behavior change project. The health behavior change project allows students to apply health behavior change theory to their own lives as they attempt to change one of their own unhealthy habits. Students will track their behavior change across the course of 5 weeks. Students will not be graded on the success of their behavior change, but the ability to synthesize class material.

Course Requirements / Accessibility:
• Access to University of Florida's E-Learning System (eLearning.ufl.edu), CANVAS: elearning.ufl.edu. (Internet connection DSL, LAN, or cable connection desirable).

Course Emails & Announcements:
• It is your responsibility to regularly check (daily is recommended) for course emails and announcements via Gatorlink and Canvas accounts. You are responsible for all information sent out via email and/or course announcement.

Course Requirements, Evaluation and Grading:

• Your grade for this course will be based upon the following:

Course Requirements	Point Value
Quizzes (12 Modules, Syllabus & Overall = 14 total)	20 points each (280 total points)
Experience (13Modules)	20 points each (260 total points)
Discussion (12 Modules & Syllabus = 13 total)	20 points each (260 total points)
Health Behavior Change Project (4 parts)	90 points
AI Course	10 points
TOTAL POINTS POSSIBLE	**900**

Grading Scale

Letter Grade	Points Earned	Percentile	Grade Points
A	837-900	93-100	4
A-	810-836.1	90-92.9	3.67
B+	783-809.1	87-89.9	3.33
B	747-782.1	83-86.9	3
B-	720-836.1	80-82.9	2.67
C+	693-719.1	77 -79.9	2.33
C	657-692.1	73 -76.9	2
C-	630-656.1	70-72.9	1.67
D+	603-629.1	67-69.9	1.33
D	567-602.1	63-66.9	1
E	< 566.1	0-62.9	0

Please Note:
Students who have a very low/failing grade and do not drop/withdraw from this course nor explain his/her situation to the instructor on or before the last day of classes will be given an "E" (failing grade), NOT an "I" (Incomplete grade).

It is unethical and a violation of the UF Student Honor Code to request an unjustifiable grade adjustment (UF Student Honor Code: "Conspiracy to Commit Academic Dishonesty"). Please understand that 89.99999% equals a "B+" semester grade. Under no circumstances will I give extra credit assignments, extra points, nor fractions of extra points, so please do not ask. However, if a grade input error occurs, you should notify me as soon as possible. I will examine the Canvas grade to determine whether a calculation error has occurred and if so, the grade will be adjusted accordingly.

Academic Integrity

No student may intentionally or knowingly give or receive aid on any test or examination, or on any academic exercise, that requires independent work. This includes, but is not limited to using technology (i.e., instant messaging, text messaging, or using a camera phone) or any other unauthorized materials of any sort, or giving or receiving aid on a test or examination, or assignment.

- *GroupMe and other group messaging platforms (like Whatsapp) are meant to be used for simple class discussions. These should not be utilized to share test answers, including screen shots.*

- *Please know if you are found asking for OR sharing answers to quizzes, exams, or assignments, you will be reported to the Office of Student Conduct.*

 Discussion Forum Grading Rubric

Rubric for your DF Personal Post (7 points)		
Great Job, that's exactly what I was looking for! (7.0pts)	**Not too bad, it's close to what I was looking for. (3.5pts)**	**Uh oh, what happened here? Let's revisit this. (0pts)**
Reflects excellent understanding of assigned reading; posts factually correct information, reflective and substantive contribution; advances discussion.	Generally competent. Posts information that is factually correct; however, contribution lacks full development of concept or thought. Suggests reading/lecture was scanned but not carefully.	Little or no evidence of having read course materials and/or preparing for the discussion. Post contains information that is off-topic, incorrect, and/or irrelevant to discussion.
Meets 150 word minimum.	Word count between 100-149 words.	Word count is less than 100 words. Late or no post provided.
Rubric for your DF Peer Replies (2 replies per discussion topic, 1.5 points per reply = 3 points		
Great Job, that's exactly what I was looking for! (1.5pts)	**Not too bad, it's close to what I was looking for. (0.75pts)**	**Uh oh, what happened here? Let's revisit this. (0pts)**
Response demonstrates analysis of other's post; extends meaningful discussion by building on previous post using follow-up questions and/or providing thoughtful, reflective comments.	Response is relevant to the original post; however, it doesn't quite support the position. Few connections are made and/or comments repeat or summarize other postings.	Posts shallow contribution to discussion (e.g., *"I agree with Patty."*) and/or does not enrich discussion.
Meets the minimum of 5 sentences.	Only includes 3-4 sentences.	Less than 3 sentences. Late or no post provided.

<u>**Other Policies and Procedures**</u>
• Policy for Submitting All Assigned Work
    • Late work is not accepted.

        • Your work is expected to be on time. I do recognize that personal circumstances may interfere with your ability to meet a deadline. If an emergency arises which causes you to miss 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 you will have an opportunity to make up what was missed. Without formal documentation submitted within 48 hours of a missed deadline, a grade of zero (0) will be given and student cannot be made up. I will not be receptive to retrospective requests for extensions.

    • Among the reasons absences are considered excused by the university are the following:
        o Participation in an activity appearing on the University authorized list.
        o Death or major illness in a student's immediate family
        o Illness of a dependent family member
        o Participation in legal proceedings or administrative procedure that require a student's presence
        o Religious holy day

INCOMPLETE & CORRUPT FILE SUBMISSIONS
Incomplete assignment submissions will be graded as incomplete. Corrupt file submissions will be graded as a 0. If missing components are submitted after the due date, they will be graded at 50% of the earned value of the assignment. It is students' responsibility to ensure assignment submission is correct, viewable, and accurate. This can be done by selecting the assignment > (under Submission on right) select Submission Details > (to right of document link) select View Feedback. Students should be able to see their document.

ASSIGNMENT FEEDBACK Depending on detail needed for each assignment submission, feedback will be provided through rubrics, on assignment comments, and directly on submitted document (select assignment > Submission Details > View Feedback [feedback looks similar to Track Changes in Microsoft Word). Students are expected to review all feedback and incorporate it prior to next module submission. Any questions about grading and/or feedback must be addressed within one week (7 calendar days) of when the assignment is returned.

FORMAT & REFERENCES Format and references are aligned with the American Psychological Association (APA) Style Guide (7th edition). Included in assignment directions are templates to use. This course also includes a APA Format page, which includes descriptions and examples.

- ***PARAPHRASING & QUOTATIONS*** All assignments are designed to assess students' ability to synthesize and apply information learned in the course. Therefore, ALL assignment submissions MUST be in students' OWN words. Direct quotes should not be used unless absolutely necessary (which is rare) and no more than one quotation (10 words or less) per assignment. Due to assignments being designed to assess students' understanding and

comprehension of course information, anything quoted will NOT count toward the minimum word count for the assignment.

TURNITIN All assignments in this course will be evaluated through TurnItIn once submitted through Canvas. TurnItIn generates a report on the originality of writing by comparing it with a database of periodicals, books, online content, a repository of previously submitted student papers, and other published work. This report helps determine appropriate use of sources, proper citation, and paraphrasing effectively —skills essential to academic performance. Early assignment submission is encouraged to review associated TurnItIn report prior to the due date. This allows the opportunity to revise, reach out with concerns, or contact the Writing Studio (https://writing.ufl.edu/writing-studio/) for assistance. Original work is expected in this course. All responses must illustrate individual interpretation and presented in your own words. Assignments are used to assess student ability to understand, synthesize, and explain course content. Therefore, plagiarism of any kind is unacceptable. Similarity scores 20% and above will not be accepted and will be further reviewed for potential Honor Code Violation (https://sccr.dso.ufl.edu/policies/student-honorcode-student-conduct-code/).

• Grade Appeals •
It is your responsibility to review your graded assignments, quizzes, and exams when they are visible. After review, students have one week to appeal the grade with the instructor. ***After one week***, a grade will not be changed. THERE WILL BE NO EXCEPTIONS TO THIS POLICY.

• 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:

> o 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).

> o 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.

MAKE-UP WORK Experience and discussion assignments will be accepted late for 50% reduction in score. Submit work early to avoid technical problems. Quizzes CANNOT be made up. 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 email your instructor within 24 hours of the technical difficulty if you wish to request a make-up. Requirements for make-up exams, assignments, and other work in this course are consistent with university policies that can be found at Attendance Policies.

• 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 and you need specific accommodations for the course, I will gladly provide those accommodations.

o 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 the second Friday of the semester.

• 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.

• Title IX
o University of Florida has zero tolerance for sexual discrimination, harassment, assault/battery, dating violence, domestic violence, or stalking. Students are encouraged to report any experienced or witnessed occurrences to law enforcement and/or one of UF's Title IX Coordinators. Students can report incidents or learn more about their rights and options by contacting Student Conduct and Conflict Resolution at 202 Peabody Hall, 352-392-1261; or visit: • www.dso.ufl.edu/sccr/process/incident-report/ • www.dso.ufl.edu/sccr/process/victim-rights/

• 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.

• Preferred Pronoun and Name Change in Canvas:
• It is important to the learning environment that you feel welcome and safe in this class; and that you are comfortable participating in class discussions and communicating with me on any issues related to the class. If your preferred name is not the name listed on the official UF roll, please let me know as

soon as possible by e- mail or otherwise. I would like to acknowledge your preferred name, and pronouns that reflect your identity. Please let me know how you would like to be addressed in class, if your name and pronouns are not reflected by your UF-rostered name. I welcome you to the class and look forward to a rewarding learning adventure together.

• You may also change your "Display Name" in Canvas. Canvas uses the "Display Name" as set in myUFL. The Display Name is what you want people to see in the UF Directory, such as "Ally" instead of "Allison." To update your display name, go to one.ufl.edu, click on the dropdown at the top right, and select "Directory Profile." Click "Edit" on the right of the name panel, uncheck "Use my legal name" under "Display Name," update how you wish your name to be displayed, and click "Submit" at the bottom. This change may take up to 24 hours to appear in Canvas. This does not change your legal name for official UF records.

Online Course Evaluations
• Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

CAVEAT: The schedule and procedures in this course are subject to change in the event of extenuating circumstances. University Resources The University of Florida recognizes that pursuit of an online degree requires just as much student support as pursuit of a traditional on-campus degree and therefore, each online program is responsible for providing the same student support services to both students who are in residence on the main campus and those who are seeking an online degree through distance learning.

• **Online Computing Help Desk:** http://helpdesk.ufl.edu/ The UF Computing Help Desk is available to assist students when they are having technical issues. • Online Library Help Desk: http://guides.uflib.ufl.edu/content.php?pid=86973&sid=686381. The help desk is available to assist students with access to all UF Libraries resources.

• **Disabilities Resource Center:** http://www.dso.ufl.edu/drc/ If you have a physical, learning, sensory or psychological disability, please visit the DRC.

• **Counseling and Wellness Center:** http://www.counseling.ufl.edu/cwc/ Visit the counseling and wellness center to speak to a counselor about any personal problems.

• **Dean of Students Office**: http://www.dso.ufl.edu/ Visit the Dean of Students site for help resolving a conflict or for student code of conduct inquiries. If you have a serious emergency or life event, please contact the Dean of Students Office (www.dso.ufl.edu) and they will contact your instructors so that you

do not have to provide documentation of the emergency/death in order to get a makeup exam. Requirements for class attendance and make-up exams, assignments, and other work are consistent with the university policies that can be found at https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

• **U Matter, We Care**: umatter@ufl.edu Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach 9 out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

TENTATIVE COURSE CALENDAR – Can be found on CANVAS
Disclaimer: This schedule represents my current plans and objectives for this semester. 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.