# Personal and Family Health

### HSC 3102

### 3 credit hours

### Fall 2024

### ASYNCHRONOUS online

Instructor: Amber S. Emanuel, Ph.D.

Florida Gym, Room 126

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Ph: (352) 294-1813

VIRTUAL Office Hours: Sign up via Canvas Calendar or email for an appointment.

Course Website: <http://elearning.ufl.edu>

Course Communications:

* *Email:* [amberemanuel@ufl.edu](mailto:amberemanuel@ufl.edu) I will respond to emails within 24 hours during weekdays and within 48 hours over the weekend. Please take this into account when emailing me.
* 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.

required Texts: Access to Health, by Rebecca Donatelle, 16th edition: ISBN-13: 978-0135173794

* You can purchase the e-book through UF-All Access (<https://www.bsd.ufl.edu/G1C/bookstore/allaccess.asp)> and then you have access of the e-book in the Canvas course shell through RedShelf

Course Description: Surveys personal health concerns: emotional health; stress, tobacco and drug use; physical fitness; nutrition and healthy eating; chronic and communicable diseases; human sexuality; and environmental health.

Course Objectives:

By the end of this course, you will 1) gain factual knowledge of key concepts in the area of health and well-being; 2) increase knowledge of prevalence, risk factors, and treatment to common health problems; 3) understand the impact of individual, social, community, environmental, and policy level factors have upon health outcomes; *4)* demonstrate how theory and research can be applied in real-world settings to improve health and well-being; and *5)* apply strategies to improve one’s own personal health and well-being.

Inclusive learning statement: Your success in this class—and at UF and beyond—is important to me. I strive to provide an environment that is equitable and conducive to achievement and learning for all students. I ask that we all be respectful of diverse opinions and of all class members.

If there are circumstances that may affect your performance in this class, please let me know as soon as possible so that we can work together to develop strategies to meet both your needs and the needs of the course. I recognize that there are many reasons students may need to adjust their pace, style, or method of learning, including but not limited to disability, temporary or ongoing personal life circumstances, unexpected emergencies, or other learning differences. You need not have a specific reason or diagnosis to talk to me about your needs; everyone deserves to learn in the way that makes the most sense for them at any point in time. Every possible effort will be made to accommodate you to help you succeed.

Instructional Methods: The instructional methods used in this course include video lectures, assigned readings, weekly quizzes, written assignments, discussions, and an overall health behavior change project.

This class is divided into the Orientation module and 14 content modules.

1. Orientation Module Activities (10 pts) – Complete a introduction discussion and PlayPosit interactions.
2. Course Materials: You will learn about the module topics by completing assigned readings and watching and interacting with video lectures and other learning materials. Reviewing these materials is key to your success in the course.
3. PlayPosit (10 points each): PlayPosit interactions are embedded in the module lectures. PlayPosit interactions can be taken multiple times to earn your 10 points.
4. Canvas Quizzes (10 points each): Quizzes will test you on the knowledge you gained by taking a timed quiz.
5. Weekly Activities (20 points each):
   1. *Process Assignments*- You will complete a short written activity, where you will engage with the module’s material by applying it to everyday situations and real-life problems.
   2. *Discuss*ions- You will read a relevant news topic related to the module’s topic, apply lecture concepts, and discuss these ideas with your peers via discussion posts.
   3. *Other Forms of Activities*- Occasionally, we may have other forms of activities--such as using a Perusall to read through an article, or you may be asked to watch an additional guest lecture and interact with that information, etc.
6. Semester Project (150 points, varies by assignment)

The health behavior change project allows you to apply health behavior change theory to your own life as you attempt to change one of your own unhealthy habits. You will not be graded on the success of their behavior change but rather your ability to synthesize class material to the project. For the complete assignment and rubric for this project, see Canvas.

1. Final examination (150 points) – A cumulative final examination will assess your knowledge from the entire semester.

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### Calculating Your Final Course Grade:

|  |  |  |
| --- | --- | --- |
| Category | Number and Individual Points | Total Points |
| Introductory Activities | 10 points total | 10 |
| Quizzes | 14 @ 10 points each | 140 |
| Weekly Activities | 14 @ 20 points each | 280 |
| PlayPosit Interactions | 14 @ 10 points each | 140 |
| Final Examination | 1 @ 150 points | 150 |
| Semester Project | varies by assignment | 150 |
|  | ***Total*** | **870** |

### 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%)

Please consult the Canvas Modules page for the schedule of topics and assignments.

## Course Policies

Late work Policy: Your success in this class depends on keeping up with coursework. While this is your responsibility as a student, I also understand that “life happens” and things come up that affect our ability to complete all of our responsibilities according to a predetermined schedule.

Accordingly, there is a Life Happens Pass (LHP) that allows you to submit *three* assignments up to four calendar days past the deadline to remain eligible for grading. Go to the Google form located in the Orientation Module and submit the form. You have to complete the Life Happens Pass via the Google form and submit the work within four days. You get 3 LHPs, and all other late work will receive a zero. You cannot use the LHP on optional/extra credit work or any work due in the last week of the semester or during finals week.

**Assignment Policy:** Assignments are due according to the due dates and times listed in the course schedule. All assignments are due by 11:59 ET on the due date. Rubrics for assignments can be found in Canvas. Only uploaded work in Canvas will be accepted. All work should be uploaded as PDFs or .doc(x). Please be aware that Canvas closes assignments at the time they are due. *Do not wait* until the last minute to upload your assignment or the assignment may be closed. It is your responsibility that you upload the correct document by the due date/time. Check to make sure you have uploaded the correct document. Failure to upload the correct document before Canvas closes the assignment will result in a 0 for that assignment. Submit early to avoid being stressed about this!

Feedback Policy: I strive to return all grades within 10 days, but there may be occasional delays in grading. Please note that 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](https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/additional-information/honor-code-and-committee/honor-code-violations): “Conspiracy to Commit Academic Dishonesty”).

Attendance Policy: Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with [university policies](https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx).

Course Technology: For technical assistance with the course, please contact the [UF Help Desk](http://helpdesk.ufl.edu/) or call (352) 392-HELP - select option 2.

Online course evaluation: Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing a course evaluation online via GatorEvals. The university has provided [guidance on how to give feedback.](https://gatorevals.aa.ufl.edu/students/)

Students will be notified when the evaluation period opens and can complete the evaluation either through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via the [GatorEvals website](https://ufl.bluera.com/ufl/).

Summaries of course evaluation results are available to students at the [GatorEvals results page](https://gatorevals.aa.ufl.edu/public-results/).

## UF Policies

Minimum Technology Requirements: The University of Florida expects students entering an online program to acquire computer hardware and software appropriate to their degree program. A student’s computer configuration should include webcam, microphone, broadband access, and Microsoft Office suite.

Individual colleges may have additional requirements or recommendations, which students should review before starting their program. More [information on technical requirements](https://ufonline.ufl.edu/resources/computer-requirements/) is available at the UF Online website.

**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.

**Materials/Supply Fees:** Please consult the course schedule at [ONE.UF](https://one.ufl.edu/) for more information on specific supplies and fees for the course.

Privacy: Any synchronous online class or office hours sessions may be audio-visually recorded. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image.

Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to having your voice recorded, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared.

As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

Recording and redistribution of course materials: Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course.

A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services.

A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Policy on Course Syllabi 3 UF, Academic Affairs, August 5th, 2021, Honor Code and Student Conduct Code.

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](http://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 honor 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 Conduct Code](https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/) specifies behaviors that are in violation of this code and the possible sanctions. If you have any questions or concerns, please consult with the instructor for this class.

[The Student Honor Code and Student Conduct Code](https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/) states that:

"A Student must not represent as the Student’s own work all or any portion of the work of another. Plagiarism includes but is not limited to:

* Stealing, misquoting, insufficiently paraphrasing, or patch-writing.
* Self-plagiarism, which is the reuse of the Student’s own submitted work, or the simultaneous submission of the Student’s own work, without the full and clear acknowledgment and permission of the Faculty to whom it is submitted.
* Submitting materials from any source without proper attribution.
* Submitting a document, assignment, or material that, in whole or in part, is identical or substantially identical to a document or assignment the Student did not author."

University of Florida students are bound by the Honor Pledge. On all work submitted for credit by a student, the following pledge is required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Student Honor Code and Conduct Code (Regulation 4.040) specifies a number of behaviors that are in violation of this code, as well as the process for reported allegations and sanctions that may be implemented. All potential violations of the code will be reported to Student Conduct and Conflict Resolution. If a student is found responsible for an Honor Code violation in this course, the instructor will enter a Grade Adjustment sanction which may be up to or including failure of the course.

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. UF has provided a [netiquette guide](https://www.cise.ufl.edu/wp-content/uploads/2019/08/CISE_Netiquette_Guide.pdf).

## Getting Help and additional resources

General Resources: For issues with technical difficulties for e-Learning, please contact the [UF Computing Help Desk.](https://helpdesk.ufl.edu/) The phone number is (352) 392-HELP (4357).

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.

*More Technical Resources*

* [UF Licensed Software](https://software.ufl.edu/) Students can access software programs like Office 365 and Adobe at free or reduced rates.
* [UF All Access](https://www.bsd.ufl.edu/allaccess) The University of Florida's digital course materials program. Selected courses are available through UF All Access to provide students with the lowest prices on their eBooks and courseware products.
* [UF Apps](https://info.apps.ufl.edu/) Provides access to software applications from any computing device--laptops, tablets, desktops, and smartphones—from any location, at any time.
* [VPN](https://it.ufl.edu/ict/documentation/network-infrastructure/vpn/) The Gatorlink VPN service provides secure remote access to the University of Florida network and makes it appear as if your computer were physically attached to the campus network. By using the Gatorlink VPN client, you may access resources on the UF network that are not typically available over an Internet path.
* [Canvas Quickstart Guide](https://elearning.ufl.edu/student-help/keep-learning/quickstart-guide-for-students/) This short guide will get you started with using Canvas.
* [Training and Safety](https://training.it.ufl.edu/) UFIT offers free software and other technical training sessions for students, teachers, and staff.
* [Safe Computing Practices](https://security.ufl.edu/resources/protect-your-computer/) Learn how to protect your computer from threats regardless of brand, model, and operating system.
* [Zoom](https://ufl.zoom.us/) is an easy-to-use video conferencing service available to all UF students, faculty, and staff that allows for meetings of up to 100 participants.

*More Resources for Online Students*

Available at the [Distance Learning website](http://www.distance.ufl.edu/getting-help). These include:

* 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.

**Health and Wellness:**If you or someone you know is in distress, please visit the [U Matter, We Care](https://umatter.ufl.edu/) website or call 352-392-1575 to refer or report a concern. A team member will reach out.

Visit the [Counseling and Wellness Center website](https://counseling.ufl.edu/) or call 352-392-1575 for information on crisis services and non-crisis services.

Visit the [Student Health Care Center website](https://shcc.ufl.edu/) or call 352-392-1161 for 24/7 information on finding the care you need.

For safety and support, visit the [University Police Department website](https://police.ufl.edu/) or call 352-392-1111 (or 9-1-1 for emergencies).

For immediate medical care, call 352-733-0111 or go to the UF Health/Shands Emergency Room and Trauma Center at 1515 SW Archer Road.

For prevention services focused on optimal wellbeing, including wellness coaching for academic success, visit the [GatorWell website](https://gatorwell.ufsa.ufl.edu/) or call 352-273-4450.

*COVID-19*

In response to COVID-19, UF has established practices to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

[UF COVID Information](https://coronavirus.ufhealth.org/)

[UF Guidance on Health and Wellness](https://wellness.ufl.edu/)

**Academic Resources:**

* [Career Connections Center](https://career.ufl.edu/): Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
* [Library Support:](https://uflib.ufl.edu/) Various ways to receive assistance with respect to using the libraries or finding resources. [Distance student resources](https://guides.uflib.ufl.edu/distancelearners) are also available.
* [Teaching Center:](https://academicresources.clas.ufl.edu/) Broward Hall, 352-392-2010 or to make an appointment, 352-392-6420. General study skills and tutoring.
* [Writing Studio:](https://writing.ufl.edu/writing-studio/) 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
* [Student Complaints and Grievances](https://sccr.dso.ufl.edu/policies/student-honor-%20code-student-conduct-code/) Information is available in the Student Honor Code and Conduct Code.
* [University Registrar](https://registrar.ufl.edu/) Find information on records, data, and enrollment.
* [Academic Deadlines and Calendar](https://catalog.ufl.edu/UGRD/dates-deadlines/) Consult for all important upcoming events.
* [UF Online Resources](https://ufonline.ufl.edu/resources/) Access to many services to help you achieve your goals.

**Accessibility and privacy policies:**

For information about the privacy policies of the tools used in this course, see the links below:

* Adobe
  + [Adobe Privacy Policy](https://www.adobe.com/privacy/policy.html)
  + [Adobe Accessibility](https://www.adobe.com/accessibility.html)
* Instructure (Canvas)
  + [Instructure Privacy Policy](https://www.instructure.com/policies/privacy)
  + [Instructure Accessibility](https://www.instructure.com/canvas/accessibility)
* Microsoft
  + [Microsoft Privacy Policy](https://privacy.microsoft.com/en-us/privacystatement)
  + [Microsoft Accessibility](https://www.microsoft.com/en-us/accessibility/office?activetab=pivot_1%3aprimaryr2)
* PlayPosit
  + [PlayPosit Privacy Policy](https://api.playposit.com/privacy/)
  + [PlayPosit Accessibility](https://go.playposit.com/accessibility)
* Sonic Foundry (Mediasite Streaming Video Player)
  + [Sonic Foundry Privacy Policy](https://sonicfoundry.com/privacy-policy/)
  + [Sonic Foundry Accessibility](https://mediasite.com/wp-content/uploads/Mediasite-7-Content-Accessibility.pdf)  (PDF)
* YouTube (Google)
  + [YouTube (Google) Privacy Policy](https://policies.google.com/privacy)
  + [YouTube (Google) Accessibility](https://support.google.com/youtube/answer/189278?hl=en)
* Zoom
  + [Zoom Privacy Policy](https://zoom.us/privacy)
  + [Zoom Accessibility](https://zoom.us/accessibility)

**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.