

WORKSITE HEALTH PROMOTION

Course Number: HSC 4694 UFO

Section Number: 25156

Credit Hours: 3

Academic Term: Spring 2025

Class meeting time and location: This course is facilitated 100% online.

INSTRUCTOR INFORMATION

INSTRUCTOR NAME: Kim Holton, PhD, CHES

EMAIL: Please use Canvas email for course-related correspondence. Doing so ensures your email from getting lost in a sea of emails and guarantees you a faster response. Non-course-related correspondence can be sent to mkholton@ufl.edu.

PHONE NUMBER: 352-294-2896 (office; the least likely way to reach me this semester)

OFFICE HOURS VIA ZOOM:

- Tuesday 2 – 3:30pm. [Join the waiting room](#).
Meeting ID: 952 7394 6286 passcode: connect
- By appointment; use Canvas email to set up an appointment.

COURSE INFORMATION

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

COURSE COMMUNICATIONS: Please send individual questions to me via the Inbox tool in Canvas. Do not use my personal ufl.edu email address for course correspondence. Given the number of students I have each semester, the Inbox Tool in Canvas is very helpful for me to keep track of your questions and respond in a timely manner. During weekdays, emails are usually responded to within 24 hours of receipt. However, weekday emails that have not received a reply within 48 hours should be re-sent. Emails sent over the weekend will be answered the following week.

I frequently use **course announcements** in Canvas. Please check course announcements regularly. I usually send helpful video announcements at the beginning of each week. Look for these announcements. I also recommend adjusting your Canvas notifications so that you are notified when an announcement is made.

If you have general questions about the course that could be answered by myself or fellow classmates, please feel free to use the course questions forum in Canvas found within the Orientation Module.

REQUIRED TEXTBOOK: Your required text for this course is *Health Promotion in the Workplace: 5th Edition* (2017). This course text is available in print, Kindle, or free PDF. You can visit the [Art and Science of Health Promotion Institute website](#) to make your choice.

ISBN: 1539653560; Editor: Michael O'Donnell

MATERIALS AND SUPPLIES FEES: None.

ADDITIONAL RESOURCES: Additional required readings and videos are provided within the course modules. I expect you to take the initiative to read all assigned materials and watch all videos provided within each module.

COURSE DESCRIPTION: This course focuses on considerations in planning, implementing, and evaluating comprehensive health education and health promotion programs at the workplace, including health risk appraisal, program design, and unique educational strategies appropriate for the occupational setting.

PREREQUISITE KNOWLEDGE AND SKILLS: HEB Major and HSC 3032 with minimum grade of C

COURSE GOALS AND/OR OBJECTIVES: By the end of this course, the student will:

1. Explain why the worksite is an appropriate delivery point for health promotion programs.
2. Articulate the importance of needs assessment at both the employee and organizational level.
3. Describe how to conduct needs assessment and evaluation in the workplace.
4. Summarize how to implement health promotion strategies in the workplace.
5. Examine concerns and considerations unique to health promotion in the workplace.
6. Analyze current worksite health promotion programs.

INSTRUCTIONAL METHODS: HSC 4694 will be delivered to students using a combination of recorded lectures, videos from various sources, and selected readings to deliver course content. Weekly assessments will include a variety of discussions, assignments, and quizzes. One midterm exam (short answer, multiple-choice, and true/false) will be required. Additionally, you will work on two culminating assignments, found in the culminating assignments module. Full engagement in these and all assignments will support your learning and success in this course. UF's Canvas will be the official course management system for this course.

COURSE POLICIES

ATTENDANCE POLICY: Requirements for class attendance and work in this course are consistent with university policies that can be found on the [Attendance Policies page](#).

Students need to be aware online learning can present significant challenges, particularly to individuals who are not 'self-starters' or those who do not possess good time management skills. The online classroom is available to you 24 hours a day. Unlike traditional instructional settings in which each student gets the same class, the online setting means that every student will participate in the course that he/she chooses to experience. In theory, this type of instruction should be more adaptable to a variety of learning styles. The reality is, however, that some students seem unwilling (I believe all are able) to create and actively participate in their own virtual classroom. This often results in procrastination and low-quality performance. Recognizing that everyone learns differently, I'm not going to prescribe the 'best way' to approach the course. You should note, however, that this course is not self-paced. You are expected to adhere to the class calendar and timeline developed for you.

Please see the following website for deadlines for withdrawing from the course: <https://catalog.ufl.edu/ugrad/current/Pages/adspring1718.aspx>. For UF policies and procedures regarding dropping and/or withdrawing from all undergraduate courses on campus, please refer to the guidelines posted on the following UF website: <https://catalog.ufl.edu/ugrad/current/regulations/info/drops.aspx#withdraw>

QUIZ POLICIES: All student inquiries regarding quiz questions will be fielded following the initial grading of each assessment. Please send an email to the course instructor with any specific quiz-related concerns. All emails should be sent within 24 hours of completing the quiz or exam. The course instructor will evaluate the validity of each student concern and take appropriate action as needed (e.g. send a written response to

the student, modify the course grade if the student inquiry is found to have sufficient merit).

MAKE-UP POLICY FOR QUIZZES: Quizzes are open for 72 hours. Please plan accordingly. If a student fails to submit a quiz on time, they will be provided with an opportunity to submit after the deadline only if they have an acceptable reason for missing the deadline. Decisions to allow student to make-up work will be made by the course instructor after consulting the university-wide attendance policies specified in the UF Undergraduate Catalog (<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>).

DISCUSSION & ASSIGNMENT POLICY: Students are expected to do their best work on all course assignments and discussions. It is assumed that students will put forth their best effort on all course assignments to get the best results from the course. Students are expected to complete individual work on assignments and discussions unless specified otherwise in the assignment. This means collaboration with classmates or generative AI chatbots on assignments and discussions is considered academic dishonesty and a violation of the UF Academic Honor Code.

All module assignments are due by the date/time specified within the “Syllabus” link on the Canvas course website. These discussions and assignments are open at least a week in advance. Students are advised to make back-up copies of all work and submit their work early to prevent technical issues from precluding successful submissions. If technical issues do arise with Canvas, you should ask for formal documentation from the UFIT Help Desk at the time of the issue. This documentation should be provided with your request for late submission.

MAKE-UP POLICY FOR DISCUSSIONS & ASSIGNMENTS: Unless otherwise noted, assignments are due at 11:59pm or before on the date indicated if submission is required via Canvas. Make back-up copies of all your work. Do not wait until the last minute to attempt your submission in case of technical issues. If technical issues do arise with Canvas, you should ask for formal documentation from the UFIT Help Desk at the time of the issue. This documentation should be provided with your request for late submission.

Please read the following carefully:

- Assignments valued at 10 points or less will not be accepted late unless it is due to emergency. See last bullet in this list for emergency guidelines.

- An on-time submission of a corrupted file or incorrect document is not considered a valid reason for resubmission. You are responsible for making sure your uploaded work looks as expected before the submission deadline. Submission of incorrect or corrupted files will result in a zero.
- Due to the interactive nature of discussion, late discussion posts will not be accepted.
- All other late work valued over 10 points is subject to a 10% deduction in grade for every day it is late.
- If an emergency arises which causes you to miss a deadline, it is your responsibility to contact the instructor within 24 hours and provide formal documentation via email within 72 hours so that you will have an opportunity to make up what was missed. Acceptable reasons for absences/missed deadlines as defined by university policies can be found on the [Attendance Policies page](#).

COURSE TECHNOLOGY: This course is facilitated online. All assignments will be submitted via Canvas. You may access Canvas from UF's e-Learning webpage: <http://elearning.ufl.edu/>. **Please contact the UF Help Desk, <http://helpdesk.ufl.edu> or 352-392-4357, if you have any technical difficulties with Canvas.** The instructor will not be able to help you with technical difficulties. If a technical difficulty prevents you from submitting a quiz or assignment on time, you should work with the UF Help desk to secure formal documentation of the issue and exact time of issue.

INTERNET ACCESS: UF students can access eduroam for free with their GatorLink log-in credentials. The eduroam network is fast and secure and has more than 10,000 wi-fi hotspots in 106 countries and territories worldwide.

How to connect to eduroam:

1. If you can get a Wi-Fi signal at any of the eduroam locations (see below) and your mobile device (laptop, smartphone, or tablet) has already been configured for eduroam, then you will automatically connect.
2. Otherwise, follow the instructions for connecting here: <https://it.ufl.edu/helpdesk/self-help/connectivity-issues/>.

There are more than 100 Wi-Fi hotspots in Florida, including several state university campuses and community colleges. Also, in Florida all of the UF/IFAS Research and Education Centers (REC) are equipped with eduroam, so if you live in a rural area of your county you can visit an REC to securely watch course videos and take care of your

academic needs. Here's a link to all the eduroam sites in the U.S.:

<https://incommon.org/eduroam/eduroam-u-s-locator-map/>.

If you have any problems connecting, you can call (352-392-HELP/4357) or [email](#) the UF Computing Help Desk.

ONLINE COURSE EVALUATION: 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/>."

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 and submit their letter of accommodation to the instructor no later than Week 3 of the semester.*

UNIVERSITY POLICY ON ACADEMIC CONDUCT: 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.

Review the Netiquette Guide for Online Courses document provided in the Orientation Module for expected student behavior.

SOFTWARE USE: All faculty, staff, and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

PRIVACY AND ACCESSIBILITY POLICIES

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

- Instructure (Canvas)
 - [Instructure Privacy Policy](#)
 - [Instructure Accessibility](#)
- Microsoft
 - [Microsoft Privacy Policy](#)
 - [Microsoft Accessibility](#)
- Perusall
 - [Perusall Privacy Policy](#)
 - [Perusall Accessibility](#)
- Sonic Foundry (Mediasite Streaming Video Player)
 - [Sonic Foundry Privacy Policy](#)
 - [Sonic Foundry Accessibility](#)
- Vimeo
 - [Vimeo Privacy Policy](#)
 - [Vimeo Accessibility](#)
- YouTube (Google)
 - [YouTube \(Google\) Privacy Policy](#)
 - [YouTube \(Google\) Accessibility](#)
- Zoom
 - [Zoom Privacy Policy](#)
 - [Zoom Accessibility](#)

GETTING HELP AND RESOURCES

- For issues with technical difficulties for Canvas, please contact the UF Help Desk at <http://helpdesk.ufl.edu> or (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 e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.
- As a UF student, you have [free access to multiple collaboration services](#), such as G Suite and Office 365. Please use these tools for your academic success.

Health and Wellness

- U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- Counseling and Wellness Center: Visit the [Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the [Student Health Care Center website](#).
- University Police Department: Visit [UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the [UF Health Emergency Room and Trauma Center website](#).
- GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the [GatorWell website](#) or call 352-273-4450.

Academic Resources

- E-learning technical support: Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- [Career Connections Center](#): Reitz Union Suite 1300, 352-392-1601
- [Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources.

- [Teaching Center](#): Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. The center provides general study skills and tutoring.
- [Writing Studio](#): 2215 Turlington Hall, 352-846-1138. Find help brainstorming, formatting, and writing papers.
- *Student Complaints On-Campus*: [Visit the Student Honor Code and Student Conduct Code webpage for more information.](#)
- *On-Line Students Complaints*: [View the Distance Learning Student Complaint Process.](#)

GRADING POLICIES

METHODS BY WHICH STUDENTS WILL BE EVALUATED AND GRADE DETERMINED:

Information on current UF grading policies for assigning grade points can be found at <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>. If you have questions about course expectations or the grading procedures, or if you have difficulty accessing or understanding the course content, readings, lectures, class activities, assignments, etc., please contact the course instructor immediately.

Student Introductions and Orientation Quizzes: Each student will be asked to formally introduce themselves to their peers and the course instructor using the Introductory Discussion Forum with the Orientation Module. Students must also complete the syllabus quiz and Honorlock practice quiz within this Orientation Module. Both quizzes and the discussion must be completed to gain access to the rest of the course material.

Module Quizzes: Each student must complete an open-note, online quiz for modules in which quizzes are included. These quizzes open on Sunday 12am and are due on Tuesday at 11:59pm. These quizzes will ask true/false, multiple choice, fill-in-the-blank or occasionally brief essay questions to assess understanding of material included within each module. Quizzes range in value from 5 - 10 points, and students will have up to 15 to 30 minutes to complete each quiz depending upon the number and type of questions. Correct answers to all the questions can be found in your course materials and will not be provided within the quiz after completion. Contact the instructor if you need help finding a correct answer after grades have been released.

Please note you are responsible for engaging with all assigned materials in the course to achieve student learning objectives set for the course. It is strongly recommended that you are fully present and engaged while reading and listening to required course content to be prepared for each module quiz.

Assignments & Discussions: Students will complete a variety of individual assignments and discussions (in Perusall and Canvas) to apply knowledge and practice skills learned in the course. Please be sure to read instructions carefully and check your work before submission. Discussion replies will always be due 48 hours after initial posts are due, except for the discussion related to the culminating assignment for this course.

Midterm Exam: One timed exam (short answer, multiple choice, true/false, and short answer) is required and will be proctored through HonorLock. This exam will be **open, handwritten notes** with 90 minutes allotted to complete the exam. Students should prepare to take notes as they move through each module and review all module assignments in preparation for the exam. Module notes can be in any form. However, exam notes used during the proctored exam must be handwritten and shown in full to the proctor at the beginning of the exam and torn into at least 6 pieces at the end of the exam. Manual shredding of your notes at the end of the exam must be shown on the camera to the proctor. **The exam window will be open for a 72-hour period.** Please see the course schedule in Canvas and mark your personal calendar for this midterm exam date.

Culminating Assignments: Students will have two assignments that create the opportunity to learn from a workplace health promotion professional, synthesize core concepts of the course, and learn from each other. The first assignment requires interviewing a professional about the workplace health promotion program they manage and creating a presentation summarizing the findings using the guidelines provided. The second assignment requires contributing to a discussion board in a variety of ways. Details of these assignments can be found in Canvas. Please review the instructions for the interview assignment early and email me through Canvas to discuss your choice of potential interviewees before our midterm exam. I do not recommend conducting your interview until after Exam 1, as you will need a certain base understanding before conducting the informational interview. Approval from me must come before you contact a professional in the field. **No two students can interview the same profession or professionals working for the same organization.** The culminating assignments consist of:

1. Discussion: Interview Logistics (post interview plans here)
2. Assignment: Interview with a WHP Professional Summary Presentation
3. Discussion: Interview with a WHP Professional

COURSE GRADING POLICY: Grades will be determined based on your performance on the following activities:

Activities	Points
Module Assignments, Discussions & Quizzes	60%
Midterm Exam	15%
Culminating Assignments	25%

GRADING SCALE: For more information, review [Frequently Asked Questions for Minus Grades](#).

Percent	Grade	Grade Points
93.0 – 100.0	A	4.00
90.0 – 92.9	A-	3.67
87.0 – 89.9	B+	3.33
83.0 – 86.9	B	3.00
80.0 – 82.9	B-	2.67
77.0 – 79.9	C+	2.33
73.0 – 76.9	C	2.00
70.0 – 72.9	C-	1.67
67.0 – 69.9	D+	1.33
63.0 – 66.9	D	1.00
60.0 – 62.9	D-	0.67
0 – 59.9	E	0.00

Grades will not be rounded up for calculation of final course grade. For example, 89.99% is a B+.

COURSE SCHEDULE

A WEEKLY SCHEDULE OF TOPICS, QUIZZES, AND MAJOR COURSE ASSIGNMENTS

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.

Module	Week of:	Topic	Readings	Assignments
Orientation & Culminating Assignments	Jan 12	Orientation (must complete to open course modules)	Syllabus Culminating Assignment Instructions	Syllabus Quiz Honorlock Practice Quiz Introduce Yourself Discussion
1	Jan 19	Contextualizing Worksite Health Promotion	Healthy People 2030 Workplace Goals & Objectives Textbook Chapters 1 & 2 CDC Workplace Health Program Definition & Description WELCOA's7 Benchmarks Summary	Assignment Annotations on Article in Perusall Annotations on Podcast in Perusall
2	Jan 26	Creating a Culture of Health in the Workplace	Defining a Culture of Health in the Workplace Five Important Elements for Building a Culture of Health: What, Why, and How? Changing Behaviors	Quiz Assignment

Module	Week of:	Topic	Readings	Assignments
3	Feb 2	Needs Assessments	CDC Workplace Health Model Assessment Textbook, Chapter 13 Organizational Level Assessments	Quiz Assignment
4	Feb 9	Mission, Goals and Objectives	Textbook, Chapter 4 CDC Workplace Health Model: Workplace Health Improvement Plan Examples of Goals and Types of Objectives	Quiz
5	Feb 16	Evaluation	Textbook, Chapter 6 CDC Workplace Health Model: Evaluation	Quiz Assignment
6	Feb 23	Midterm Preparation & Exam	Making Healthy Changes to a Small Worksite A Culture of Health is Key to Success	Quiz on Webinar in Perusall Midterm Exam with HonorLock and Potential Interviewee Approvals Completed by March 1
7	Mar 2 & 9	Strategies and Interventions	Part 1 for the first week: <ul style="list-style-type: none"> • Workplace Health Strategies • American Heart Association's Playbook Part 2 for the second week: <ul style="list-style-type: none"> • Mayo Clinic Office Stretches 	Part 1: Two Article Annotations in Perusall Part 2: <ul style="list-style-type: none"> • Quiz • Two Discussions

Module	Week of:	Topic	Readings	Assignments
	Mar 16	Spring Break		Relax and enjoy!
8	Mar 23	Program Participation and Adherence	<p>How to Maximize Employee Wellness Infographic</p> <p>Engaging Employees in their Health and Wellness</p> <p>Textbook, Chapter 10</p> <p>Can Employers Legally Incentivize Employees Blog</p> <p>18 Wellness Program Incentive Ideas from the Best Corporate Wellness Programs in 2023</p> <p>Texas Mother-Friendly Worksite Program</p>	<p>Assignment</p> <p>Annotations on Webinar in Perusall</p>
9	Mar 30	Logistics and Budget	<p>The Wellness Budget</p> <p>How Much Does an Employee Wellness Program Cost?</p> <p>50 Employee Wellness Program Examples for Any Budget</p>	<p>Quiz</p> <p>Annotations on Text Chapter in Perusall</p>
10	Apr 6	Legal Liability and Risk Management	<p>WELCOA's Legal Compliance Checklist</p> <p>HIPAA and the Affordable Care Act Wellness Program Requirements</p>	<p>Quiz</p> <p>Discussion</p>

Module	Week of:	Topic	Readings	Assignments
			Workplace Wellness Programs: The Penalties and Risks of Noncompliance	Assignment (online training and certification required)
11	Apr 13 & 20	Course Wrap-Up: Share, Integrate and Reflect	<p>Workplace Health Promotion Checklist</p> <p>American Heart Association's Driving Health Equity in the Workforce</p> <p>Opportunities for the Business Sector</p>	<p>Culminating Assignments:</p> <ul style="list-style-type: none"> • Summary Presentation of Interview with a Worksite Health Promotion Professional • Peer-led Discussion <p>Course Reflection Quiz</p>