WORKSITE HEALTH PROMOTION

Course Number: HSC 4694

Credit Hours: 3

Academic Term: Spring 2021

Class meeting time and location: This class will be facilitated 100% online asynchronously.

INSTRUCTOR INFORMATION

INSTRUCTOR: Kim Holton, MS, PhD

EMAIL: Please use Inbox Tool within Canvas for all course related communication.

PHONE NUMBER: 352-294-2896 (least likely way to contact me this semester)

OFFICE HOURS: Zoom on Mondays 2-3:30pm (click link to enter the waiting room) or by appointment (please email through Canvas to request a time). You will need to be signed into Zoom on your personal account or UFL account to enter the waiting room.

Meeting ID: 917 3561 6966 Passcode: nature

TEACHING ASSISTANT: Chelsea Chappell, MS

EMAIL: remjccs@ufl.edu

COURSE INFORMATION

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

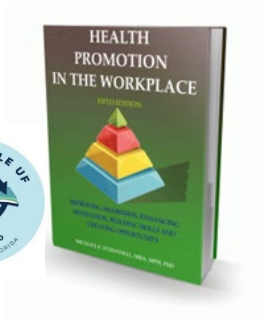
COURSE COMMUNICATIONS: Please send individual questions to me via the Inbox tool in Canvas. Do not use my personal ufl.edu email address. Given the number of students I have each semester, the Inbox Tool in Canvas is very helpful for me to keep track of your questions and respond in a timely manner. 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.

Feel free to email quick questions to me via Canvas email. If your question will require a more in-depth answer, please join me during office hours or set up an alternative time to chat.

Course announcements are essential and will be used regularly. Please be sure to check announcements as often as possible. Consider adjusting your Canvas settings to receive notifications of course announcements.

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: Health Promotion in the Workplace: 5th Edition (2017)



ISBN: 1539653560 Editor: Michael O'Donnell This course text is available in print, Kindle or as a free pdf. Visit **https://www.artsciencehpi.com/books** to make your selection.

Other required readings will be provided through Canvas within the modules or via announcements as needed. I do expect you to take the initiative to read all assigned materials and watch all videos provided within each module. None of the material provided is supplemental; all is required.

MATERIALS AND SUPPLIES FEES: *None*

COURSE 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.

PREREQUISITE KNOWLEDGE AND SKILLS: HSC 3032 with a minimum grade of C and health education and behavior majors, junior or senior standing.

COURSE GOALS AND/OR 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. Create a plan for the evaluation of a prototype health promotion program.
6. Analyze current case studies within worksite health promotion.

INSTRUCTIONAL METHODS: This course will use recorded lectures, videos from a variety of sources, and selected readings to deliver course content. Weekly assessments will include a variety of discussions, assignments, and quizzes. Full engagement in these and all assignments will support your learning and prepare you for the exams.

COURSE POLICIES

ATTENDANCE POLICY: Students need to be aware that 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 (we 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 that we have developed for you (see Course Schedule). Modules will generally open on a Sunday at 12am a week and a half before module assignments are due.

QUIZ/EXAM DATES/POLICIES: You do not have exams in this course. Quizzes will occur throughout the semester and will be open for 3 days. You will not be able to view correct answers to quizzes after completion. Please note that all correctanswers can be found within your assigned readings or by revisiting recorded lectures. If you can't find the answer, please join me during office hours for clarification.

If you have a question or concern about your grade for any assignment, discussion, quiz or exam, please make your request immediately. Requests made more than a week after the grade is posted will not be honored.

MAKE-UP POLICY: 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.
- Due to the interactive nature of discussion, late discussion posts will not be accepted.
- All other late work is subject to a 10% deduction in grade for every day it is late.
- Should you have a life event that will not allow you to submit by the deadline, please email me through Canvas before the deadline to discuss the possibility of a late submission.
- Acceptable reasons for absences/missed deadlines as defined by university policies can be found on the Attendance Policies page.
- Submission of the incorrect or corrupt files by the deadline are not eligible for re-submission. Please be sure to check all work once submitted to ensure your submission looks as intended.

COURSE TECHNOLOGY: This course is facilitated 100% online through 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, if you have any technical difficulties with Canvas. This course makes limited use of PlayPosit. To learn more about PlayPosit accessibility, visit https://knowledge.playposit.com/article/82-accessibility.

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://helpdesk.ufl.edu/connecting-to-eduroam-off-campus/.

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 to eduroam 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 1 of 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 honesty 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 Student Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

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 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.

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.

Support resources are available:

- Counseling and Wellness resources
- Disability resources
- GatorWell health promotion services
- Dean of Students Office
- Library Help Desk support for connecting remotely
- *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

Information on current UF grading policies for assigning grade points can be found at https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx. f 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 or TA immediately.

Student Introductions and Orientation Quiz: 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 within this Orientation Module. **All assignments in the orientation module must be completed in order to**

gain access to the rest of the course material. Application instructions for PlayPosit and Zoom are provided in a separate module just after the course orientation module on the modules page.

Module Assessments will include a variety of discussions, assignments, and quizzes. Full engagement in these and all assignments will support your learning. **Assignments** will vary in amount of time needed to complete. Be sure to view the instructions early so that you can plan accordingly. Assignments will open approximately one and a half weeks before they are due. **Quizzes** will be open for 3 days only and are due by 11:59pm on the due date indicated. **Group Discussions** will require two replies to classmates, and you are welcome to reply to more. Replies are due 24 hours after the initial posting due date.

GRADING SCALE: For more information, review Frequently Asked Questions for Minus Grades. Please note that grades will not be rounded. In other words, if your final course grade is 89.99, you will receive a B+.

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

COURSE SCHEDULE

We will cover two modules per week for this condensed summer session format. You will have multiple assignments due each week. Short, summer semesters pose great challenges if you fall behind. The pace is fast and demands that you keep up to be successful. Use the Canvas course summary, course calendar and To Do List to help you stay on task with due dates.

Module	Week of	Topic	Reading	Assignment
Orientation & 1	Jun 27	Course Orientation (must complete to open course modules) Contextualizing Worksite Health Promotion	Syllabus Chapter 2 (pages 33 – 56; end after Table 2-13) The CDC's Workplace Health Program Definition and Description (pdf) WELCOA's 7 Benchmarks Summary (pdf) WELCOA Benchmark Logic Model (pdf)	Introduce Yourself Discussion Course Orientation Quiz Seeking Out Worksite Health Promotion Programs
2 & 3	Jul 4	Creating a Culture of Health in the Workplace Needs Assessment	Chapter 22 Changing Behaviors (pdf) Chapter 13	AMSO & SEM Needs Assessment Quiz Read, Learn, and Reinforce
4 & 5	Jul 11	Mission, Goals and Objectives Evaluation	Chapter 4 Examples of Goals and Types of Objectives (pdf) CDC Workplace Health Model: Evaluation Chapter 6 (pages 197 - 220 only, end at Study Methodology section) CDC Workplace Health Model: Evaluation	Writing SMART Objectives Evaluation Quiz Listen, Learn, and Reflect
6 & 7	Jul 18	Interview Assignment Strategies & Interventions	Chapter 16 CDC Workplace Health Promotion Implementation American Heart Association Playbook	Conduct Interview Quiz with PlayPosit Practical Summary Assignment

Module	Week of	Topic	Reading	Assignment
			From Evidence to Practice: Workplace Wellness that Works NIH Evidence-Based Practices and Programs	
8 & 9	Jul 25	Logistics and Budget Program Participation and Adherence	The Wellness Budget (pdf) Budget Blog Post Sample Annual Budget (pdf) Program Examples for Any Budget Chapter 10 How to Maximize Employee Wellness Participation Can Employers Legally Incentivize Employees to Take Better Care of Themselves? Wellness Incentive Idea Recommendations Texas Mother-Friendly Worksite Program	Budget Quiz Marketing Quiz Listen, Learn, and Reflect
10 & 11	Aug 1	Legal Liability and Risk Management Course Wrap-Up	WELCOA's Penalties and Risks for Noncompliance WELCOA's Legal Compliance Checklist Guide for Designing a Compliant Wellness Program	Laws Relevant to WHP Quiz HIPAA Training & Certification Reflections on the Course