WORKSITE HEALTH PROMOTION

Course Number: HSC 6695

Credit Hours: 3

Academic Term: Summer B 2021 (June 28 – August 6)

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

INSTRUCTOR INFORMATION

INSTRUCTOR NAME: Kim Holton, PhD

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

PHONE NUMBER: 352-294-2896

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

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.

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.

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.

REQUIRED TEXTBOOK: Title: 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.

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. Additionally you will work with a small group to complete a series of weekly discussions for a portion of the semester as an opportunity to work with your classmates in a more intimate setting while familiarizing yourself with the research behind the practice of worksite health promotion. You will also conduct an informational interview with a professional in the field and engage in peer-to-peer learning. Full engagement in all assignments will support your learning and prepare you for your future career as a health educator.

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).

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, or quiz, 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, all assignments, quizzes and discussions 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 thetime of the issue. This documentation should be provided with your request for late submission.

- Smaller assignments do not allow for late submissions in Canvas. 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.
- Due to the interactive nature of discussion, late discussion posts will not be accepted.
- The interview assignment is subject to a 10% deduction in grade for every day it is late. The interview assignment cannot be submitted more than three (3) days late.
- 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 no later than one week into 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.

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

COURSE GRADING POLICY:

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 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. **Small Group Discussions** will require you to delve into the current body of peer-reviewed literature and engage in critical thinking. You will be with the same group for all small group discussions. You are required to only reply to one classmate and are welcome to respond to more. Replies are 48 hours after the initial posting date. This will give you time to read and reflect on an article posted by a classmate to craft a meaningful response.

Interview with a WHP Professional & Related Discussion will require you to identify a workplace health promotion program of interest and conduct an interview with the professional in charge of the program. You will transform what you learned in your interview into a recorded 15-minute presentation to summarize what you learned and reinforce course content along with posing discussion questions related to your interview. You will be required to watch two fellow students recorded presentations and respond thoughtfully to their discussion prompts within 48 hours of your initial post. Responses to classmates' answers to your questions will

also be required 72 hours after you initial post. Details of this assignment can be found in Module 6 in Canvas. Please read carefully and get started on identifying potential interviewees right away. Approval by your instructor of your potential interviewee(s) is needed before you reach out to professionals working in the field of WHP.

Assignment	Percentage
Individual Assignments & Quizzes	65%
Small Group Discussions	15%
Interview with WHP Professional: Presentation and Related Discussion	20%

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 89.95, you will receive an 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.

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 Small Group Discussion
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 Small Group Discussion
6 & 7	Jul 18	Interview Assignment Strategies & Interventions	Chapter 16 CDC Workplace Health Promotion Implementation American Heart Association Playbook From Evidence to Practice: Workplace Wellness that Works NIH Evidence-Based Practices and Programs	Conduct Interview Quiz with PlayPosit Small Group Discussion
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	Budget Quiz Marketing Quiz

Module	Week of	Topic	Reading	Assignment
			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	
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 Interview Presentation & Discussion Reflections on the Course

Disclaimer: This syllabus represents my current plans. 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. Be stay alert to course announcements.