HSC 3102 SYLLABUS

COURSE 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.

CONTACT INFORMATION

Instructor: Ashlee Ossiboff, M.A., M.S., Ph.D., CHES

Phone Number: (352) 294-1023

Email: AHoffmanOssiboff@ufl.edu [Course communication through Canvas Inbox tool]

Office Hours: Tuesday & Wednesday 9-10am and by appointment though Zoom

Credit Hours: 3

For questions about course content, your grade or other personal issues, use the Canvas mail tool. Expect a response within 24 hours.

COURSE INFORMATION

LEARNING OBJECTIVES

By the end of this course, students will:

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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 impact of individual, social, cultural, community, environmental, and policy level factors have on health outcomes.
4. Demonstrate how theory and research can be applied in real-world settings to improve health and well-being.
5. Apply strategies to improve personal health and well-being.

INSTRUCTIONAL METHODS

This 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 viewing module lectures, additional readings, and other activities associated with the module.

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

3. ***Discuss*** - 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 200 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 *Thursday* the module is presented. Follow-up posts are due on *Sunday* of the same week.

4. ***Experience*** - Students will complete a short (500 word minimum), written activity to engage the module material by applying it to everyday situations. These assignments will be due weekly, on the *Sunday* the module is presented.

COURSE REQUIREMENTS

REQUIRED TEXTBOOK

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

Text is available through UFallAccess. UF All Access is 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. Students can choose to opt into these materials and be provided instant access to their access codes for their homework systems and/or access to a digital version of their books. The charges will be billed to their student accounts automatically and if they have Financial Aid available, it will automatically pay for these charges.

Click here to access course codes: https://www.bsd.ufl.edu/AllAccess/OptIn
Click here for All Access support: https://www.bsd.ufl.edu/AllAccess/Home/Support
If you cannot find the answer at the link above, please email: allaccess@bsd.ufl.edu

**All quizzes come directly out of the 4th edition of the textbook. If you choose to purchase a different version of the book, please note new editions have to include at least 10% changes to the previous edition. The chapters do vary from edition to edition.

PREQUISITES

There are no requisites for the course.

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.

MATERIALS/SUPPLY FEE

There is no supply fee for this course.

ZOOM

Zoom 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.

You can find resources and help using Zoom at the UFIT's Zoom page.

COURSE POLICIES

COMMUNICATION

1. CANVAS INBOX: communication associated with course must be through the Canvas inbox tool in the left panel. This is to prioritize student needs and execute the question. Messages are checked weekdays @ 6am & 4pm.
2. GROUPME: For brief questions that may also help your classmates, use the GroupMe set up for the course. Expect responses from me through this modality during normal, weekday business hours (9am-5pm).

COURSE ANNOUNCEMENTS

Students are sent weekly (and supplemental) announcements throughout the course. These are created to assist and respond to any potential concerns. Reading these communications is a requirement of the course.

QUIZZES

- Quizzes are random and drawn from a quiz bank
- Lowest TWO quiz score will be dropped
- Course includes syllabus quiz, one for each module (12 modules), and an overall quiz
- Quizzes are locked at the time they are due and **CANNOT be made up for any reason** (two are dropped for unexpected issues [i.e. something comes up, loss of internet access, illness, etc.]),
- Incorrect answer feedback is provided immediately following submission
- Questions about quiz questions will be answered following the completion of the quiz by all students
- Students have ONE WEEK from submission to view address any concerns with quiz questions (must include question [not number, since all questions are random and each student will have different questions], a specific reference from the textbook or supplemental materials presented in the module (i.e. source, page number, paragraph number, time in film, etc.-be as detailed as possible).

ASSIGNMENTS

- Assignments are due according to the due dates described in the directions (in the Eastern Standard time zone) and listed in course schedule/calendar
- All assignments include corresponding rubrics, under assignment directions in Canvas
- All assignments must be uploaded or submitted through the assignment listing on Canvas
- Emailed assignments will not be accepted
- EXPERIENCE SUBMISSIONS: **must be uploaded as .doc(x)** unless otherwise noted (course settings limit submissions to .doc[x] unless otherwise specified - submissions through assignment comments are NOT permitted)
- DISCUSSION SUBMISSIONS: must be submitted directly in the 'body' of the discussion post, by selecting *Reply* under the discussion prompt.

MICROSOFT WORD

Microsoft Word is accessible for FREE to all UF students. It can be accessed through *GatorCloud* > Office365. Once accessed and used, document must be saved to computer via *File* (top toolbar) > *Save As* (left menu) > *Download a Copy* > a prompt will appear that says, *Do you want to download a copy of this file and work offline?* > select *Download a Copy* > a pop up box may appear asking about opening the file, select *Save As* > for most, it will save their document in the *Download* file. Some may have their computer settings to save to desktop (it will appear on your desktop). Office365 can also be accessed directly through Canvas on the left button bar.

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.

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-honor-code-student-conduct-code/).

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.

EXPERIENCE SUBMISSIONS: M**ust be uploaded as .doc(x)** unless otherwise noted (course settings limit submissions to .doc[x] unless otherwise specified - submissions through assignment comments are NOT permitted). Submission should be double-spaced, include a page number in the top-right header, have headings for each item/question asked, 1-inch margins all around, and include a reference (APA 7th edition) list on own page.

DISCUSSION SUBMISSIONS: Must be submitted directly in the 'body' of the discussion post, by selecting *Reply* under the discussion prompt. Initial post due on the Thursday of the corresponding module. Peer reply is due on Sunday of the corresponding module. Reply must be thoughtful and include a question the peer's post provoked. Discussion posts can be in typed or (embedded) video.

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.

GRADING POLICY

All assignments are graded according to associated rubrics. Specific feedback on assignments and APA formatting will be provided through document feedback, submission comments, and described directly on rubric. Students are expected to review feedback and ask any questions for clarity prior to submitting future assignments. Effort to have each assignment graded and posted within one week of the due date will be made. ***All questions related to grades must be asked through the Canvas Inbox within 7 days of when the grade is presented.***

ASSIGNMENTS & ASSOCIATED POINTS

Assignment	Points
Quizzes Syllabus, 12 Modules, & overall – 2 drops = 12 total	20 points each (240 total points)
Experience 12 Modules – 1 Drop = 11 total	20 points each (220 total points)
Discussion 12 Modules & Student Intro – 1 Drop = 12 total	20 points each (240 total points)
Total	**700 points**

GRADING SCALE

LETTER GRADE	PERCENTAGE	GRADE POINTS
A	93 <	4.0
A-	90-92.9	3.67
B+	87-89.9	3.33
B	83-86.9	3.0
B-	80-82.9	2.67
C+	77-79.9	2.33
C	73-76.9	2.0
C-	70-72.9	1.67
D+	67-69.9	1.33
D	63-66.9	1.0
E	< 63	0

See the current UF grading policies for more information.

UF POLICIES

ACCOMMODATING STUDENTS WITH DISABILITIES

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565) by providing appropriate documentation. Once registered, students will receive an accommodation letter that must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

All letters from the DRC should be sent to AHoffmanOssiboff@ufl.edu. Adjustments will be made within 48 hours of receipt of the letter. Students will receive a confirmation email when adjustments are made.

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 and Student Conduct 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.

NETIQUETTE & COMMUNICATION COURTESY

All class members are expected to follow rules of common courtesy in all email messages, threaded discussions, and chats.

GETTING HELP

TECHNICAL DIFFICULTIES

For issues with technical difficulties for Canvas, please contact the UF Help Desk at:

- http://helpdesk.ufl.edu
- (352) 392-HELP (4357)
- Walk-in: HUB 132

Any requests for make-ups due to technical issues should 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 should e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

HEALTH & 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 to refer or report a concern and a team member will reach out to the student in distress.
- **Counseling and Wellness Center:** Visit UF Counseling & Wellness Center 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 UF Student Health Care Center.
- **University Police Department**: Visit UF Police Department or call 352-392-1111 (or 9-1-1 for emergencies).
- **UF Health Shands Emergency Room/Trauma Center:** For immediate medical care in Gainesville, call 352-733-0111, or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; UF Health Shands Emergency Room/Trauma Center.

ACADEMIC & STUDENT SUPPORT

- **Career Connections Center:** 352-392-1601. Career assistance and counseling services UF Career Connections Center.
- **Library Support:** Various ways to receive assistance with respect to using the libraries or finding resources. UF George A. Smathers Libraries Ask-A-Librarian
- **Teaching Center:** 352-392-2010 General study skills and tutoring: UF Teaching Center
- **Writing Studio:** 352-846-1138. Help brainstorming, formatting, and writing papers: University Writing Program Writing Studio

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 Providing Constructive Feedback. 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 GatorEvals. Summaries of course evaluation results are available to students at GatorEvals Public Results. More information about UF's course evaluation system can be found at GatorEvals - Faculty Evaluations.

TIPS FOR SUCCESS

Here are some tips that will help you get the most of this course while taking full advantage of the online format:

- Schedule "class times." It is important to do coursework on time each week.
- Read ALL material contained on this site. There is a lot of helpful information that can save you time and help you meet the objectives of the course.
- Print out the Course Schedule located in the Course Syllabus and check things off as you go.
- Take advantage of the GroupMe chat listed above. Ask for any clarification needed in the course.
- Do not wait to ask questions
- Complete course work well before the due dates – Sometimes things happen (WiFi goes down, car trouble, etc.)
- Back up your work to an external hard drive, thumb drive, or through a cloud service.
- ALL information for each module are described in each module page. Review ALL information PRIOR to completing any assignments or quizzes.

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
- Sonic Foundry (Mediasite)
  - Sonic Foundry Privacy Policy
  - Sonic Foundry Accessibility
- Vimeo
  - Vimeo Privacy Policy
  - Vimeo Accessibility
- Zoom
  - Zoom Privacy Policy
  - Zoom Accessibility
- YouTube (Google)
  - YouTube (Google) Privacy Policy
  - YouTube (Google) Accessibility
- Microsoft
  - Microsoft Privacy Policy
  - Microsoft Accessibility
- Adobe
  - Adobe Privacy Policy
  - Adobe 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.*