# HSC 4134/5135 SYLLABUS

## Course Description

This course is designed to acquaint students with theories of emotion, behavior change, and health counseling as well as their application. In this course, we will explore factors associated with the development and maintenance of emotional health and the means of incorporating positive mental health practices into health education/promotion programming and health counseling/ client care. In addition, the course will focus on the development of a core set of health counseling skills. The course builds a base of health content, theory, and skills that are useful for students interested in health careers, and, most importantly, for the individual student's own health.

## Contact Information

**Instructor**
Dr. Ashlee Ossiboff, M.A., M.S., Ph.D., CHES (Dr. O)

**Phone Number**
(352) 294-1023

**Email**
AHoffmanOssiboff@ufl.edu
[ALL course communication through Canvas Inbox tool or GroupMe]

**Office Hours**
Tuesday (9-10am), Wednesday (9-10am)
Meetings are also available upon request if unavailable during scheduled office hours

**Credit Hours**
3

For questions about course content, your grade or other personal issues, use the Canvas mail tool. Expect a response within 48 hours.

## Course Objectives

By the end of this course, you will be able to:

1. Identify key concepts and theories related to emotional health and health counseling.
2. Compare and contrast the major differences between counseling and therapy.
3. Identify and describe major factors affecting emotional well-being.
4. Recognize and assess sources of stress.
5. Implement healthful strategies for coping with personal sources of stress.
6. Implement strategies for enhancing personal emotional health.
7. Analyze personal behaviors in terms of health protective or health destructive behaviors.
8. Demonstrate the spirit of motivational interviewing in health behavior change interactions.
9. Explain and demonstrate effective communication skills applicable to health education/promotion and other health related professional settings.

# Course Requirements

## Required Textbooks

1. Rivera, J. (Producer), & Docter, P. (Director). (2015). *Inside out* [motion picture]. Pixar.
2. Brown, B. (2012). *The power of vulnerability: Teachings on authenticity, connection and courage* [audio book]. Sounds True
3. Miller, W.R., & Rollnick, S. (2013). *Motivational interviewing: Helping people change* (3rd ed.). The Guilford Press.

## Course Structure

My aim as an educator is to facilitate an educational environment conducive to learning and personal growth while providing an atmosphere that engages students and provokes further interest in the designated subject area. I would like to strengthen students' confidence and belief in their ability and future. Further, I strive to increase students' capacity of lifelong learning by exposing them to various methods of learning, understanding, and participation in a diverse and captivating setting.

Individuals learn in unique ways; therefore, a variety of learning modalities (lecture, participation activities, application assignments, and class discussions) are offered and encouraged.

This class is divided into 13 modules. Each module is interactive and includes the following components:

- **Discussion** - Students will respond to provided question prompts on a larger discussion board. Once posting your response, you will see other classmates' responses. You are expected to respond, thoughtfully and comprehensively to at least TWO peers (double check the activity instructions for response requirements). For full credit include and cite information from your course materials and/or readings.
- **Growth** - Private thoughts shared only with the instructor via a Canvas assignment submission. These are related to the module lesson and then reflect on your thoughts and/or results using provided question prompts. For full credit, include and cite information from your course materials and/or readings.
- **Quizzes** - One quiz for each module, as well as the introduction materials. Each quiz will be worth 20 points and will be over the information presented in the corresponding module (lectures, videos, readings, and/or assignments). Quiz questions are all in true/false, multiple choice, or matching format - they are random (your questions will not be the same as others). The lowest quiz grade will be dropped. While you may choose to have resources in front of you, know that these quizzes are timed (20 minutes) and **you must work alone**. There are no make-up quizzes to protect the integrity of the quiz.
- **Perception Collage** - Personal collage using pictures, media clippings, drawings, and/or words. Students will record themselves presenting the collage (e.g., PowerPoint with voice-over, screencastify, etc.). Use **one-half** of the collage to depict your "**inner self"** (i.e., how you see yourself, including thoughts, feelings, emotions, perceptions) and **one-half** to depict your "**outer self"** (i.e., how you believe others see you, including external personality traits, and outward expression of thoughts, emotions, etc.). **Include emotional aspects of yourself.** Recorded presentation should be **4-7 minutes**. Once all collages are submitted, your instructor will post all the presentations. Students are expected to view each peers' presentations, and provide feedback. The collage is worth 35 points, and the feedback is worth 5 points. More details are provided on Canvas.

## 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)

## 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

There is no supply fee for this course.

## Zoom

Office hours and meetings with instructor will be held through 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

## Course Communication

Two means of communication for this course. Expect responses through this modality during normal, weekday business hours (9am-5pm).

1. CANVAS INBOX tool in the left panel indicated by this icon . This is to prioritize student needs and execute the question.
2. GROUPME: For brief questions that may also help your classmates, use the GroupMe set up for the course.

## 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

- Due on the Thursday the corresponding information is presented.
- Quizzes are random and drawn from a quiz bank.
- Lowest TWO quiz score will be dropped.
- Course includes syllabus quiz, one for each module (13 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
- 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).

***Quizzes are locked at the time they are due and CANNOT be submitted late to protect the integrity of the quiz. In the event of a documented emergency, an essay-based quiz may be offered.***

## Assignments

- Assignments are due according to the due dates described in the directions (in the Eastern Standard timezone) 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
- GROWTH 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. Initial post is due on Thursday of the corresponding module. Peer replies are due on Sunday of the corresponding module and must include a question their peer's post provoked.

## Microsoft Word

*Microsoft Word* is accessible for FREE to all UF students. It can be accessed through *GatorCloud (Links to an external site.)* > 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.

EMOTIONAL HEALTH

**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 ARE NOT accepted

**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/ (Links to an external site.) ) 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/)

Requirements for make-up exams, assignments, and other work in this course are consistent with university policies that can be found at Attendance Policies (Links to an external site.) .

As this is an online class, you are responsible for observing all posted due dates and are encouraged to be self-directed and take responsibility for your learning.

## 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.

Each *Growth* assignment, as well as the literature review (if applicable) must be submitted as a *Word* document and include the following formatting elements:

- Page number on each page in header (*Word* setting)
- 12-point font
- Times New Roman, Calibri, or Arial font
- Double-spaced (no extra spacing between paragraphs or references
- 1-inch margins all around
- Reference list on own pages, titled **References** (bold and centered)
- Title of the document should be on first line below document header and be centered and bold
- Specific headings included for each question asked or item addressed

## Make-Up Work

Growth 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.

## 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

- **Quizzes** - One quiz for each module, as well as the introduction materials. Each quiz will be worth 20 points and will be over the information presented in the corresponding module(lectures, videos, readings, and/or assignments). Quiz questions are all in true/false, multiple choice, or matching format - they are random (your questions will not be the same as others). The lowest quiz grade will be dropped. While you may choose to have resources in front of you, know that these quizzes are timed (20 minutes) and **you must work alone**. There are no make-up quizzes to protect the integrity of the quiz.

EMOTIONAL HEALTH

- **Discussion** - Students will respond to provided question prompts on a larger discussion board. Once posting your response, you will see other classmates' responses. You are expected to respond, thoughtfully and comprehensively to at least TWO peers (double check the activity instructions for response requirements). For full credit include and cite information from your course materials and/or readings.
- **Growth**- Private thoughts shared only with the instructor via a Canvas assignment submission. These are related to the module lesson and then reflect on your thoughts and/or results using provided question prompts. For full credit, include and cite information from your course materials and/or readings.

| Assignment | Points Each | Points Total |
|---|---|---|
| **Discussion**<br>13 modules & course intro - 1 drop | 20 points each | 260 points |
| **Quizzes**<br>13 modules, syllabus, & overall - 2 drops | 20 points each | 260 points |
| **Growth**<br>13 modules - 1 drop | 20 points each | 240 points |
| **Participation** | TBD | 40 points |
| **TOTAL POINTS** | | **800 points** |
| ***Additional 100 point grad assignment* | | *(900 points total)* |

**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.

## Course Grading Policy

It is unethical and in direct violation of the UF Student Honor Code to request an unjustifiable grade adjustment (UF Student Honor Code: *Conspiracy to Commit Academic Dishonesty*). Under no circumstances will I 'round up' a student's grade (an 89.99% is a B+), nor will I offer additional extra credit assignments. If a grade input error occurs, students are required to notify me as soon as possible. I will examine the eLearning grade to determine whether a calculation error has occurred. If an error occurred, the grade will be adjusted.

All assignments are graded according to associated rubrics. Specific feedback on assignments and APA formatting will be provided. 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.

*Note: Students have 7 days to review assignment grades/comments and contact the instructor with questions concerning their assignment grade. Students who fail to review their assignment scores within 7 days of the release of grades may not request retroactive adjustments on scores at the end of the term.*

## UF Policies

### University Policy on Accommodating Students with Disabilities

Students with disabilities requesting accommodations should first register with the Disability Resource Center (Links to an external site.) (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.

### 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 and Student Conduct Code (Links to an external site.) 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.

## Getting Help

### Technical Difficulties

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

- http://helpdesk.ufl.edu (Links to an external site.)
- (352) 392-HELP (4357)
- Walk-in: HUB 132

EMOTIONAL HEALTH

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

**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

Taking a course online can be a lot of fun! 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.
- 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 Streaming Video Player)
  - Sonic Foundry Privacy Policy
  - Sonic Foundry 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.*