WORKSITE HEALTH PROMOTION

Course Number: HSC 4694/6695

Sections: 13569, 13329

Credit Hours: 3

Academic Term: Spring 2022

Class meeting time and location: M work in Canvas to prepare for in-person meeting on W from 9:35 – 11:30am in FLG 265.

INSTRUCTOR INFORMATION

INSTRUCTOR NAME: Kim Holton, MS, PhD

EMAIL: Please use Inbox Tool within Canvas.

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

OFFICE HOURS: Zoom: M 2 – 3:30pm & TH 12 – 1:30pm or by appointment

The link for Monday is different than for Thursday. Use the links provided accordingly. If you are unable to access the meeting during these times, please email me immediately.

Mondays: 2 – 3:30pm via Zoom
Click to join the waiting room. I will let you in on a first come, first serve basis. Meeting ID: 987 1100 6240 Passcode: connect

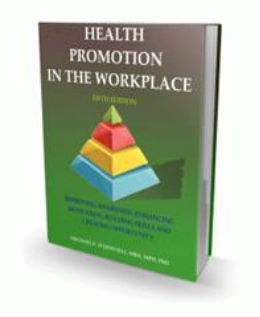
Thursdays: 12 – 1:30pm via Zoom
Click to join the waiting room. I will let you in on a first come, first serve basis. Meeting ID: 958 9737 8594 Passcode: connect

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.

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.



RECOMMENDED 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.

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. While the text is not required, you should plan to use it as needed to support your learning and make sure you are prepared for assignments, quizzes and the exam.

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. One exam (short answer, multiple choice and true/false) will be required. Additionally, you will work with a team to complete a series of weekly assignment for a portion of the semester. These assignments, Team Based Practices, will serve as opportunities to work with your classmates to apply concepts discussed in class in an effort to reinforce course content and promote higher order thinking. You will complete an interview with a professional managing a workplace health promotion program and share your findings through an in-class presentation and discussion. Full engagement all assignments will support your learning and are required to do well in this course.

COURSE POLICIES

ATTENDANCE POLICY: Online and in-person engagement in required for this course.

The online classroom is available to you 24 hours a day. You are expected to adhere to the class calendar and timeline that I have developed for you (see Course Schedule). Modules will generally open on a week before assignments or quizzes are due. Each week I will discuss what the upcoming week will bring and open the following week's module. You are expected to engage with all course content before coming to class.

Attendance in class is expected and will be required to earn credit for Team-Based Practice assignments. Class time will be used to answer questions about course content provided in Canvas and engage in interactive learning activities to hone skills in health promotion.

QUIZ/EXAM DATES/POLICIES: You will not be able to view correct answers to quizzes after completion. Please note that all correct answers can be found within your assigned readings or by revisiting recorded lectures. Please reach out if you are unable to find or understand an answer. Exams will be proctored using Honorlock. Please be sure to read the requirements for the use of Honorlock in the course orientation module.

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 are not open for late submission. All other late work is subject to a 10% deduction in grade for every day it is late.
- Be sure to check your submission. Corrupt files or erroneously uploaded documents do not constitute a valid reason for a late resubmission.
- Call the UFIT Help Desk for assistance if you have trouble making a submission due to technological reasons. Do not wait until the late minute to make submissions. Give yourself space to handle such issues if they do arise.
- Due to the interactive nature of discussion, late discussion posts will not be accepted.
- If an emergency arises which causes you to miss as deadline regardless of the point value, contact me 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 in person and 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 3 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.

IN-CLASS RECORDING: Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor. A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session. Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

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.

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 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: Connect with 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 THEIR 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 or TA 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 and HonorLock 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.

Module Assessments will include a variety of discussions, assignments, and quizzes. Additionally you will work with a team to complete a series of weekly assignment for a portion of the semester. These assignments, Team Based Practices, will serve as opportunities to work with your classmates to apply concepts discussed in class in an effort to reinforce course content and promote higher order thinking. Full engagement in these and all assignments will support your learning and prepare you for the exam.

Graduate students will have an additional module assessments related to special topics. This assignment will require creating an annotated bibliography of recent literature related to a chosen topic and a class presentation summarizing the findings from both research and practice perspectives.

Exam: One timed exam (short answer, multiple choice and true/false) will be required and will be proctored through HonorLock in the classroom. This exam will be open notes (handwritten notes only) 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.

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 in the field and creating a presentation summarizing the findings. The second assignment requires actively participating and answering questions related to presentations in class. Details of these assignments can be found in Canvas. Please review the instructions for the interview assignment early and email me through the Canvas to discuss your choice of potential interviewees no later than Exam 1. 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.

1. Online Discussion: Interview Logistics (share your interview plans here)
2. Assignment: Interview with a WHP Professional Presentation
3. In-Person Discussions: Interview with a WHP Professional

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

Assignment	Percentage
Individual Assignments, Discussions & Quizzes	40%

Assignment	Percentage
Team Based Practice Reflections & Assignments	10%
Exam	25%
Culminating Assignments	25%

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

Module	Week of	Topic	Reading	Assignment
Orientation & 1	Jan 2	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 Honorlock Quiz Seeking Out Worksite Health Promotion Programs
2	Jan 9	Creating a Culture of Health in the Workplace	Chapter 22 Changing Behaviors (pdf)	AMSO & SEM Discussion TBP Contract Reflection & Submission
3	Jan 16	Needs Assessment	Chapter 13	Needs Assessment Quiz Read, Learn & Reinforce TBP Needs Assessment Reflection & Submission

Module	Week of	Topic	Reading	Assignment
4	Jan 23 & 30	Mission, Goals and Objectives	Chapter 4 Examples of Goals and Types of Objectives (pdf) CDC Workplace Health Model: Evaluation	Writing SMART Objectives TBP Program Mission, Goals and Objectives Reflection & Submission
5	Feb 6	Evaluation	Chapter 6 (pages 197 - 220 only, end at Study Methodology section) CDC Workplace Health Model: Evaluation	Evaluation Quiz Read, Learn & Reinforce TBP Evaluation Reflection & Submission
6	Feb 13	Prepare and take Exam 1	Making Healthy Changes to a Small Worksite at Rolling Hills Consolidated Library: Case Study (pdf) Study Guide	PlayPosit Review Exam 1 (Feb 16) Interview Ideas Approved by Exam 1
7	Feb 20 & 27	Strategies and Interventions	Chapter 4 Chapters 14-20 based on need for assignments and personal interests	TED Talk Discussion Strategies in the Workplace Discussion

Module	Week of	Topic	Reading	Assignment
				TBP Strategies and Interventions Reflection & Submission
	Mar 6	Spring Break	Study the clouds.	Have a good laugh.
8	Mar 13	Program Participation and Adherence	Chapter 10 How to Maximize Employee Wellness Participation Wellness Incentive Idea Recommendations	Marketing Quiz Interview Scheduled TBP Marketing and Incentives Reflection & Submission
9	Mar 20	Logistics and Budget	The Wellness Budget (pdf) Budget Blog Post Sample Annual Budget (pdf) Program Examples for Any Budget	Budget Quiz
10	Mar 27	Legal Liability and Risk Management	WELCOA's Penalties and Risks for Noncompliance WELCOA's Legal Compliance Checklist	Laws Relevant to WHP Quiz HIPAA Training

Module	Week of	Topic	Reading	Assignment
			Guide for Designing a Compliant Wellness Program	
11	Apr 3	Special Topics	TBA The Sedentary Office (pdf) From Evidence to Practice: Workplace Wellness that Works	Worklife: Exploring What Works for You GRADUATE STUDENT annotated bibliography and presentation
12	Apr 10 & 17	Course Wrap Up & Interview Presentation with Discussion	CDC Workplace Health Program Checklist	Interview with a WHP Professional Presentations Interview with a WHP Professional Discussions Course Reflection

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.