

**College of Health and Human Performance  
Department of Health Education & Behavior**

**HSC 4694/6695 Health Promotion in the Workplace**

*“Safer, healthier workplaces mean increased productivity, more job satisfaction, stronger bottom-line results, less harmful environmental impact and enhanced community relationships.”  
Dr. Timothy Key, President ACOEM*

**Fall 2010:**                    **Wednesday – 4:05 – 6:50 pm - Room 0265 FLG**

**Instructors:**            Ms. Kim Holton, email: mkholton@ufl.edu; phone: 392-0583x1317  
Dr. Jill Varnes, email: jvarnes@hhp.ufl.edu; phone: 392-0583x1230

**Office Location:**    Ms. Holton, Florida Gym 106F  
Dr. Varnes, Florida Gym 16 (ground floor, west side)

**Office Hours:**        Ms. Holton, Tuesday 3:00–5:00 pm  
Dr. Varnes, Monday 2:00–4:00 pm; Thursday 10:00 am--12:00 N

**Required Text:**      Chenoweth, David, (2007) *Worksite Health Promotion*, Human Kinetics, Champaign, IL.

This course is designed for students interested in providing health promotion programs to primarily adult populations using the workplace as the delivery point. The focus of the course is on planning, administering and evaluating worksite health promotion programs.

**Course Objectives:** Upon successful completion of this course the student will be able to:

1. Explain why the workplace is an appropriate delivery point for health promotion programs.
2. Utilize effective methods of identifying and/or developing appropriate health promotion program materials or activities.
3. Develop an appropriate annual budget for a prototype health promotion program.
4. Determine what activities/programs are appropriate based upon a needs assessment and identify appropriate personnel to deliver the activities.
5. Create a plan for the evaluation of a prototype health promotion program including both organizational and individual levels.
6. Design appropriate marketing materials for the prototype health promotion program.

**Class Structure:** Three hour classes are expected to meet 150 minutes; we will begin class promptly at 4:05 PM, take a 10 minute break around 5:15 PM and dismiss class at approximately 6:50 PM. The general format for class will be a mini-workshop which will include lecture/discussion, followed by an activity relevant to the lecture. Generally the activities assigned in class will be used to develop the different elements of the final project. The workshop format will usually provide opportunities for project group meetings so as to minimize the time necessary for outside of class meetings. The elements of the project, class lectures and material from the text will constitute the comprehensive final exam.

**Class Attendance Policy:** Attendance is important to your performance in meeting the requirements of the class as well as developing an excellent working relationship with your group members. Attendance will be taken every class meeting and is a significant part of the professor evaluation. Please notify the professor **in advance** if you will be absent for a university related or professional activity; if you will miss class due to illness if at all possible, advise the professor **prior to** the class meeting by phone, email or in person.

**Submission of Completed Work** With the exception of the final project which will be submitted in hard copy, all other assignments are to be submitted electronically no later than the specified deadline. Email assignments as word or pdf attachments to Dr. Varnes (jvarnes@hhp.ufl.edu). Draft assignments will be reviewed and returned with comments for improvement usually within two days of submission. Generally the draft assignment deadline date will be the Monday following the class meeting during which the activity was introduced.

Announced deadline dates and times are firm; please plan accordingly to complete assignments on time. Planning and good time management will be essential to a successful group process. **You are encouraged to establish your own deadline dates.**

**EVALUATION**

**Grading Scale (percent minimum)**

Class quizzes (5 of TBD)	20%	A = 92 - 100; A- = 90 - 91
Project sections drafts	20%	B+ = 88 - 89; B = 82-87; B- = 80 - 81
Final Project Submitted	25%	C+ = 78 - 79; C = 72-77; C- = 70 - 71
Exams	20%	D+ = 68 - 69; D = 62-67; D- = 60 - 61
HIPAA certification	5%	
Group Member Evaluation	5%	E = LESS THAN 59 %
Instructor Evaluation	5%	
<b>TOTAL</b>	<b>100 %</b>	

## **General Guidelines:**

**Assignments:** All assignments are to be submitted no later than the announced deadline date. Any assignment submitted later than the deadline date will not be given full consideration relative to awarding of points. Assignments are to include all sources utilized; list sources using the American Psychological Association's (APA) Style Manual format. (see this site for APA style assistance <http://owl.english.purdue.edu/owl/resource/560/01/>)

Sources may include personal communications, journal articles, catalogs, the Internet, class lectures and textbooks. Assignments will generally have some source or reference. You may find that your best sources of information are personal interviews or contacts.

**Class quizzes:** Over the course of the semester unannounced quizzes will be given over the material covered to date, including the night of the quiz. A minimum of 7 quizzes will be given; your 5 best scores of all quizzes given will constitute 20% of your final grade. Please note **quizzes cannot be made up**.

**Exams:** You will have 2 major exams; each will constitute 10% of your final grade (20% total). All exams are comprehensive. Details relative to how best to prepare, format, and length will be announced prior to the exam date. Exam 1 is tentatively scheduled for **October 20** and exam 2 **for December 8**.

**Final Project Submitted:** The product of all draft project assignments will be the major elements of the Final Project. As each assignment is submitted the instructors will review, grade and return to the group. Each **returned assignment** is to be **revised** according to suggestions and then included in the final project notebook. All previously reviewed drafts are to be included in the final project as an appendix titled "Previous Graded Work." The final project will be submitted in hard copy according to the project guidelines no later than **November 24, 12:08 PM**.

**Group member and instructors evaluation:** The final project is a group assignment. Each group member will be asked to complete an evaluation related to the contributions of other group members as well as a self-evaluation. This evaluation represents 5% of your final grade. Additionally, 5% of your final grade is based upon the instructors' assessment of your class participation and contributions to an effective learning environment. This assessment is also 5% of your final grade.

**Academic Honesty:** Every student that is admitted to the University of Florida has signed a statement of academic honesty committing him/her to be honest in all academic work and understanding that failure to comply with this commitment will result in disciplinary action.

This statement is a reminder to uphold your obligation as a student at the University of Florida and to be honest in all work submitted and exams taken in this class and all others.

*To ensure that we have a really great class some things to remember --*  
*All transactions and relationships are enriched by courtesy:*  
*Be considerate of one another during group work, all ideas have merit.*  
*Be considerate of your classmates and the professor during lectures by being*  
*attentive, power-off cell phones or pagers and come prepared to fully*  
*participate in each class.*  
*Laptops may not be used during lectures.*

### **Assignments, Deadlines and Other Critical Dates**

Please complete the reading assignment and any website reviews prior to each class meeting. *Remember it is easier to keep up than to catch up.*

August 25: Class Orientation – Review of class policies and procedures.

- Overview of worksite health promotion
- The term project

Sept 1: Reading assignment: Chapters 1 and 9

- Gemstones self discovery activity
- Introduction to worksite health promotion and theories of health behavior

Sept 8: Reading assignment: Chapter 2

- Complete theories of health behavior
- Organizational profiles will be provided, group assignments will be made
- HIPAA requirements – complete HIPAA certification at <http://privacy.health.ufl.edu/training/hipaaPrivacy/instructions.shtml>
- Deadline to submit HIPAA certification in class September 15

Sept 15: Reading assignment: Chapter 10

- HIPAA certification deadline
- Ethics, Issues, and Professional Development
- Visit these websites for mission statement examples for class; you may want to take a look at other sites as well.

<http://www.osha.gov/oshinfo/mission.html>  
<http://www.microsoft.com/mscorp/mission/>  
<http://www.dol.gov/opa/aboutdol/mission.htm>

Sept 22: Reading assignment: Chapter 3

- Organizational aspects, vision, mission, values, goals and objectives
- Class activity draft mission statement, goals and objectives

Sept 29: Reading assignment: Chapter 8

- Evaluating goals and objectives
- Strategies to meet objectives and reach goals
- Class activity draft strategies and evaluation step(s) for goals and objectives
- Draft deadline Mission, goals, objectives and evaluation with strategies Monday October 4 at 4:52 PM

Oct 6: Reading assignment: Chapter 4

- Program planning to meet goals and objectives – who, what, when, where
- Developing the implementation plan and program descriptions
- Class activity draft program intervention descriptions, calendar of activities
- Draft deadline Monday October 11 at 3:02 PM

Oct 13: Reading assignment: pp 145-146; chapter 10

- Staffing the program, job descriptions
- Class activity draft using program plan and calendar, identify/define staff and develop brief job descriptions.
- Draft job description deadline Monday October 18 at 4:18 PM

Oct 20: Exam 1 – all material to date

- Dedicated group meeting time

Oct 27 Reading assignment: pp. 40 – 43; 108 – 111

- Risk management and legal liability; emergency action plans
- Class activity, avoiding liability; draft risk management procedures
- Draft deadline Monday November 1 at 6:36 PM

Nov 3: Reading assignment: Chapter 5

- Principles of budgeting
- Class activity draft program budget
- Draft deadline Monday November 8 at 4:42 PM

Nov 10: Reading assignment: Chapter 7

- Marketing, branding, program promotion, incentives
- Class activity draft marketing, program promotion plans
- Draft deadline Tuesday November 15 at 3:12 PM

Nov 17: Q and A on final project

- Graduate student WHP presentation
- Dedicated group meeting time

Nov 24 **Deadline to submit final project** 12:08 PM

Thanksgiving Holiday, Nov 25 – 26, no classes

Dec 1: Graded projects to be returned, review for exam 2

- Graduate student WHP presentation

Dec 8: Course evaluation, group member evaluation deadline

- Exam 2

Dec 16: Final exam scheduled 10:00 am – 12 noon, FLG 0265

- Meeting to review Exam 2

### **Critical Dates**

September 6	Labor Day Holiday
September 8	Organizational profiles and group assignments
September 15	Submit online HIPAA certification
October 4	Draft mission, goals, objectives with evaluation plan deadline
October 11	Draft program intervention descriptions, calendar deadline
October 18	Draft staff and job descriptions deadline
October 20	Exam 1
November 1	Draft risk management, legal liability procedures deadline
November 8	Draft program budget deadline
November 15	Draft marketing, branding, program promotion plans
November 17	Worksite content program presentations
November 24	Final Project deadline, 12:08 pm
November 27-28	Thanksgiving Day Holidays
December 1	Worksite content program presentations, review for exam 2
December 8	Exam 2, group member evaluation deadline
December 16	Final Exam scheduled