

CMWL 4101-91 (83236): Worksite Wellness Programs, Fall 2019

Instructor Information

Instructor: Sasha McBurse, MS, ACSM-CEP, EP-C	Online Hours: NA
Class Meeting Time & Location: Mondays and Wednesdays 11:00am-12:15pm Newnan Center, Rm 166	Telephone (direct): 678.839.6096 Telephone (dept): 678.839.6530
Office Location: Coliseum 2034	Westga email: smcburse@westga.edu
Office Hours: Tuesdays: 11:00am to 2:00pm Wednesdays: 8:30am to 11:00am (Newnan) Thursdays: 11:00am to 2:00pm Fridays: By appointment	Skype or Google+ name: N/A

Support for Courses

Hyperlinks are provided for accessibility throughout; full URLs are available at the end of the document.

[CourseDen D2L Home Page](#)

[D2L UWG Online Help](#) (8 AM – 5 PM)
Call: 678-839-6248 or 1-855-933-8946 or
email: online@westga.edu

[24/7/365 D2L Help Center](#)
Call 1-855-772-0423

[University Bookstore](#)

[Student Services](#)

[Center for Academic Success](#)

678-839-6280

[Distance Learning Library Services](#)

[Ingram Library Services](#)

[Accessibility Services](#)

Call:678-839-6428 or email:
counseling@westga.edu

College of Education Vision

The College of Education at the University of West Georgia will be recognized for leading *Innovation in Teaching, Leadership, and Wellness*, with programs designed to transform lives and contribute to the betterment of society.

College of Education Mission

Locally connected and globally relevant, the Mission of the College of Education is to prepare graduates for professional careers in diverse settings within three dynamic areas of focus: *Teaching, Leadership, and Wellness*. With programs that range from undergraduate through doctoral study, the College of Education is committed to excellence in pedagogy, professional service, engaged partnerships, and applied research.

The vision and mission of the College of Education at UWG form the basis on which programs, courses, experiences, and outcomes are created. National and state standards (*National Wellness Institute, NHEC, WELCOA*) are incorporated as criteria against which candidates are measured. This course's objectives, activities, and assignments are related directly to the appropriate standards.

Course Information

Course Description

An introduction to the principles and practices in workplace wellness. Emphasis is placed on understanding and development of a comprehensive framework for improving employee health and productivity. Students explore the evidence base for ensuring program efficacy and maximizing return on investment. Case studies provide opportunities to understand the range of effective programs and value of needs assessment, support of top management, employee education and behavioral health support, change in organizational culture and ongoing evaluation and program implementation.

Credit Hours: 3.00

Prerequisites: none

Co-requisites: none

Texts, Readings, and Instructional Resources

Required Text(s): None

Course References

Chenoweth, D (2011). *Worksite Health Promotion*. (3rd ed.). Human Kinetics

Gantner, R (2012). *Workplace Wellness: Performance with a Purpose*. Well Works Publishing, LLC.

Putnam, L (2015). *Workplace Wellness that Works: 10 steps to infuse well-being and vitality into any organization*. Wiley Publishing.

WELCOA's Seven Benchmarks. (2019) Wellness Council of America.

Other Required Readings: All required readings will be posted in CourseDen.

All required reading must be completed before and in preparation for the topic that is presented in class at the session noted in the syllabus.

Required Instructional Resource: TK20 Subscription

Please select the link to access a pdf guide on [how to purchase your account](#).

If you have purchased a subscription previously, DO NOT re-subscribe. For assistance, email tk20@westga.edu. You will receive account activation confirmation from Watermark Support as soon as your account has been activated, please select the link to access a pdf guide on [how to log into your Tk20 account](#).

For additional information about this resource, and to access the “How to” guides, visit the [Tk20 webpage](#).

Approaches to Instruction

Various pedagogical methods used for this class include: discussion and activities, lecture, online resources, experiential learning, site visits, case studies, and a culminating group project. This course will be delivered as a face-to-face method.

Course Objectives and Learning Outcomes

The student will:

1. Describe the important needs assessment to determine the potential for worksite wellness programs (Chenoweth, 2011);
2. Examine the benefits of health promotion programs in the workplace (WELCOA, 2019);
3. Describe potential savings in health care costs for worksite health promotion (Chenoweth, 2011);
4. Examine strategies to engage employees in worksite health promotion (WELCOA, 2019);
5. Develop written communication to rationalize worksite promotion to administration (Chenoweth, 2011);
6. Examine behavior change theories in worksite setting (Gantner, 2012);
7. Describe effective worksite health promotion design and implementation (Chenoweth, 2011).

Assignments

Always refer to CourseDen for additional assignment details and due dates.

Assignment	Course Objective(s)/ Key Assessment	Points	Assessment Tools	Submit via:	Due Date
1. Homework	1-7	6@10	Rubric	CourseDen Dropbox	See calendar
2. Case study	1-7	100	Rubric	CourseDen Dropbox	See calendar

3. Experiential learning	1-7	50	Evaluation	CourseDen Dropbox	See calendar
4. Midterm Exam	1-7	50	Answer sheet	CourseDen	See calendar
5. Wellness Committee Project	1-7	50	Rubric	CourseDen Dropbox	See calendar
6. Presentations	1-7	50	Rubric	In class	See calendar
7. Final Exam and Evaluation	1-7	50	Answer sheet	In class	See calendar

Grading Information and Policy

Grading rubrics for discussion posts, class papers are located in CourseDen. Quizzes are graded automatically in CourseDen after submission.

Students will be graded using the following scale:

A = 90-100%, B = 80-89%, C = 70-79%, F = 69% and below

369 – 410 points = A

328 – 368 points = B

287 – 327 points = C

246 – 286 points = D

245 points or below = F

Course Policies

Class and Department Policies

Attendance Policy:

In order to distribute Title IV funding (federal student aid), student attendance verification is required. **Students must complete the course contract AND complete the syllabus quiz during Week 1 to be considered as attending class. Both assignments are due by Sunday, August 18th by 11:59pm. Students who do not complete BOTH assignments may be dropped from the class for non-attendance.** Students who add classes during drop/add are responsible for ensuring that they are verified as being in attendance by contacting the course instructor and participating in the online discussion board.

Students are expected to attend every face to face class session, be on time, and stay for the entire class period. Two absences will be allowed for unexcused purposes. For each unexcused absence beyond **two**, the result will be **an automatic deduction of one letter grade per absence**. More than 4 unexcused absences will result in automatic failure of the course. If a student misses a graded assignment on the day of the absence, the assignment cannot be made up and the points missed will be the points deducted, not the letter grade deduction. However, the total count of absences will still continue. School sanctioned events do not count toward absences and tardies, if approved in advance with proof of the event. You are responsible for all information, assignments, announcements and changes in the course content that may occur in

your absence. **All excused absences require proper documentation and approval from the instructor. No documentation means the absence is not excused.**

Tardiness

Students are expected to be on time for class. You will be marked tardy if you arrive after the class has started. Tardies are deemed as 5 minutes late to class. **Two tardies are equal to one unexcused absence in the class.**

Leaving class early

Students are expected to stay for the entire class session. Leaving early will be treated as a tardy. This would be deemed as leaving class 5 minutes early. **Two tardies are equal to one unexcused absence in the class.** Late arrivals to exam receive 5 points deductions. If a student has finished an exam before your arrival, you are not allowed to take the exam.

Approvals

Approvals for late arrivals or early departures must be requested by the student at least 12 hours prior to class start time. Approval is up to the discretion of the instructor but should fall in line with guidelines of unexpected and/or unavoidable events. Supporting documentation should be provided by the student when requesting approval or upon return to class. Justification for upholding these standards can be found in the UWG Student Code of Conduct, Section 3.0.

Participation and class preparation

Your attentiveness and engagement in all class activities is required. Active participation is critical for success in this class. Students are expected to read course materials before each class period and bring appropriate materials to the classroom.

Extra Credit: If offered, extra credit opportunities will be announced in CourseDen throughout the semester.

Late Work:

It is the student's responsibility to ensure that all requirements are completed in a timely manner. Students are expected to turn in all work by the deadline given. However, to allow for illnesses and emergencies, partial credit will be given for late assignments. Each day late will result in a heavier point deduction. For example, if the assignment is one day late the point reduction is 10%. Two days after the deadline the point reductions is 20%. After three days, a grade of zero will be recorded for that assignment. Late arrivals to exams result in a deduction of 5 points.

Professional Conduct:

Professional Conduct and Dispositions

Students in this course are considered professionals-in-training and, as such, are expected to conduct themselves professionally. Professionalism includes behavior related to, but is not limited to, attendance, class participation, appearance, communication, ethics, responsiveness and reaction, participation and professional development **(in class and in the community)**. The professional dispositions rubric is posted in Course Den.

UWG Policies

As of July 1, 2017, “campus carry” is in effect at all public universities in Georgia. UWG follows the University System of Georgia guidance. There are several restrictions to this law, which are explained on the [USG Campus Carry Guidance webpage](#). Answers to specific questions can be found under the “Additional Information” tab.

For important policy information on the UWG Honor Code, Email, and Credit Hour policies, as well as information on Academic Support and Online Courses, please review the information found in the [Common Language for Course Syllabi](#). Additions and updates are made as institution, state, and federal standards change, so please review it each semester.

Americans with Disabilities Act Statement:

If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please seek assistance through the [Center for Accessibility Services](#). UWG also provides [Accessibility Statements for Technology](#) that you may be required to use for this course.

Communication Rules

Communication (written and verbal)

For main communication with the instructor, use the CourseDen email. If you email with your westga email, you must add your course ID and title in the subject, or you may not receive a response. I receive many emails each day, so CourseDen is most effective if you want to ensure a response. As future professionals, students are expected to communicate, both written and verbally, professionally and with proper grammar and punctuation. Failure to speak and write professionally, with proper grammar and punctuation, will NOT yield a response from the instructor.

Communication and Meetings

My office is located in Coliseum 2034. My office hours are as follows:

Tuesdays: 11:00am to 2:00pm

Wednesdays: 8:30am to 11:00am (Newnan)

Thursdays: 11:00am to 2:00pm

Fridays: By appointment

Additional office hours can be scheduled by appointment. Please feel free to meet with me about any class concerns.

Network Etiquette:

Communication in an online class takes special consideration. Please read the short list of tips below:

- Be sensitive and reflective to what others are saying.
- Don't use all caps. It is the equivalent of screaming.
- Don't flame - These are outbursts of extreme emotion or opinion.
- Think before you hit the post (enter/reply) button. You can't take it back!
- Don't use offensive language.
- Use clear subject lines.
- Don't use abbreviations or acronyms unless the entire class knows them.
- Be forgiving. Anyone can make a mistake.
- Keep the dialog collegial and professional.

Expected Response Times

I will make every attempt to return major assignments within 7-10 days, but the amount of feedback required may extend that time. You can expect response time for emails within 48 hours.

Class Schedule Information (tentative and subject to change)

Week	Begin Date	End Date	Topic/Activity/Reading Assignment	Assignment Name and Due Date/Location
1	8/14	8/18	Orientation, Introductions, CMWL Program Update, Dispositions	Course Contract and Syllabus Quiz (Homework #1) due Sunday, Aug. 18th by 11:59pm
2	8/19	8/25	Benchmark 1-Committed and Aligned Leadership	N/a
3	8/26	9/1	Benchmark 2- Collaboration in Support of Wellness; Wellness Committees	Homework Assignment #2 due Sunday, Sept. 1st by 11:59pm
4	9/2	9/8	No Class Monday, 9/2 Labor Day Holiday Benchmark 2 continued...	N/a
5	9/9	9/15	Benchmark 3- Collecting Meaningful Data to Evolve a Wellness Strategy (HRA, Needs Survey)	Homework Assignment #3 due Sunday, Sept. 15th by 11:59pm
6	9/16	9/22	Benchmark 4- Crafting an Operating Plan Wellness Expo 9/18 (meet on main campus)	Homework Assignment #4 due Sunday, Sept. 22nd by 11:59pm

7	9/23	9/29	Benchmark 5- Choosing Initiatives that Support Health Promoting Environments Newnan Campus Fair 9/25	Homework Assignment #5 due Sunday, Sept. 29th by 11:59pm
8	9/30	10/6	Lunch and Learn 10/2 Fall Break: October 3rd-5th	N/a
9	10/7	10/13	Midterm Exam 10/7 Benchmark 6- Cultivate Supportive Health Environments	Last Day to Withdraw without penalty is Wednesday, Oct. 9th
10	10/14	10/20	Benchmark 7- Conduct Evaluation, Communicate	Homework Assignment #6 due Sunday, Oct. 20th by 11:59pm
11	10/21	10/27	Review Site Visit at Southwire Wellness Committees	N/a
12	10/28	11/3	Ergonomics	N/a
13	11/4	11/10	Review Site Visit at Carroll EMC Wellness Committees	N/a
14	11/11	11/17	Lunch and Learn 11/13	Case study due by Sunday, Nov. 17th by 11:59pm
15	11/18	11/24	Emergency Action Plans Wellness Committees	N/a
16	11/25	12/1	Thanksgiving Break	No Classes
17	12/2	12/8	Needs and Interests Survey Feedback & Presentation	Experiential Learning, Wellness Committee Project due Sunday, Dec. 8th by 11:59pm
	12/11	12/11	Final Exam	Wednesday, December 11th 11:00am-1:00pm

****Note:** All times are estimates. Dates may change at the instructor's discretion: all changes will be posted in the News/Announcements section of CourseDen. Major assignments and exams with due dates are in bold. Please make sure to follow the calendar on Course Den to keep up with the schedule. Your instructor will update the course calendar each weekend if needed.

Additional Support Information

Technical Support

Technical support for CourseDen, as well as the technological requirements, accessibility statements, privacy statements, tutorials, and other information can be found at [UWG Online](#)

[Student Help.](#)

Center for Academic Success

The [Center for Academic Success](#) (CAS) provides services, programs, and opportunities to help all undergraduate students succeed academically. The CAS offers free appointment-based peer tutoring in core courses, as well as supplemental instruction (SI)—which is peer-facilitated collaborative learning—in a variety of disciplines. Students seeking help with study skills and strategies can attend workshops through the Academic Success Workshop series, or work individually with either a staff or peer Academic Coach. Beginning Fall 2014, the CAS will also offer “Back on Track,” a voluntary academic recovery program designed for students who want to improve their grades and academic standing. The Center for Academic Success is located in UCC 200, and can be reached at [678-839-6280](tel:678-839-6280). Our email address is cas@westga.edu.

Smarthinking

Smarthinking offers online tutoring services and resources (including the Writing Center) for UWG students/instructors in all courses. A link to Smarthinking is available in CourseDen under Resources in the navigation bar.

Student Services

Here is a great resource of [Student Services](#) for all students at UWG, whether or not they are taking online courses. This link provides students with most of the information they need. If a student is experiencing distress and needs some help, check out [UWG Cares](#).

Full URL Support for Courses

- **CourseDen D2L Home Page**
<https://westga.view.usg.edu/>
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<https://westga.view.usg.edu/d2l/login>
- **24/7/365 D2L Help Center**
<https://d2lhelp.view.usg.edu/>
- **University Bookstore**
<http://www.bookstore.westga.edu/>
- **Common Language for Course Syllabi**
<https://www.westga.edu/administratio/vpaa/common-language-course-syllabi.php>
- **UWG Cares**
<http://www.westga.edu/UWGCares/>
- **Center for Disability**
<https://www.westga.edu/student-services/counseling/accessibility-services.php>
- **Student Services**
<http://uwgonline.westga.edu/online-student-guide.php>
- **Center for Academic Success**
<http://www.westga.edu/cas/>
- **Distance Learning Library Services**
<https://www.westga.edu/library/resource-sharing.php>
- **Ingram Library Services**
<http://www.westga.edu/library/>
- **Proctored Exams**
<http://uwgonline.westga.edu/exams.php#student>
- **Student Services**
<https://uwgonline.westga.edu/online-student-guide.php>
- **UWG Accessibility Statements for Technology**
<https://docs.google.com/document/d/16Ri1XqaXiGx28ooO-zRvYPraV3Aq3F5ZNJYbVDGVnEA/edit?ts=57b4c82d#heading=h.yrqeffvts1f>