# Personal Health Management
## UNM Valencia Campus

| Instructor Information | |
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| Name | Angelica Boyle, M.S. |
| Email | Please use **Course Messages on UNM Learn**. See below for more details. |
| Office Hours | Online, please contact by email |

| Course Information | |
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| Course Number/Sect. | HED 171   Section 501   CRN 37931 |
| Semester/Term & Year | Fall 2018: August 21st – October 13th an 8 week course |
| Credit Hours | 1 |
| Class Meets | **This class is Online, please log onto *UNM Learn*: https://learn.unm.edu/.**   For instructions on how to use *UNM Learn*, visit **http://online.unm.edu/help/learn/students/** |
| Textbook/Materials | *Core Concepts in Health 14th Edition (Brief).* Paul M. Insel & Walton T. Roth<br>There may be other materials required for this class. These materials will be accessed through UNM Learn. |
| Course Schedule | **See attachment on UNM Learn** |
| Course Description | Exploration of the major areas of health information pertinent to understanding how to achieve, maintain, and promote positive health. Topics covered include mental health, drugs, human sexuality, prevention and control of diseases, nutrition, consumer health and ecology. |
| Student Learning Objectives | **Student Learning Objectives = Knowledge, Skills & Appreciation**<br><br>Students will:<br><br>1. Describe the six dimensions of wellness and the behavioral skills needed to establish a wellness lifestyle.<br>2. Demonstrate the ability to apply principles of physical fitness, nutrition, weight control, stress management, and disease prevention.<br>3. Describe the steps in creating a behavior management plan to change a health-related behavior.<br>4. Develop a personal plan to track and change a particular health related behavior.<br>5. Identify positive health behaviors necessary for one to maintain a high level of personal wellness. |
| Technical Skills | In order to participate and succeed in this class, you will need to be able to perform the following basic technical tasks:<br>• Use UNM Learn (help documentation located in "How to Use Learn" link on left course menu.<br>• Use email – including attaching files, opening files, downloading attachments<br>• Copy and paste within applications including Microsoft Office<br>• Open a hyperlink (click on a hyperlink to get to a website or online resource)<br>• Use Microsoft Office applications<br>    o Create, download, update, save and upload MS Word documents<br>    o Create, download, update, save and upload MS PowerPoint presentations<br>    o Create, download, update, save and upload MS Excel spreadsheets<br>    o Download, annotate, save and upload PDF files<br>• Use Kaltura media to upload videos (instructions will be posted on UNM Learn) |
| Computer Requirements/Skills | **Computer**<br>• A high speed Internet connection is highly recommended. |

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| | <ul><li>Supported browsers include: Internet Explorer, Firefox, and Safari. Detailed Supported Browsers and Operating Systems: http://online.unm.edu/help/learn/students/</li><li>Any computer capable of running a recently updated web browser should be sufficient to access your online course.  However, bear in mind that processor speed, amount of RAM and Internet connection speed can greatly affect performance.</li><li>For using the Kaltura Media Tools inside Learn, be sure you have downloaded and installed the latest version of Java, Flash, and Mozilla Firefox. They may not come preloaded.</li><li>Microsoft Office products are available free for all UNM students (more information on the UNM IT Software Distribution and Downloads page: http://it.unm.edu/software/index.html)</li></ul>For UNM Learn Technical Support: (505) 277-0857 (24/7) or use the "Create a Support Ticket" link in your course.<br><br>Tracking Course Activity UNM Learn automatically records all students' activities including: your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, web conferencing, discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty. |
| Coursework and Participation | **COURSE MESSAGES:** Before a student emails the instructor please check:<br>1) **Course Syllabus**<br>2) **UNM Learn Course Content Homepage**<br>Please email the instructor on UNM Learn using course messages. Response time is usually within 72 hours. If you do not hear from me, please email me again. Sometimes emails get lost. Email me at akozicki@unm.edu only under special circumstances.<br><br>**Time Commitment**<br>This class is 3 credits. A traditional 3-credit general-education class meets for approximately 3 hours per week for 16 weeks. Since this is an online class, the in-class time is replaced by learning from readings and chapter exercises.<br><br>Even though this is an online class, you can expect to put in the same amount of time as you would for a traditional class. You may find it impossible to succeed on the more difficult assignments if you wait until the last day before they are due to begin them. The skills we learn in this class require time, so it is your responsibility to manage your time accordingly.<br><br>BE SURE TO KEEP THE SCHEDULE HANDY BECAUSE IT CONTAINS DUE DATES FOR THE ASSIGNMENTS.<br><br>**Attendance**<br>Your instructor will take attendance online. Students must log-on to **UNM Learn** regularly.<br><br>**Syllabus Quiz**<br>Students will read over the syllabus and complete the syllabus quiz, including signing an agreement at the end of the quiz, stating you read and understand the syllabus. |

**Introduction Post**
Each student will introduce themselves in the Introduction Blog and comment on at least 2 other introduction posts from students. Please be respectful. This will allow us to get to know one another.

**Chapter Assignments:** Students will submit chapter assignments on UNM Learn weekly. You will need to save the attachments, fill them out and upload them as a doc. File or PDF.

**Group Forums:** Each group will need to assign the following roles to its members: discussion facilitator, note-taker, researcher, and blogger. Everyone should be active discussants in addition to their role. The facilitator will need to take the lead in the group with communication and organization of information. The researcher will need to provide information and resources for the topic. At the end of the session, the note taker and blogger will be responsible for summarizing the discussion, getting feedback from group, and posting it on the class's blog site. Roles will be switched with each forum.

**Quizzes**
Quizzes will cover assigned chapters, discussions, and assignments. The quizzes may contain a combination of any of the following: multiple-choice, matching, true or false and essay questions.

**Personal Health Management Plans**
Towards mid-semester and end of the semester, students will complete a Personal Health Management Plan, setting goals and how they will track their progress.

**Late or Missing Assignment**
Late or missing assignments are unacceptable or depending on the situation. If you know ahead of time that you will miss an assignment or exam, please email me to make arrangements. Give at least 24 hours notice and email any appropriate documentation.

**Make Up Policy**
For authorized representation of the University or illness, or emergency, a make-up opportunity will be allowed if arrangements are made in advance or proper documentation is provided. Contact the instructor immediately to discuss options.

**Expectations for Participation**
- time required (~8-10 per week)
- students are expected to learn how to navigate in Learn
- students are expected to communicate with one another in team projects
- students are expected to keep up-to-date of course announcements
- students are expected to use the Learn course email as opposed to a personal email address
- students are expected to keep instructor informed of class related problems, or problems that may prevent the student from full participation
- students are expected to address technical problems immediately
students are expected to observe course netiquette at all times

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| Netiquette | • *"In following with the UNM Student Handbook, all students will show respect to their fellow students and instructor when interacting in this course. Take Netiquette suggestions seriously. Flaming is considered a serious violation and will be dealt with promptly. Postings that do not reflect respect will be taken down immediately." (Rebecca Adams, OLIT 535)*<br>• *"This course encourages different perspectives related to such factors as gender, race, nationality, ethnicity, sexual orientation, religion, and other relevant cultural identities. The course seeks to foster understanding and inclusiveness related to such diverse perspectives and ways of communicating."*<br>*Link to Netiquette document:*<br>http://online.unm.edu/help/learn/students/pdf/discussion-netiquette.pdf |
| Grading Procedures | • *It is required you check UNM Learn daily for course materials posted by the instructor that are necessary for course work and/or any class changes.*<br>*After submission, the instructor will grade using rubrics within the following week.* |
| Assignments/Points | **Evaluation/Grading**<br>Syllabus Quiz            5 points<br>Introduction Post            5 points<br>Group Forums  (4)            80 points<br>Chapter Assignments (8)       80 points<br>Quizzes (8)            80 points<br>Personal Health Management Plan Part 1    25 points<br>Personal Health Management Plan Part 2_____ 25 points__<br>**Total Possible Points          300 points** |
| Grading Scale | **Grading Scale**<br>*292-<300 A+           219-<233 C*<br>*280-<291 A           210-<218 C-*<br>*270-<279 A-          204-209 D+*<br>*261-<269 B+         189-<203 D*<br>*249-<260 B           180-<188 D-*<br>*240-<249 B-          <179 F*<br>*234-<239 C+* |
| UNM Policies | **Title IX: Gender Discrimination**<br>In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see pg 15 - http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf).   This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html<br><br>Copyright Issues<br>All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purpose outside this course.<br><br>Accessibility<br>The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodations of their |

| | disabilities. If you have a disability requiring accommodation, please contact the UNM Accessibility Resource Center in 2021 Mesa Vista Hall at 277-3506 or http://as2.unm.edu/index.html. Information about your disability is confidential. |
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| | • Blackboard's Accessibility statement: http://www.blackboard.com/accessibility.aspx |
| | • *Include links to accessibility statements for all other technologies included in the course.* |
| | Academic Misconduct |
| | You should be familiar with UNM's Policy on Academic Dishonesty and the Student Code of Conduct (http://pathfinder.unm.edu/code-of-conduct.html) which outline academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act. |
| | Example Drop Policy: |
| | This section states your departmental policy for dropping students. |
| | *UNM Policies: This course falls under all UNM policies for last day to drop courses, etc. Please see http://www.unm.edu/studentinfo.html or the UNM Course Catalog for information on UNM services and policies. Please see the UNM academic calendar for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.* |
| UNM Resources | **UNM Valencia Campus Learning Center Tutoring http://www.unm.edu/~tutor/**<br><br>**505-925-8907**<br><br>**CAPS Tutoring Services  http://caps.unm.edu/programs/online-tutoring/**<br><br>CAPS is a free-of-charge educational assistance program available to UNM students enrolled in classes. Online services include the Online Writing Lab, Chatting with or asking a question of a Tutor.<br><br>*Embedded Tutor – if this course has a tutor assigned, substitute the following:*<br>*This course has tutoring services incorporated into the course. Please see the "CAPS Tutor" link in the course menu on the left for more details.*<br><br>**UNM Libraries http://library.unm.edu**<br><br>**Student Health & Counseling (SHAC) Online Services**<br>**http://online.unm.edu/help/learn/support/shac** |