

# HLED 1220 Personal Health Management

UNM Valencia Campus

Instructor Information	
Name	Angelica Boyle, B.S., M.S.
Email	Please use <b>Course Messages on UNM Learn</b> . See below for more details.
Office Hours	Virtual Office Hours
Department	Health Education/505-925-8560
Course Information	
Course Number/Sect.	HLED 1220 Section 501 CRN 66938
Semester/Term & Year	Fall 2020: August 17 <sup>th</sup> – October 10 <sup>th</sup> an 8 week course
Credit Hours	3
Class Meets	<b>This class is Online, please log onto UNM Learn: <a href="https://learn.unm.edu/">https://learn.unm.edu/</a>.</b> For instructions on how to use <i>UNM Learn</i> , visit <a href="http://online.unm.edu/help/learn/students/">http://online.unm.edu/help/learn/students/</a>
Textbook/Materials	<i>Core Concepts in Health 15<sup>th</sup> Edition (Brief)</i> . Paul M. Insel & Walton T. Roth There may be other materials required for this class. These materials will be accessed through UNM Learn.
Course Schedule	<b>See attachment on UNM Learn</b>
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	<p><b>Student Learning Objectives = Knowledge, Skills &amp; Appreciation</b></p> <p>Students will:</p> <ol style="list-style-type: none"> <li>1. Describe the six dimensions of wellness and the behavioral skills needed to establish a wellness lifestyle.</li> <li>2. Demonstrate the ability to apply principles of physical fitness, nutrition, weight control, stress management, and disease prevention.</li> <li>3. Describe the steps in creating a behavior management plan to change a health-related behavior.</li> <li>4. Develop a personal plan to track and change a particular health related behavior.</li> <li>5. Identify positive health behaviors necessary for one to maintain a high level of personal wellness.</li> </ol>
Technical Skills	<p>In order to participate and succeed in this class, you will need to be able to perform the following basic technical tasks:</p> <ul style="list-style-type: none"> <li>• Use UNM Learn (help documentation located in "How to Use Learn" link on left course menu.</li> <li>• Use email – including attaching files, opening files, downloading attachments</li> <li>• Copy and paste within applications including Microsoft Office</li> <li>• Open a hyperlink (click on a hyperlink to get to a website or online resource)</li> <li>• Use Microsoft Office applications             <ul style="list-style-type: none"> <li>○ Create, download, update, save and upload MS Word documents</li> <li>○ Create, download, update, save and upload MS PowerPoint presentations</li> <li>○ Create, download, update, save and upload MS Excel spreadsheets</li> <li>○ Download, annotate, save and upload PDF files</li> </ul> </li> <li>• Use Kaltura media to upload videos (instructions will be posted on UNM Learn)</li> </ul>

<p><u>Computer Requirements/Skills</u></p>	<p><b><u>Computer</u></b></p> <ul style="list-style-type: none"> <li>• A high speed Internet connection is highly recommended.</li> <li>• Supported browsers include: Internet Explorer, Firefox, and Safari. Detailed Supported Browsers and Operating Systems: <a href="http://online.unm.edu/help/learn/students/">http://online.unm.edu/help/learn/students/</a></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 <b>Java</b>, <b>Flash</b>, and <b>Mozilla Firefox</b>. 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: <a href="http://it.unm.edu/software/index.html">http://it.unm.edu/software/index.html</a>)</li> </ul> <p>For UNM Learn Technical Support: (505) 277-0857 (24/7) or use the “Create a Support Ticket” link in your course.</p> <p>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.</p>
<p><u>Coursework and Participation</u></p>	<p><b><u>COURSE MESSAGES:</u></b> Before a student emails the instructor please check:</p> <ol style="list-style-type: none"> <li><b>1) Course Syllabus</b></li> <li><b>2) UNM Learn Course Content Homepage</b></li> </ol> <p>Please email the instructor on UNM Learn using course messages. Response time is usually within 24-48 hours. If you do not hear from me, please email me again. Sometimes emails get lost. Email me at <a href="mailto:akozicki@unm.edu">akozicki@unm.edu</a> only under special circumstances.</p> <p><b><u>Time Commitment</u></b></p> <p>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.</p> <p>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.</p> <p>BE SURE TO KEEP THE SCHEDULE HANDY BECAUSE IT CONTAINS DUE DATES FOR THE ASSIGNMENTS.</p> <p><b><u>Attendance</u></b></p> <p>Your instructor will take attendance online. Students must log-on to <b>UNM Learn</b> regularly.</p>

**Syllabus Quiz**

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.

**Discussions:** Each student will participate in the course discussion and must respond to at least two other student posts. Please be respectful.

**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

<p><u>Netiquette</u></p>	<ul style="list-style-type: none"> <li>• “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)</li> <li>• “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.”</li> </ul> <p>Link to Netiquette document:  <a href="http://online.unm.edu/help/learn/students/pdf/discussion-netiquette.pdf">http://online.unm.edu/help/learn/students/pdf/discussion-netiquette.pdf</a></p>																
<p><u>Grading Procedures</u></p>	<ul style="list-style-type: none"> <li>• 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. After submission, the instructor will grade using rubrics within the following week.</li> </ul>																
<p><u>Assignments/Points</u></p>	<p><b><u>Evaluation/Grading</u></b></p> <table border="0"> <tr> <td>Syllabus Quiz</td> <td>5 points</td> </tr> <tr> <td>Introduction Post</td> <td>5 points</td> </tr> <tr> <td>Discussions w/Replies (8)</td> <td>80 points</td> </tr> <tr> <td>Chapter Assignments (8)</td> <td>80 points</td> </tr> <tr> <td>Quizzes (8)</td> <td>80 points</td> </tr> <tr> <td>Personal Health Management Plan Part 1</td> <td>25 points</td> </tr> <tr> <td>Personal Health Management Plan Part 2</td> <td>25 points</td> </tr> <tr> <td><b>Total Possible Points</b></td> <td><b>300 points</b></td> </tr> </table>	Syllabus Quiz	5 points	Introduction Post	5 points	Discussions w/Replies (8)	80 points	Chapter Assignments (8)	80 points	Quizzes (8)	80 points	Personal Health Management Plan Part 1	25 points	Personal Health Management Plan Part 2	25 points	<b>Total Possible Points</b>	<b>300 points</b>
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<p><u>UNM Policies</u></p>	<p><b><u>Title IX: Gender Discrimination</u></b></p> <p>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 page 15 - <a href="http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf">http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf</a>). 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 (<a href="http://oeo.unm.edu">oeo.unm.edu</a>). For more information on the campus policy regarding sexual misconduct, see: <a href="https://policy.unm.edu/university-policies/2000/2740.html">https://policy.unm.edu/university-policies/2000/2740.html</a>.</p> <p><b><u>Copyright Issues</u></b></p> <p>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.</p> <p><b><u>Accessibility</u></b></p> <p>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</p>																

	<p>Accessibility Resource Center in 2021 Mesa Vista Hall at 277-3506 or <a href="http://as2.unm.edu/index.html">http://as2.unm.edu/index.html</a>. Information about your disability is confidential.</p> <ul style="list-style-type: none"> <li>• Blackboard’s Accessibility statement: <a href="http://www.blackboard.com/accessibility.aspx">http://www.blackboard.com/accessibility.aspx</a></li> </ul> <p><u>Academic Integrity</u>  Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. Here is the link to the UNM Academic Dishonesty Policy: <a href="https://policy.unm.edu/regents-policies/section-4/4-8.html">https://policy.unm.edu/regents-policies/section-4/4-8.html</a>. The policy states:</p> <p>Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.</p> <p><i>Academic Dishonesty is defined as:</i>  <i>"Academic dishonesty" includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.</i></p>
<p><u>UNM Resources</u></p>	<p><b>UNM Valencia Campus Learning Center Tutoring</b> <a href="http://www.unm.edu/~tutor/">http://www.unm.edu/~tutor/</a></p> <p><b>505-925-8907</b></p> <p><b>CAPS Tutoring Services</b> <a href="http://caps.unm.edu/programs/online-tutoring/">http://caps.unm.edu/programs/online-tutoring/</a></p> <p>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.</p> <p><b>UNM Libraries</b> <a href="http://library.unm.edu">http://library.unm.edu</a></p> <p><b>Student Health &amp; Counseling (SHAC) Online Services</b>  <a href="http://online.unm.edu/help/learn/support/shac">http://online.unm.edu/help/learn/support/shac</a></p>