

# HLED 1220 Personal Health Management

## UNM Valencia Campus

Instructor Information	
Name	Angelica Boyle, B.S., M.S.
Email	Please use Online Course Messages- <b>Canvas Inbox</b> . See below for more details. Email: <a href="mailto:akozicki@unm.edu">akozicki@unm.edu</a>
Office Hours	<u>Online course messages, online zoom meetings or in-person by appointment</u>
Department	Health Education/505-925-8560
Course Information	
Course Number/Sect.	HLED 1220 Section 501 CRN 66938
Semester/Term & Year	Fall 2022: August 22 <sup>nd</sup> – October 15 <sup>th</sup> an 8 week course
Credit Hours	3
Class Meets	<b>This class is Online, please log onto Canvas: <a href="https://canvas.unm.edu/">https://canvas.unm.edu/</a></b>
Textbook/Materials	<b>Core Concepts in Health 15<sup>th</sup> Edition (Brief). Paul M. Insel &amp; Walton T. Roth</b> There may be other materials required for this class. These materials will be accessed through Canvas.
Course Schedule	<b>See attachment on Canvas</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><u>Students will:</u></p> <ol style="list-style-type: none"> <li>1. Describe the dimensions of wellness.</li> <li>2. Develop a personal plan and skills for being healthy for life.</li> <li>3. Describe stress, sources of stress, the relationship between stress and disease, and techniques for managing stress.</li> <li>4. Define aspects of psychological health, psychological disorders, and psychological health strategies.</li> <li>5. Describe various aspects of intimate relationships and communication.</li> <li>6. Identify male and female sexual and reproductive anatomy as well as the aspects of sexual function and behavior.</li> <li>7. Describe fertility, pregnancy, and childbirth.</li> <li>8. Identify various methods of contraception.</li> <li>9. Identify various aspects of the abortion issue.</li> <li>10. Identify signs, symptoms, transmission, and prevention of STIs.</li> <li>11. Describe aspects of drug use and abuse.</li> <li>12. Define the nature of alcohol and tobacco, problems associated with alcohol and tobacco abuse, benefits of alcohol, and effects on health.</li> <li>13. Describe the components of a healthy diet and a personal healthy diet plan.</li> <li>14. Describe aspects of physical health.</li> <li>15. Identify major risk factors and preventative measures for cardiovascular disease.</li> <li>16. Identify common factors of cancer and prevention.</li> <li>17. Identify aspects of the body's immune system and various sources of disease.</li> <li>18. Recognize ways to protect yourself from unintentional injuries and violence.</li> <li>19. Recognize environmental health concerns.</li> <li>20. Analyze critically about the relationship between personal health and societal/environmental factors.</li> </ol>

<p><u>Technical Skills</u></p>	<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 Canvas (help documentation located in “Help”&gt;”UNM Canvas Help Site” link on left course menu, and also at <a href="#">Online Student Documentation</a>).</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 the in-course web conferencing tool (Zoom) if needed</li> <li>• Download and install an application or plug in – required for participating in web conferencing sessions if needed.</li> </ul>
<p><u>Computer Requirements/Skills</u></p>	<p><b>Computer</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.</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>• 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><b>For UNM Canvas Technical Support: (505) 277-0857 (24/7) or visit the <a href="#">Canvas Info Site</a></b></p>
<p><u>Coursework and Participation</u></p>	<p><b>COURSE MESSAGES:</b> Before a student emails the instructor please check:</p> <ol style="list-style-type: none"> <li>1) <b>Course Syllabus</b></li> <li>2) <b>Canvas Course Content Homepage</b></li> </ol> <p>Please email the instructor on Canvas 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>Time Commitment</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>Attendance</b></p> <p>Your instructor will take attendance online. Students must log-on to <b>Canvas</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 Discussion Board 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 Canvas 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 Canvas
- students are expected to keep up-to-date of course announcements
- students are expected to use the Canvas 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

### **What to do if Canvas goes offline**

Please wait to turn in assignments until it goes back online or email the instructor at [akozycki@unm.edu](mailto:akozycki@unm.edu) for further instructions.

<p><u>Netiquette</u></p>	<ul style="list-style-type: none"> <li><i>In following with the UNM Student Handbook, all students will show respect to their fellow students and instructor when interacting in this course.</i></li> </ul> <p><a href="#">Pro Tip: Netiquette :: Canvas @ UNM   The University of New Mexico</a></p>																
<p><u>Grading Procedures</u></p>	<ul style="list-style-type: none"> <li><i>It is required you check Canvas daily for course materials posted by the instructor that are necessary for course work and/or any class changes.</i></li> <li><i>Please check announcements often on the homepage &amp; announcements tab.</i></li> <li><b><i>Instructor Response Time and Feedback.</i></b> <i>There will be multiple opportunities to give and receive feedback in this course. Clear and timely feedback will be provided throughout the course to each student in various ways.</i></li> <li><i>I will provide comments and feedback on assignments/papers.</i></li> <li><i>Papers and assignments will be graded within one week of the due date.</i></li> <li><i>The “Grades” tab will be used to record student progress.</i></li> </ul>																
<p><u>Assignments/Points</u></p>	<p><b>Evaluation/Grading</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>Title IX: Gender Discrimination</b>  In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the <a href="#">Department of Education</a> (see pg. 15). 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 <a href="#">Office of Equal Opportunity</a>.  <a href="#">Read more about campus policy regarding sexual misconduct.</a></p> <p><b>Copyright Issues</b>  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><u>Accessibility</u>  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 <a href="#">UNM Accessibility Resource Center</a> in 2021 Mesa Vista Hall at 505-277-3506. Information about your disability is confidential.</p>																

	<ul style="list-style-type: none"> <li>• Microsoft: <a href="https://www.microsoft.com/enable/microsoft/mission.aspx">https://www.microsoft.com/enable/microsoft/mission.aspx</a></li> </ul> <p><b>Academic Misconduct</b>  The University of New Mexico believes that academic honesty is a foundation principle for personal and academic development. All University policies regarding academic honesty apply to this course. Academic dishonesty includes, but is not limited to, cheating or copying, plagiarism (claiming credit for the words or works of another from any type of source such as print, Internet or electronic database, or failing to cite the source), fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. The University's full statement on academic honesty and the consequences for failure to comply is available in the college catalog and in the Pathfinder. Please visit UNM's <a href="#">Policy on Academic Dishonesty</a> and the <a href="#">Student Code of Conduct</a> for more information.</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>  <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>UNM Mental Health Resources</b>  <a href="https://mentalhealth.unm.edu/">https://mentalhealth.unm.edu/</a></p> <p><b>Student Health &amp; Counseling (SHAC) Online Services</b>  SHAC provides quality health and counseling services to all UNM students to foster student success.  <a href="http://shac.unm.edu/">http://shac.unm.edu/</a></p>