

HLED 1220: Personal Health Management – Fall 2023

Instructor Information

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Office Hours – online by appointment

Course Information

HLED 1220 Section 501 CRN 66938

Fall 2023: 8/21-10/14, a 1st 8-week course

3 credit hours

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.

Course Objectives

Students will:

1. Describe the dimensions of wellness.
2. Develop a personal plan and skills for being healthy for life.
3. Describe stress, sources of stress, the relationship between stress and disease, and techniques for managing stress.
4. Define aspects of psychological health, psychological disorders, and psychological health strategies.
5. Describe various aspects of intimate relationships and communication.
6. Identify male and female sexual and reproductive anatomy as well as the aspects of sexual function and behavior.
7. Describe fertility, pregnancy, and childbirth.
8. Identify various methods of contraception.
9. Identify various aspects of the abortion issue.
10. Identify signs, symptoms, transmission, and prevention of STIs.
11. Describe aspects of drug use and abuse.
12. Define the nature of alcohol and tobacco, problems associated with alcohol and tobacco abuse, benefits of alcohol, and effects on health.
13. Describe the components of a healthy diet and a personal healthy diet plan.
14. Describe aspects of physical health.
15. Identify major risk factors and preventative measures for cardiovascular disease.
16. Identify common factors of cancer and prevention.
17. Identify aspects of the body's immune system and various sources of disease.
18. Recognize ways to protect yourself from unintentional injuries and violence.
19. Recognize environmental health concerns.
20. Analyze critically about the relationship between personal health and societal/environmental factors.

Prerequisites and Co-requisites

There are no prerequisites or co-requisites for this course.

TECHNICAL SKILLS

To participate and succeed in this class, you will need to be able to perform the following basic technical tasks:

- Use Canvas (help documentation located in “Help”>” UNM Canvas Help Site” link on left course menu, and also at [Online Student Documentation](#)).
- Use email – including attaching files, opening files, downloading attachments
- Copy and paste within applications including Microsoft Office
- Open a hyperlink (click on a hyperlink to get to a website or online resource)
- Use Microsoft Office applications
 - Create, download, update, save and upload MS Word documents
 - Create, download, update, save and upload MS PowerPoint presentations
 - Create, download, update, save and upload MS Excel spreadsheets
 - Download, annotate, save, and upload PDF files

TECHNICAL REQUIREMENTS

Computer

- A high-speed Internet connection is highly recommended.
- Supported browsers include: [Detailed Supported Browsers and Operating Systems](#)).
- 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. Many locations offer free high-speed Internet access including [UNM’s Computer Pods](#).
- Microsoft Office products are available free for all UNM students (more information on the [UNM IT Software Distribution and Downloads page](#))

For UNM Canvas Technical Support: (505) 277-0857 (24/7) or visit the [Canvas Info Site](#)

Canvas outages: Unexpected Canvas system outages are rare but, if they occur, I will advise everyone on how to proceed.

Tracking Course Activity

Canvas 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

TEXTBOOK AND SUPPLEMENTAL MATERIALS

Required Textbooks/Materials:

Insel, C., Roth, W., & Insel, P. (2019). Connect Core Concepts in Health. (16th ed). McGraw Hill. ISBN: 978-1-260-15347-7 (loose-leaf edition)

COURSEWORK AND PARTICIPATION

Instructor Response Time

I routinely check the course for postings or emails, Monday (8 am) – Friday (5 pm) and sometimes on the weekend. You can anticipate a 24-to-48-hour response from me, Monday – Friday. I will try and respond to all weekend emails and postings by Monday morning. If you do not hear from me, please email me again. Sometimes emails get lost. Email me at jescajed@unm.edu.

Procedures for Completing Coursework

Time Commitment

This class is 3 credits. A traditional 3 credit general education class meets for approximately 3 hours per week for 8 weeks. Since this is an online class, the in-class time is replaced by learning from readings and chapter exercises.

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.

BE SURE TO KEEP THE SCHEDULE HANDY BECAUSE IT CONTAINS DUE DATES FOR THE ASSIGNMENTS.

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. **Late work without prior approval will result in a zero.**

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.

Assignments

Syllabus Quiz: Students will read the course syllabus and complete the short quiz.

Introduction: Students will complete their Introduction in the discussion tab.

Chapter Assignments: Students will submit chapter assignments on UNM Learn weekly. Assignments will be graded by the instructor within 48-72 hours after submission.

Chapter Quizzes: Students will complete module quizzes each week. Quizzes will automatically be graded after submission.

Course Discussions: Each student will participate in the course discussion and must respond to at least two other students' posts. Please be respectful. Discussions will be graded within 48-72 hours after final posts have been made.

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. Health management plans will be graded by the instructor 48-72 hours after submission.

Expectations for Participation

- Time required (~8-10 hours per week)
- Students are expected to learn how to navigate in Canvas
- Students are expected to communicate with one another in team projects
- Students are expected to keep up to date on 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

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, OLIT535)
- "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."

Click on the following link for more information: [Netiquette document](#)

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. After submission, the instructor will grade using rubrics within 1-2 days. Students will receive constructive feedback on all assignments submitted.

Assignments/Points

<u>Syllabus Quiz</u>	<u>5 points</u>
<u>Introduction Post</u>	<u>10 points</u>
<u>Assignments (8)</u>	<u>80 points</u>
<u>Personal Health Plan 1</u>	<u>25 points</u>
<u>Course Discussions (8)</u>	<u>80 points</u>
<u>Quizzes (8)</u>	<u>80 points</u>
<u>Personal Health Plan 2</u>	<u>25 points</u>

Total Possible Points 305 points

Grading Scale

Final grades will be based on the sum of all possible course points as noted above. Percentage of available points.

Grade	Percentage	Grade	Percentage
A+	97-100.0%	C+	77-79%
A	93-96%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
		F	BELOW 59%

UNM POLICIES

Title IX: Gender Discrimination

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). 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](#). [Read more about campus policy regarding sexual misconduct.](#)

COPYRIGHT ISSUES

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.

[The UNM Copyright Guide](#) has additional helpful information on this topic.

Accessibility

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 505-277-3506. Information about your disability is confidential.

- <https://www.instructure.com/products/canvas/accessibility>
- [Microsoft's Accessibility statement](#)

Academic Misconduct

You should be familiar with UNM's [Policy on Academic Dishonesty](#) and the [Student Code of Conduct](#) which outline academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act.

Drop Policy:

UNM Policies: This course falls under all UNM policies for last day to drop courses, etc. Please see 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

[CAPS Tutoring Services](#)

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.

CAPS Online Learning Assistant (OLA) – if this course has a tutor assigned, substitute the following:

This course has tutoring services incorporated into the course. Please see the “OLA Central” link in the course menu on the left for more details.

[UNM Libraries](#)

UNM provides many library services for distance students.

[Student Health & Counseling \(SHAC\) Online Services](#)

Student Health & Counseling (SHAC) Online Services. SHAC provides quality health and counseling services to all UNM students to foster student success.

FOR MILITARY-CONNECTED STUDENTS

There are resources on campus designed to help you succeed. You can approach any faculty or staff for help with any issues you may encounter. Many faculty and staff have completed the GREEN ZONE training to learn about the unique challenges facing military-connected students. If you feel that you need help beyond what faculty and/or staff can give you, please reach out to the Veterans Resource Center on campus at 505-277-3181, by email at vrc@unm.edu, or go to <http://vrc.unm.edu>.

UNM Financial Aid Office: For financial aid info, go to <https://financialaid.unm.edu>