

HESC 101: Personal Health (WEB)

Fall 2008

#13984

**California State University, Fullerton
Health Science Department**

General Information

Instructor: Dr. Jill English, Ph.D., CHES

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I teach only on-line classes. Consequently, I rarely go to campus. In all the years I've done this there has not been a problem that couldn't be solved via email or phone. If you'd like me to call you, please send an email with the nature of your issue, your phone number, and days/times when I might best reach you.

Course Description

Basic concepts relating to health and well-being from a holistic perspective. Mental, emotional, physical and socio-environmental dimensions of health, sexuality and relationships; nutrition and physical fitness; use and abuse of drugs; health care services and current health problems. Instructional fee required.

Units: (3)

Minimum Technical Requirements and Competencies

To fully participate in this course, you will need to have and successfully operate a computer system that meets the following minimum technical specifications. The latest version the software listed will be used.

Operating System: Current versions for PC and Mac

Processor: 450 MHz or higher preferred

Memory: 256 MB of RAM or higher

Plug-ins: Adobe PDF reader, Real Player

Browser: Latest version of Netscape or Internet Explorer (Java and Javascript must be enabled. AOL users should upgrade to latest version)

Sound Card: Required

Video Card: Required

Modem: 56 Kbps

Monitor: 15" monitor with 800 x 600 resolution capability or larger

Printer: Graphics-capable (inkjet or laser) printer

Software: Microsoft Office, Adobe Acrobat Exchange

CD-R: 12x (24x preferred)

E-mail Account: Must be able to send/receive attachments

Internet Connection: You are required to have a dependable connection to the Internet. The speed and reliability of your connection will directly influence your online learning experience and ability to successfully complete exams.

Materials

Text (Required):

Insel, P., Roth, W. (2004). Core Concepts in Health. 10th edition UPDATE. Boston: McGraw-Hill.

NOTE: This class does NOT use the Brief edition.

On-Campus Meeting Requirements

No on-campus meetings will be required.

About This Course

This course is organized into five units. Each unit has several topics, or modules. There is an exam at the conclusion of each unit.

The list of modules for each week is noted in the weekly schedule. The module includes textbook readings, online readings, and readings from the module document itself.

You will find the folders for the units in COURSE DOCUMENTS. Within each unit folder you will find the modules. You need to open and read these.

You will find the course projects in ASSIGNMENTS.

You will find the exams in ASSIGNMENTS.

You will find the discussions in DISCUSSION BOARD.

You will find the weekly schedule in COURSE DOCUMENTS. The weekly schedule includes due dates for exams, projects, and discussions. It also includes the textbook reading required for each module.

Technical Problems

If you find that a link is not working, contact me. If you have difficulty with your exam, contact me. For all other technical problems, please contact the Help Desk at (714) 278-7777.

Instructor Responsibilities

Email/Online: I will generally review email messages every Tuesday and Thursday. It is more likely that I will review them each day; however, you cannot depend on this. Consequently, plan your time accordingly.

Grading: Online assignments will be generally be graded and returned within one week after the due date.

Other: I will notify students of any changes in the course, provide specific details of on-line reading assignments, provide additional resources and information as they become available, and provide specific instructions for submitting projects.

I will attempt to obtain information to answer any questions you might have regarding course content.

Student Responsibilities

If this is your first time taking an online class at Cal State Fullerton, you need to take the "**Distance Education Blackboard Tutorial**". To access this tutorial, follow these steps:

1. Click on the **COURSES** tab at the top of the page.
2. Type in "**Distance Education Blackboard Tutorial**" in the course search box located in the upper left hand corner.
3. Click on the link for the tutorial.

Communication & Participation:

1. If you want your email sent to an address other than the one registered on BlackBoard, it is your responsibility to change it. If you need help, see the *Distance Education BlackBoard Tutorial*. **Please verify your Blackboard email address at this time.**
2. You must gain access to your email by going to CSUF home page and logging on to the internet portal.
3. You are expected to check your email **at least twice a week**. If you have an email account that limits the size of your in-box, it is not my responsibility to re-send any returned emails. Please see the last two pages of the syllabus for email guidelines for students.
4. If it is not clear from your email address who you are, please provide your name so I may respond appropriately.
5. Email me with any questions, problems, or suggestions.

6. Inform me within the first week of class if you have any specific disabilities that need to be addressed.
7. Review your graded exams and projects, as well as your cumulative grade. If you believe your score is in error, or you'd like to dispute your score, **you have three days from the time the grade was posted to notify me**. After that time, the grade stands as posted.
8. Each student is expected to be an active member of the assigned on-line discussions.
9. It is expected that each student will access the course web site **at least twice a week** for announcements and course work.

Netiquette:

Netiquette refers to a set of behaviors that are appropriate for online activity, especially with email and threaded discussions. The core rules of netiquette can be found at <http://www.albion.com/netiquette/corerules.html>. Please read these rules to ensure that you are familiar with what will be the expected online behavior for this course. **You are expected to follow all rules; however, please note that students frequently violate rules 5, 7, and 10. Make sure you review carefully these rules as they will reflect on your participation grade. Violation of the rules may also results in delays of email responses.**

Academic Dishonesty:

Students are expected to adhere to the university guidelines regarding academic dishonesty. This policy will be strictly followed. Please refer to the university handbook for a full description of the policy. A copy of the university handbook can be found at the following Web site: <http://www.fullerton.edu/handbook/policy/discipline.htm>

Disabled Student Services:

Please inform the instructor during the first week of classes about any disability or special needs that you have that may require specific arrangements. According to the California State University Policy, students with disabilities need to document their disabilities at the Disabled Student Services Office.

Exams

1. There will be five on-line examinations. The questions will be taken from the course readings and from the online materials. Each exam is worth 75 points and consists of multiple choice and true-false formats.
2. The objectives listed at the beginning of each module serve as your study guide.
3. Due dates for exams will be posted in the Weekly Schedule.
4. The exams must be completed within 90 minutes of beginning the exam. If you exceed the allocated time, points may be deducted. You need to keep track of the time yourself as the Blackboard timer doesn't always work. Exams are timed for several reasons, Most students complete the exam within 30-40 min. There are more technical problems, i.e, getting "kicked off" and invalidating your attempt. It also forces you to actually study instead of looking up every single item in your notes!
5. The exam is "forced completion". Once you begin the exam you must complete it at that setting. Any delay in completing the exam, such as taking an extended break, may result in invalidating your exam. Since the exam is forced completion, DO NOT click "SAVE" after submitting any of your answers. This may cause you to be kicked off the exam by Blackboard. When you are done, click "SUBMIT".
6. DO NOT link to the exam until you are ready to take it or your attempt will be invalidated.
7. DO NOT click on ANYTHING other than the answer you are selecting or your attempt will become invalidated. When you have answered all the questions, click "SUBMIT".
8. Once you have submitted your exam, check the grade book. If there is a score listed, your exam was successfully submitted. If not, notify me immediately. If problems with exams are not resolved within two days of the due date, the score will remain a zero.

Projects

1. Directions for all projects are in ASSIGNMENTS. The due date will be posted in the Weekly Schedule.
2. Projects need to be submitted in ASSIGNMENTS. See directions below. Any project submitted to the Digital Drop Box will not be read and will be considered late.
3. Projects not submitted in Microsoft Word (see system requirements) will not be read. Any document that cannot be opened because the file is not a MS document will be considered late.

Directions for Submitting Assignments

1. Complete your work and save your file as noted in the project directions. Make sure your name is on the document itself.
2. In Assignments, click the corresponding View/Complete Assignment link located below the assignment description.
3. In Section 2 - Assignment Materials:
 - a. Add at least one character in the section on comments to instructor or the assignment will not be submitted successfully.
 - b. Attach your file to the assignment record: Click the BROWSE button and locate your document on your hard drive and attach that file.
4. In Section 3 – Submit, click the SUBMIT button to send the file to your instructor to close and complete the assignment.
5. If your project has been successfully submitted, you will find an exclamation point in the grade book for that assignment. It is your responsibility to check this. This will turn to a score once I have graded it.
6. In the event of technical problems, I will arrange for alternative submission procedures and activities.
7. Keep a copy of all materials you submit.
8. The instructor using an on-line verification program may authenticate student work.

Late Projects:

1. Any project submitted late will receive a deduction of 50% of points earned.
2. Late projects will be accepted, as an email attachment, for five days from the due date. After that time they will not be accepted and you will receive a score of zero.
3. Projects that are unreadable because they were not submitted in MS Word will be considered late.

Discussions

There will be several discussions. Specific directions will be found in DISCUSSION BOARD. Due dates can be found in the Weekly Schedule. Discussions will not be posted until the week they are do, so plan your schedule accordingly.

If you include any statistic in your discussion, you must include a complete citation. If not, your grade for the discussion will be a zero.

If any portion of the discussion is posted after the due date, you will receive a zero for that discussion.

Evaluation

Exams, projects and participation will be used for evaluation purposes. The criteria for evaluation of the project are provided on subsequent pages. The grading scale is based on an accumulation of points and is provided below. Grades will not be "rounded up", i.e., a grade of 89.9% will not be given a grade of 90.0%.

A	90% - 100%
B	80% - 89.9%
C	70% - 79.9%
D	60% - 69.9%
F	59.5% and below

Non--adherence to Netiquette rules may result in up to a 30-point deduction.

Extra Credit: None

E-Mail 101

Your email messages say a great deal about you! Your message is a reflection of yourself. What image do you want to portray? That you're...

neat...or sloppy?
organized... or unprepared?
respectful... or impolite?
intelligent.... or not very smart?
pleasant... or rude?

Please read below to help ensure that the unwritten message you are sending about yourself is the one you want to portray.

Specific Suggestions

1. **Avoid using all capital letters.** It looks like you're shouting and is more difficult to read.
2. **Use proper spelling, grammar, and punctuation.** This is, by far, the most common violation. If you don't, you are giving a poor impression of yourself. In addition, they are difficult to read.
3. **Do not use text message abbreviations.** The recipient may not understand what you mean. It is extremely unprofessional and, again, portrays a poor image of you.
4. **Do not use emoticons.** If you feel the need to use emoticons, most likely your message needs to be revised so that it is clearly understood. (See #3 below)

General Suggestions

1. **Be concise and to the point.** Do not make the email longer than it needs to be. Be specific with your information.
2. **When you reply to an email, make sure all questions have been answered.** Too many people read only the first line or two. By neglecting to answer all questions or issues, time is wasted.
3. **Remember that your tone cannot be heard.** E-mail communication cannot convey the nuances of verbal communication.
4. **Consider email to be a formal communication.** Don't write anything you wouldn't say directly to the recipient.
5. **Address the recipient with the proper title.** Hopefully you have a good relationship with your professor, even if you are participating in a web-based course. However, your professor/instructor is not your close friend. Addressing your email with your professor's first name expresses a level of familiarity that is false. We need to recover the art of making appropriate distinctions so that deep, authentic friendships may be distinguished from other relationships.

References

- Emailreplies.com. (2006). Email etiquette. Retrieved January 25, 2008, from <http://www.emailreplies.com/>.
- McCullough, D. (1999). *Say please, say thank you: The respect we owe one another*. New York: Perigee Books.
- McKay, D. (2008). Email etiquette. About.com. Retrieved January 25, 2008, from http://careerplanning.about.com/od/communication/a/email_etiquette.htm.
- Michael Lerner Productions. (2007). Harness e-mail: E-mail etiquette. Retrieved January 25, 2008, from <http://www.learnthenet.com/english/html/65mailet.htm>.
- Shea, V. (2005). The core rules of netiquette. Albion.com. Retrieved January 25, 2008, from <http://www.albion.com/netiquette/corerules.html>.
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