

GLENDALE COMMUNITY COLLEGE
Health Education Online
Syllabus and Orientation Instructions
Sections 3342, 3343, 3344, 3345 Spring Term 2017

- Instructor:** Prof. Barbara Erfurt
- Office:** Verdugo Gym 206 (above Lifestyle Fitness Center)
- Contact Info:** E-mail: Health 104 Moodle private messaging
secondarily, berfurt@glendale.edu
- Office Hours:** In person: Saturdays 8am-11am in VG206
Online Wednesdays & Fridays 8-9am at this link:
https://todaysmeet.com/Office_Hours_Chat
In person appointments also available upon request (send appointment request anytime through Moodle). Instructor is readily accessible online and participates with regularity in all online aspects of this course. The instructor's "weekend" is Monday and Tuesday, so expect less interaction then.
- Course Time:** Students are self-directed throughout and have weekly work deadlines.
- Units:** 3.0

Required Materials:

1. Book: *Health Literacy Matters E-resource manual* (details to follow)
2. DAILY access to a computer with consistent, reliable internet service or to the GCC computer lab (SG 129);
3. Knowledge of computers including: e-mail, internet operations, & word processing software;
4. Willingness to learn and manipulate NEW apps and other internet software;
5. Active and operational student GCC-assigned email account.

Course Description:

Health 104 covers current issues in health and their effect upon the quality of daily living and longevity. The course emphasizes the holistic approach to health and wellness and explores the most recent concepts in nutrition, disease processes, disease prevention, emotional, and social health aspects.

Course Objectives:

Upon successful completion of the required coursework, the student will be able to:

- Recognize and analyze signs and symptoms of disease and discuss these conditions using basic medical vocabulary
- Interpret and formulate an educated opinion about the reliability of multi-media delivered health information

- Explain the relationship between lifestyle choices and longevity, and will use this information to implement and promote healthy living

Class Conduct/Honesty Policy:

You are expected to behave as professionals and to treat this course as you would a job. Any form of cheating or plagiarism is forbidden by GCC policy. Any attempt to negotiate or argue with the instructor regarding any syllabus policy may result in a drop. In the event of suspicion of academic dishonesty, the instructor reserves the right to mandate an in-person meeting to discuss the work or refer the case to the vice president of the college for investigation.

Attendance Guidelines:

Before continuing with this syllabus, please read the GCC **Attendance and Drop Policy for online courses** found here:

<http://www.glendale.edu/index.aspx?page=5996>

Students With Disabilities:

All students with disabilities requiring accommodations are responsible for making arrangements by the end of week 1 of the semester through the Center for Students with disabilities. Any accommodations to assessments will require students to take the assessments at the GCC Center for Disabled Students.

Online Etiquette Policy in Health Education

We will be using some online interactive tools this term. The online academic classroom is very different from that of social media. Professional classroom etiquette and language is expected in **all communications** for this course, including the following.

1. Please address your instructor as **Ms. Erfurt** or **Prof. Erfurt**.
2. Please type your communications using correct English grammar (including no foul language) and complete sentences.
3. Please refrain from using texting language (such as "cn u c me?", "LOL" or emoticons), as is NOT an acceptable form of communication in this course.
4. Please follow the instructor's directions pertaining to all course work.
Instructions and work due dates are not negotiable since we will cover 13 chapters in 13 weeks.

The instructor reserves the right to revoke participation privileges from any student failing to comply with the online academic etiquette policy described here.

Work Expectations:

There are numerous ways to earn points in this course this term. You will be presented with a list of available work. It will be up to you to complete any or all of the assignments from the list to earn your points. You are free to arrange to do your work however and whenever you wish, but to earn points, you must submit an assignment by its designated deadline. Keep in mind that work submitted after its deadline in this class will not earn points. There are NO EXTENSIONS and NO EXCEPTIONS.

Grading:

This course uses straight points for grading (no percentages). Here are the required elements for this course:

- You are REQUIRED to take **one weekly open-book quiz**.
- You are REQUIRED to take **one midterm exam and one final exam**.
- You are REQUIRED to **earn 30 points weekly doing interactive work (failure to do so will result in DROP)**. There are 2 options for weekly interactive work:

Option 1: Interactive Forum/Assignments

For each chapter, you will be given one or more questions, videos, or case studies that you can choose to address, then discuss with your peers. This assignment will happen using either moodle or google drive. Grading will vary based on the assignment, but there will be up to 35 points available on this assignment weekly. All assignment options will be available on Sundays by 10am for the upcoming week.

Option 2: Pop-Chats

For each chapter, 2 pop chats (possibly 3) will happen. A pop-chat is like a pop-quiz, but in a chat format. You will be alerted 30 minutes before the start of a pop-chat as to the chat location (URL). You may chat using a computer or any device with internet connectivity. Chats are 15-20 minutes in length and worth 10 points each. Chats happen Thursdays, Fridays, or Saturdays each week.

You may do either one or both of the options above (whatever works best for your schedule) each week to earn points. The maximal number of points you can earn weekly on interactive work is 35. Since the required number of points earned on this work is 30, if you earn 35 points weekly, you will accrue extra credit.

Points and letter grades:

There are 850 available points this term (including extra credit). Here are the point totals you need to earn for the letter grade you want. Remember, there are no percentages in this course. Simply sum your points at any time during the term to know where you stand in the course.

≤ 471 points earned = F
471-549 points earned = D
550-627 points earned = C
628-706 points earned = B
 ≥ 706 points earned = A

Study Tips

Quizzes

The quizzes in this course are OPEN-BOOK and are located at the end of your *Health Literacy Matters* e-resource manual. Questions will come from the text and from any hot links located in the e-resource manual text body. There is only a single opportunity to take each quiz. Quizzes are due no later than Sunday evenings by 9pm.

Exams

The exams will be comprehensive, so weaving the concepts together will help you earn great exam scores. The weekly assignments will help you do as much, so be sure to participate in as many as you can.

Extra Credit

It's never a bad idea to earn extra credit points in the term in case anything should happen later in the term. Remember that you can earn 5 points extra credit weekly on the assignments.

Text Book Purchase Instructions

We are breaking with tradition in this course and using an instructor-generated resource manual instead of a textbook. This will be useful, because there will be no superfluous information and because the item is very inexpensive (\$18). Please note that once you purchase this item, you have 7 days to return it, should you change your mind about taking this course. After that, there are no returns. Please make sure you want to take this course this term before you buy the manual. It would be prudent to hold off on buying this item until you read the rest of the syllabus to make sure this class is right for you.

Once you are ready to buy it, go to this web site:

<http://www.healthliteracymatters.com>

Once you have made your payment, you will receive a prompt enabling you to download the manual. Save the manual somewhere so that you can access it offline. If you do not receive a prompt, check your email. You will receive a link to it there as a backup.

**Contract Online Health Education 104
Spring 2017**

Please read in full. If you agree, you will put an electronic signature in the syllabus quiz (this will be explained later).

I have read the GCC college-wide *Attendance and Drop Policy* and the specific attendance policies for this course. I understand and agree to uphold my attendance obligations (weekly assignment participation) in this course. I understand that if I do not, I will be dropped, and there will be no opportunity for reinstatement this term.

I understand that this course involves earning points through quizzes, exams, and weekly assignments. My earned points, collectively, constitute my final course grade.

I understand that professional etiquette is required in all academically-oriented shared environments and that inappropriate behavior, be it among my peers or instructor, will result in permanent revocation of participation privileges and no opportunity to make-up these points.

I understand that my grade is calculated on a point basis and that I must earn 550 points to pass (with a C) this term, to earn an A, I must earn 706 points or more.

I understand that if I fail to participate in this course with regularity (every week on weekly assignments), I will be dropped without warning.

I understand that I will be using technology that has the potential to fail or crash from time to time. I have been advised that exceptions will not be made with regard to due dates for course work as a result of technology issues that are not directly related to GCC.

I understand that because this course is self-paced no extensions or exceptions will be made for ANY reason as far as due dates go.

I understand that if I request a final grade in this course OTHER than that which I earned at the end of this term that I will be attempting to engage my instructor in academic dishonesty, something punishable by suspension from the College. I agree not to do this.

I have read the syllabus detailing the Health Education 104 requirements in full and agree to it and to the terms of this contract. I understand that any violation of it may result in my being DROPPED FROM THIS COURSE.

You do not need to submit this form with a signature. Rather, you will encounter a question during online orientation (more about this on subsequent pages of this doc) asking whether you agree to these terms. You type your name there if you agree. If you do not electronically sign your quiz by typing your name when prompted or if you fail your quiz after 2 attempts, you may be dropped from this course.

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ONLINE ORIENTATION

THIS ONLINE ORIENTATION DEADLINE IS THURSDAY, February 23rd, 11:55pm

Failure to COMPLETE orientation in full may result in DROP.

BEFORE DOING THIS ORIENTATION, MAKE SURE YOU HAVE READ THE SYLLABUS IN FULL AND UNDERSTAND YOUR OBLIGATIONS IN THIS SELF-DIRECTED ONLINE COURSE. THE FOLLOWING STEPS ARE DESIGNED TO HELP YOU GET YOUR COMPUTER SET UP TO OPERATE EFFICIENTLY IN THIS COURSE AND TO ASSURE THAT YOU UNDERSTAND THE PROCESS OF GETTING YOUR QUESTIONS ANSWERED RAPIDLY.

1. **Moodle:** Log in and familiarize yourself with the format of Moodle. Not much is available to you yet, but as of the conclusion of this orientation, more will appear. If you are not already comfortable using Moodle, take an instructional workshop on the use of Moodle software offered by the GCC IT department. Find the workshop schedule by calling the helpdesk at x3457. This course will not formally teach you to use Moodle or any other software.
2. **Asking Questions:**
 - a. **"Business Discussion"** is where you should place any questions related to administrative aspects of this course. This includes syllabus questions, issues with any app or software we are using this term, and the like.
 - b. **"Content Discussions"** are where to place questions about the resource manual for each chapter.
 - c. Discussion etiquette (applies to all interactive tools this term):
 - Guideline 1: Read the existing discussion posts before posting your own.
 - Guideline 2: If you see a question that you think you can answer, please answer it.
 - Guideline 3: If you see a question that has already been answered, point the student who is asking to the proper thread or simply indicate that this is a "repeat question". You are not required to answer it if it has already been answered. The instructor will also not answer repeat questions. Everyone must be accountable for reading all posts on a regular basis.
 - d. **Private Questions*:** Please message the instructor directly with any personal issues (including grading issues) not appropriate for viewing by the class. Messaging link is along the right margin in Moodle. Locate it now for future reference. ***The instructor will NOT REPLY to general questions sent by message, as they should be posted in discussion.**
 - e. **Announcements:** Announcements will be posted now and then at Moodle in the "Announcement" box. You are required to check your announcements and discussion links regularly for important changes,

updates, or other items of interest that may be posted there during the term. There is no need to reply to announcements.

3. **Browser Information:** This course uses several web sites in addition to Moodle. While not mandatory, this course appears to most successfully operate on either the **Firefox or Chrome** browsers. Both are free downloads. You are encouraged to use one or the other to streamline your experience in this course.
4. **Pop-Chat set-up:**
 - i. The **Todaysmeet** app will be used for chatting. It is extremely basic, but works on all devices, making it useful for our pop-quizzes, which you could take anywhere. To see what it looks like, watch this video: <http://youtu.be/1Acg7IqZqkk?hd=1>.
 - ii. To complete this step of the orientation process, go to the following link. https://todaysmeet.com/Health_104_Orientation. When you arrive, you will be prompted for a "nickname". However, to earn points in this assignment, I need you to use your FULL NAME whenever you chat. Your sign in needs to look like this John_Smith. You must place an underscore between your first and last names, as the site does not accept spaces. These chats are graded using an automated system, so failing to sign in correctly will cause you to earn a zero.
 - iii. In order to participate in the pop-chats, you must join the automated alert system. To do so, go to this link <https://www.remind.com/join/hth104> and follow the directions for signing up to get text notifications of when chats will happen this term. Ideally, notifications should be set to come by text message to your device. If you do not use text messaging, you may get sign up for notifications by email, but you will need to check email a lot in order not to miss opportunities to earn chat points. You will know if you have set up the software correctly, because the software will send you a text message confirmation. The instructor will also send several messages in the first week of the term to confirm everyone is receiving alerts. Know that when you sign up for this automated system, you will NOT be sharing your personal phone number or email with your instructor or anyone else in the course. Here is a video to help you understand this software:
5. **Syllabus quiz:** It is now time to take the syllabus quiz (Moodle > Syllabus Quiz). Be sure you have read and understood everything contained in this document to prepare for the Syllabus quiz. Also keep this document handy for use during the quiz (it is open note). You must complete this quiz and view your score in order to access the course materials. If you earn a score below 70%, you must repeat the quiz. **If you fail twice, you will be DROPPED from the course.** This course requires attention to details. If you cannot pass a quiz over the syllabus, you are unlikely to succeed at the course work. The points earned on the syllabus quiz will NOT count toward your final course grade. This quiz may have single response answers or multiple response answers (like chapter quizzes in the course)

6. **Resource manual:** AFTER you have passed the syllabus quiz, follow the instructions (earlier in this syllabus) for purchasing your resource manual. Once you've purchased it, be sure to watch this video as to how to study most efficiently. <http://youtu.be/49oL1TpgGn4?hd=1>

7. **Start the course** by going to the Moodle homepage and locating the document called "Health Education Check List". Open it and bookmark the site. You will see a "to-do" list for each chapter with SOME of the links you need to complete the work this term. More links will be added as the term moves along, so you should plan to check this list regularly. All of the weekly assignments for any given week will be on this check-list no later than Sunday at 9pm (for the upcoming week). If you are on track, you will have already completed all of the items listed under Pre-course Instructions and you can move directly to Chapter 1.

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