

GLENDALE COMMUNITY COLLEGE
Health Education Online Syllabus
Section 4157 ONLY – Late Start 13-week 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_4157
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 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.
5. **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 on a checklist. 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 **check into Moodle 5 days weekly and read announcements and ALL business discussion posts.**
- 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 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 (there will be a video tutorial on usage of this software). 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 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 about 20 minutes in length and worth 10 points each, based on how much you participate and how accurate your responses are. Chats happen at various times on Wednesdays, Thursdays, or Fridays each week. While chats MAY fall outside this window, commonly chat times will fall between 11:30am-1pm and 4pm-7pm in an effort to avoid conflicts with jobs and other classes. Remember that chats are OPTIONAL, so if these times do not work, be prepared to complete option 1 (above) 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* (HLM) e-resource manual. Questions will come from the text and from any hot links located in the e-resource manual text body. Quizzes are challenging and it is recommended that they be completed AFTER the interactive activities each week. 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 interactive assignment and chats will help you do as much, so be sure to participate in as many as you can. Whichever activities you CANNOT participate in you may still access after the fact (for study purposes). This is STRONGLY recommended.

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 interactive assignments. The instructions provided each week for this work will tell you how.

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. If you already have a copy of the HLM, you do NOT need to purchase another one.

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

<http://www.healthliteracymatters.com>

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

With the book open > FILE > EXPORT > (RENAME the book anything you want to call it and make sure format reads "pdf") > SAVE

If you experience issues, contact the instructor immediately for a resolution.

**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.