



Midwestern State University
Gordon T. & Ellen West College of Education
Org. & Adim. Worksite Wellness KNES 4533

March 6- May 1st

Course Syllabus Spring 2021

Course Instructor

Dr. Carrie Taylor

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Additional appointments through email.

Office Times: M & W 8:30-10:30

Tuesday 12-1

Required Text: MUST BE PURCHASED PRIOR TO FIRST DAY OF CLASS

WELCOA Website

Google Sites

Lab Fees: \$108 for materials, and access to the website and certification, purchased through the bookstore.

Course/Catalog Description

This course will place a strong emphasis on understanding a holistic approach to wellness in the workplace. It will prepare students to design, implement and evaluate workplace wellness programs with solutions. You will have a blueprint for a results-oriented wellness program that will create health within organizations by establishing wellness teams, collecting data, the design of activities, using appropriate interventions, staff engagement, and creating lasting workplace wellness culture. Extensive knowledge of nutrition, exercise, sleep hygiene, and stress management will provide critical knowledge needed. Finally, each student will attain the WELCOA Seven Benchmarks Certification. There are more than 5,000 WELCOA Certified professionals in this course across the United States. This particular certification is sought after by most employers. Students with this WELCOA Certification on their resumes are far better equipped to secure positions in areas of health and well-being.

Technology Skills

Must be able to send and receive email

Must be able to create, send and receive Microsoft Word, Excel, Publisher or PowerPoint documents and log in to your Google Account to access Google Sites (All students have an MSU Google Email) (first initial last name date of birth @my.msutexas.edu)

Must be able to use Desire 2 Learn portal

Must be able to download and utilize Flipgrid

Must be able to appropriately use internet links and websites

Communication Policies

Before you email me, make sure to follow the “Three then Me” rule. The “Three then Me” rule says that you search for your answer regarding the course in at least three other places before you email me. For example, if you have a question about an assignment, you should consult your syllabus, your grading scale or rubric, or the assignment description on D2L. Remember, check three sources before you email me your question. It is very likely you’ll find the answer and not need to email me. If you don’t find the answer and need clarification, feel free to email me.

During the week, I will typically respond to your emails within 24-48 hours. Any emails received over the weekend will receive a response no later than Monday by noon.

Student Email Usage

You are required to use your MWSU email address for **all** correspondence during this course. Check that your MWSU email address is the one listed in your D2L Personal Information. Using your MWSU address ensures your privacy. If you have a different email account, you can forward your MWSU email to that account, but I will only send and respond to emails within the MWSU address. Please make sure to include your name and course number on any email that you send. You are required to check your MWSU email a minimum of 4 days per week.

Conceptual Framework Overview

The outcomes for graduates of professional programs are based upon knowledge, skills, and dispositions in the following elements:

- Learning Environment – Graduates of West College of Education (GWCOE) create challenging, supportive, and learner-centered environments in diverse settings
- Individual Development - GWCOE demonstrate knowledge of individual differences in growth and development
- Diverse Learners - GWCOE recognizes the value and challenges of individual differences:
- Reflection - GWCOE engages in individual and group reflection to improve practice.
- Collaboration, Ethics, Relationships - GWCOE develop positive relationships, use collaborative processes, and behave ethically.
- Communication - GWCOE communicates effectively both verbally and nonverbally through listening, speaking, reading, and writing.
- Professional Development - GWCOE actively engage in continuous learning and professional development.
- Strategies and Methods - GWCOE uses a variety of instructional strategies aligned with content to actively engage diverse learners.
- Content Knowledge - GWCOE demonstrate mastery of the content area(s) and remain current in their teaching fields.

- Planning Process - GWCOE demonstrates effective planning as part of the instructional cycle.
- Assessment - GWCOE demonstrates formative and summative techniques to plan, modify, and evaluate instruction.

Objectives

1. To identify the knowledge needed to support and enhance health
2. To define the characteristics of workplace wellness programs
3. To identify the impact of corporate wellness programs on employee health and medical costs
4. To identify the types and effectiveness of incentives for employee participation in wellness programs
5. To execute the steps involved in developing a wellness program
6. To demonstrate knowledge of the current research and literature on workplace wellness
7. To demonstrate knowledge of program design and delivery
8. To identify methods for evaluating program effectiveness
9. To have extensive knowledge of nutrition, exercise, sleep hygiene, and stress management

Assessment

Description of Evaluation	Possible Points
1. Flipgrid Introduction	20
2. Reintroducing the 7 BM Flipgrid	50
3. Leadership Flipgrid & Paper	50
4. Flipgrid Vision, Mission, and Wellness Vision	50
5. HR	50
6. Watch Webinars for Benchmark 4	0
7. Crafting an Operating Plan	50
8. Create 1 Public Service Announcements Flipgrid	100

9. Promoting Culture and Importance of Environment: PowerPoint or Google Slides	100
10. Watch Webinars BM 8	
Total	470

Course Calendar

You are responsible to know when assignments are due, as all assignments are open at different times and days. I do not accept late work.

All Webinars Must be Watched In Sequence: Some assignments will be Webinars Only, be aware of what the syllabus states. There will be different due dates.

Week 1 & 2 Reintroducing the 7 Benchmarks

Assignment 1: Flipgrid Introduction: Due: March 9th
20 Points
Jan. 6th Class opens:

Topics: WELCOA 7 Benchmarks

Complete Part 1: Reintroducing the Seven Benchmarks

Assignment 2: Take- A -Way Flipgrid over Reintroducing the Seven Benchmarks
Due: Reintroducing 7 Benchmarks Take-Away Flipgrid
50 Points
Due March 12th 11:30

Week 3 & 4 Benchmark 1

Assignment 3: Type of Leader You Strive to Be:

Due: March 17th 11:30
50 points
Paper and Flipgrid

Assignment 4: Creating Vision, Mission , Values, and Wellness Vision
Due: March 26th
50 points
Flipgrid

Week 5 Benchmark 2

Assignment: Watch All Webinars
Assignment 5: HRA (50 points)
Due: April 9th

Week 6 Benchmark 3 & 4

Collect Meaningful Data
Assignment 6: Watch all Webinars
Due by April 17th

Benchmark 4

Key Elements to an Operating Plan
Assignment 7: Craft an Operating Plan (form)
Watch all Webinars
Due April 17th
50 points

Week 7 Benchmark 5

Assignment 8: Create 1 Public Services Announcement or PSA
Due April 23rd
100 points

Week 8 Benchmark 6 & 7

Assignment 9: Promoting Culture and Importance of a Built Environment
Cultivate Supportive Health
Due April 29th
100 points

Assignment 10: Watch the Webinars No assignment & Review Powerpoint at the end of Google Slides
BM7 for quiz.
Due April 30th

Review and Take the Certification through the tab in the WELCOA site.
Please send me a copy of your completed test, you have 3 opportunities to take the exam. Do not worry,
if you took notes and did the work you will do fine.

Grading Procedures

A (90%)	423 - 470
B (80%)	376 - 422
C (70%)	329 - 375
D (60%)	282 - 328
F	<281

Assignment Deadlines

All assignments will be due by the deadline set on the day that they are due. There will be no extension. This is a fast-paced course as it is an 8 weeks course. This is not a surprise and business should start day one to stay on pace. **Do not ask for extensions.**

Other Class Policies

During this course, you will be expected to deal with your subject area, your instructors, your peers, and your colleagues as a professional. All written work must be typed and submitted through D2L and Flipgrid unless otherwise stated by the instructor. I will not accept email assignments. All work should be done in Times New Roman or Arial 11- or 12-point font. APA formatting applies to all written work submitted and deductions will be taken for incorrect spelling, grammar, citations, and references. See each individual assignment for more detail. All PowerPoint or Google Slides should follow professional standards, have an APA formatted reference slide.

Plagiarism Statement

“By enrolling in this course, the student expressly grants MSU a ‘limited right’ in all intellectual property created by the student for the purpose of this course. The ‘limited right’ shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality, authenticity, and educational purposes.” from Student Handbook

Senate Bill 11

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University’s webpage at [Campus Carry](#)