



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

March 5th- April 29th

Course Syllabus Spring 2022

Course Instructor

Dr. Carrie Taylor

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Additional appointments through email.

Office Times: M & W 9:30-10:30

Tuesday & Thursday 12-1:30

Google Sites

Internet

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.

RESOURCE

Purdue OWL: APA Formatting and Style Guide

<https://owl.english.purdue.edu/owl/resource/560/8/>

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 develops positive relationships, uses collaborative processes, and behaves ethically.
- Communication - GWCOE communicates effectively both verbally and nonverbally through listening, speaking, reading, and writing.
- Professional Development - GWCOE actively engages 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 demonstrates mastery of the content area(s) and remains 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
10. To define personal leadership styles in relation to the workforce.

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. Crafting an Operating Plan	50
7. Create 1 Public Service Announcements Flipgrid	100
8. Promoting Culture and Importance of Environment: PowerPoint or Google Slides	100
9. Celebrating Success	100

Total	570
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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.

There will be different due dates.

Week 1 & 2

Assignment 1: Flipgrid Introduction: Due: March 8th
20 Points
March. 5th Class opens

Complete Part 1: Health and Wellness

Assignment 2: Why is Health/ Wellness Important within and Organization
Due: 1 ½ page paper and 5-7 minute Flipgrid
50 Points
Due March 12th

Week 3 & 4

Assignment 3: Type of Leader You Strive to Be:

Due: March 26th
50 points
Paper and Flipgrid

Assignment 4: Creating Vision, Mission, Values, and Wellness Vision
Due: April 2nd
50 points
Flipgrid

Week 5

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

Week 6

Key Elements to an Operating Plan
Assignment 7: Craft an Operating Plan (form)
Due April 13th
50 points

Week 7

Assignment 8: Create 1 Public Services Announcement or PSA

Due April 23rd

100 points

Week 8

Assignment 9: Promoting Culture and Importance of a Built Environment

Cultivate Supportive Health

Due April 25th

100 points

Grading Procedures

A (90%)	513 - 570
B (80%)	456 - 512
C (70%)	399 - 455
D (60%)	342 - 398
F	<341

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

Academic Integrity

Student Honor Creed *"As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so."* You are expected to practice the highest possible standards of academic integrity. Any deviation from this expectation will result in a minimum of your failing the assignment, a possible failing grade in the course, and may result in additional, more severe disciplinary measures. This includes an improper citation of sources, using another student's work, and any other form of academic misrepresentation. When in doubt about collaboration, citation, or any issue, please contact me before embarking on a perilous path. Please see <http://students.mwsu.edu/dean/> for more information.

“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 the Student Handbook. [Student Handbook 2017-18](#)

There will be collaboration on the lesson plans, however, your final version should be of you and your partners' work.

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](#)

Grading

1. All assignments must be typed for credit (work will not be accepted unless it is typed).
Format – FOR ALL PAPERS: 12-point Times New Roman font, one (1) inch margins, and double spaced. The title page should have your names, class and section number, and the semester centered on the page. Papers that do not follow this format will not be accepted or graded.
2. Late assignments will not be accepted.
3. Grammar will be graded as part of any assignment. The MSU writing lab is available to all MSU students. <http://www.mwsu.edu/writingcenter/>
4. The office of Disability Support Services provides information and assistance, arranges accommodations information and assistance, and arranges accommodations and staff. A student/employee who seeks accommodations on the basis of disability must register with the Office of Disability Support Services. In accordance with the law, MSU provides students with documented disabilities with academic accommodations. If you are a student with a documented disability, please contact the instructor before classroom accommodations can be provided. The Disability Support Services may be contacted at 940-397-4140 (voice), 940-397-4515 (TDD), <http://students.mwsu.edu/disability>, or visit 3410 Taft Blvd., Clark Student Center Room 168.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible

for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Last day to Drop/Add/ W or apply for graduation
<https://msutexas.edu/registrar/calendars.php>

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make an application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#)

Publication from the Wellness Council of America

Leadership Lesson from a Three-Star General: An expert interview with Lt. General Kowalski

Creating High-Performing Wellness Teams: An expert interview with Dr. Joel Bennett

Person, Ashley Lynne, et al. "Barriers to Participation in a Worksite Wellness Program." *Nutrition Research and Practice*, vol.4, no. 2, 2021, p., <https://doi.org/10.4162/nrp.2021.4.2.149>

Aldana, Steven G., et al. "A Review of the Knowledge Base on Healthy Worksite Culture." *Journal of Occupational and Environmental Medicine*, vol. 54, no 4, 2012, pp. 414-419., <https://doi.org/10.1097/jom.0b13e31824be25f>.