COURSE SYLLABUS for Health 11 (UC:CSU) – 3.00 Units
Section 14880
Winter 2018

Instructor: Claudia Kelley, PhD, MPH, MS, RD, RN, CDE, CNSD
Office hours: You can contact me by email to set up an appointment to be arranged Saturdays between 2.00pm - 5.30pm, or during a mutually agreed time on other days.
Virtual Office Phone: (818) 724-7448
Email: KelleyC@lamission.edu (please use your LACCD email, and include "HLTH 11" in the subject line.)

Course Description: HLTH 11 (Principles of Healthful Living) covers a wide array of health concepts that can be used to enhance quality of life today and in the future. Students will explore health concepts in relation to personal well-being, and the interrelationships between choices, circumstances, community, environment, and our health individually and collectively.

HLTH 11 offers health concepts to use today and tomorrow as guidelines for self-directed responsible living. Emphasis is placed on relating health concepts to the individual's well-being in personal, community, vocational and leadership roles.

Textbook & Software: HLTH, by Nevis/Rathus, Cengage-ISBN # 97811111987329, or 9781285342429 (both include the CourseMate Access Code which allows you to access online resources, including sample quizzes, videos, flash cards, and other useful items).

This bundle is available at the Los Angeles Mission College bookstore. You may order it directly from http://eagleslanding.lamission.edu/site_about_us.asp.

Alternatively, you can use the following link to purchase the course text book (bundle): http://services.cengagebrain.com/course/site.html?id=2402452. Cengage will give you free online access to the ebook and other online resources at the time of purchase. Once you have created your personal profile, you need to enter HLTH 11 Course Identification Number for CourseMate CM-9781111987626-0000073 on the Cengage Home Page. Please, follow the directions for First Time Registration inside the book.

Student Learning Outcomes:
1. Information Competency: after completing this course, students will be able to demonstrate information competency by combining aspects of library literacy, research methods and technological literacy. Evidence will be the ability to locate, evaluate, utilize and communicate information in all its various formats in understanding health issues.
2. Global Awareness: after completing this course, students will be able to demonstrate global perspectives by generating theoretical and pragmatic approaches to health and environmental issues. Evidence will be the ability to analyze global health and environmental issues from multiple perspectives and to articulate an understanding of these interconnected issues by formulating appropriate and global responses.

Course Objectives: Upon completion of this course, the student will be able to:
1. Recognize the study of health as a scientific discipline, and identify credible professional medical as well as health organizations and literature sources.
2. Define health and utilize appropriate health terminology.
3. Demonstrate an understanding of health principles by incorporating a wide variety of aspects from nutrition and other life-style choices to mental well-being.
4. Demonstrate an understanding of self-responsibility for personal health and wellness.
5. Understand the implications of personal and societal behavior on diseases and disease prevention.
**Class Format:** The class is exclusively ONLINE. We use the CANVAS Course Management System. With the exception of assignments using the CourseMate program or other online resources, all work will be completed in Canvas. You will NOT have to go to LA Mission College campus. The course material is intense and requires self-motivation and self-direction. You must be able to manage your time to complete the module activities, work independently but also interact with classmates in a long-distance environment. Please read the following information carefully regarding the course policies.

**Required Skill Level:** Capable of college level reading and writing. Knowing how to use a computer and navigate a webpage is a prerequisite for this course and includes the ability to access the internet. Necessary skills include proficiency using a word processing program, including spell checker, using a web browser, sending and receiving email, saving documents in *.DOC, *DOCX, *.RTF (rich text format), or *.PDF format; uploading and attaching documents to the Canvas class page.

**Course Organization:** HLTH 11 is organized into modules with online module class discussions, module quizzes, weekly assignments, and a two part Term Project (research paper). The class follows a weekly format (beginning on Mondays at 00:01 or 12:01am) where most assignments are due on Tuesday, some quizzes are due on Wednesdays, Fridays, and Sundays, whereas initial discussion contributions have to be completed BY THURSDAY nights (11:55 pm), and some work may be completed by the end of the week (Sundays at 11:55 pm) in order to receive full point credit. Please note this is NOT a weekend only class – especially not during the short Winter semester, where the regular 16-week material is condensed into only 5 weeks: as a general guide, this 3-unit online Winter class (which would meet four-times per week on Mo&Tu&We&Th for a total of 10.5 hours per week if we were in an on-campus class room setting) may require 20 - 30 hours per week of your time to complete the readings, quizzes, discussions, assignments, etc. (Carnegie Unit Rule; LACCD E-113).

Online classes require your attention and effort. If you fail to log into the class during the first 2 official days of class (01/01 or 01/02), you may be excluded. Again, there are several activities and quizzes due each week; you will need to log into the class at least 3-times per week to participate in the discussions, as well as complete quizzes and submit assignments before their respective due dates. Please be advised that you may also be dropped if you fail to submit four consecutive assignments without prior instructor notification, or you score below 40% on six consecutive assignments.

**Expectations:**
- Self Motivation and Self Discipline - To succeed in this class you must do the assignments on time. You need to make sure you are staying current with all reading, assignments, and activities.
- Take an Active Role - The instructor’s role in this class will be to provide you with resources and opportunities to explore and use them. I am here to guide you through the material as you learn – therefore, you will need to take active role in the learning process.
- Time Requirements - This is a short-term 3 unit class (10.5 hours/week): you will need to spend at least the same amount of time you would working on traditional format classes (approximately 16-24 hours a week)
- Interaction - In online classes we stress interaction with your fellow classmates. Many times you will learn just as much from each other as from your instructor. Look forward to finding solutions, applications and other neat stuff and sharing it with your classmates.

**Technical Requirements:** The minimum computer requirements are: Computer, either a Macintosh or IBM compatible; modem (minimum 28.8), broadband or high speed internet access is preferred and is required to view the videos. Software: Web browser software, such as latest version of Firefox, Google Chrome or Internet Explorer, an e-mail address that is registered with LACCD and a word processing program. PLEASE NOTE: IF YOU USE AN APPLE COMPUTER, SOME DOCUMENTS ARE DIFFICULT TO DOWNLOAD AND FORMAT BEFORE SUBMITTING and YOU MAY BE REQUIRED TO MAKE ADJUSTMENTS. For further system requirements and Orientation to Canvas, please refer to Online Classes at LA Mission College. Important: for technical difficulties, please contact the LAMC IT department directly at (818) 833-3356 (I unfortunately can't help with
that. You can find information on your LACCD assigned email account here: HTTP://WWW.LAMISSION.EDU/STUDENTS/.

Course Login for Canvas: https://mycollege.laccd.edu. Click on the ONLINE CLASSROOM tab, and then find the LAMC Health 11 tab. You should Bookmark the Log-In Page so you can return to it easily. Please start here: http://lamission.edu/online/ and watch the CANVAS tutorial. For additional assistance, please call the IT Help Desk (818) 833-3356.

CANVAS: Before the first day of class, please visit Canvas and make sure you can log on. You can find the syllabus, our schedule, and other relevant materials in our HLTH 11 site.

Communication between Instructor and Students: You can send me an email by clicking on the Inbox tab in our Canvas class (preferred!), or reach me at KelleyC@lamission.edu. Please remember: use your LACCD assigned email account when contacting me outside of Canvas (and put HLTH 11 in the subject line). I check my messages several times a day, and normally respond within 24 - 48 hours (often sooner); please don’t hesitate to contact me with your questions or concerns.

Please make sure to completely review each Canvas course module (starting with the ‘Overview’ pages) and our announcement section (as well as your book); here, you will find most of the information you need for our course. You will receive an email notification when a new announcement is posted -- make sure to read it!

Important: I will leave grading "Comments" for you in our discussions (usually within 1-3 days after the closing date) and writing assignments (usually within 2-5 days after the due date) -- please make sure to read my comments, implement my feedback into future submissions, and follow-up with me on items if I ask you to.

Each student should check her or his cumulative point status (see "Grades" tab) through Canvas regularly.

Student Performance Evaluation (Grading Components):

1. Class Discussions: The discussion forums are the main area for class participation and sharing of thoughts and ideas. The chapter discussions open on Monday each week and close the following Sunday at 11:55 PM. Your first discussion contribution must be posted on the corresponding module topic by Thursdays at 11:55 pm. You are also expected to respond to at least two classmates’ answers on each discussion topic by Sunday at 11:55 pm. Make sure to follow the grading criteria provided on the discussion topic for maximum credit on your responses. There is a total of 160 points available for class discussion contributions (potentially worth 20 points each) plus 10 points for your introductory statement.

2. Quizzes: ONE 20 point 40-minute timed COURSE SYLLABUS & GENERAL OVERVIEW QUIZ must be completed to CONTINUE IN THE CLASS; you will have 3 attempts to get full points. There are three timed chapter quizzes (20 questions / 20 minutes / 20 points - multiple choice, T/F each) given each week, which are due at different days during the week at 11:55 pm (please check the Canvas Calendar for exact quiz due dates). These are individual quizzes to test your personal subject knowledge. Each chapter quiz may be taken twice and your highest score will be retained. However, there is to note that the questions for the second attempt may NOT be the same as during your first try. You should start at or before 10.00 pm if you would like to take advantage of taking both quiz attempts before the cut off time. There is a total of 280 points for chapter quizzes. You are able to see the correct answers after your 2nd quiz attempt -- please make sure to review those and any given rationale.

3. Assignments: Each week there will be one writing assignment that requires 3-10 questions to be answered. These are individual assignments, which are posted within the respective topic module to provide you with 1-3 days for completion and submission. There are in total 4 assignments available, which are worth 25 points each; total 100 points.

4. Term Project: Students will complete a research paper (guided by SLOs), which is described in detail in Canvas module #3, and consists of 2 parts: (Part #1), which is a draft outline in APA format with reference
page, and \( \text{(Part #2)} \), which is the final paper in APA essay format. APA guidance is provided within our ‘About the Class’ Canvas module. PLEASE NOTE: THIS ASSIGNMENT MUST BE COMPLETED IN ITS ENTIRETY IN ORDER TO RECEIVE A PASSING GRADE FOR THE CLASS. 145 points.

5. **Final Exam:** Cumulative questions from this semester's information presented in the textbook, PowerPoint slides, discussion forums, and assignments are compiled in this Final Exam. There will be 120 questions (multiple choice, T/F) to be answered in 120 minutes. You may take the exam 3-times, and the highest score will be retained. Per LACCD policy, the Final Exam is also mandatory, and worth 120 points. The outcome of this exam may significantly affect your final grade as students are expected to score 'within one letter grade of the desired final course grade' -- meaning, students who desire an "A" in our class should score at least 80% or higher on the Final Exam, whereas students who desire a "B" should score at least 70% or higher on the Final Exam, etc. (please, refer to the table below for final grading detail).

6. **Extra-Credit:** There is a considerable amount of extra credit available in this course; as of 12-20-2017, we already have 50 bonus points allocated during our Winter 2018 semester. These extra credit points are intended to help you succeed in this course, alleviate some anxiety you might have in case you did not turn in a discussion, or did not do so well on a quiz or an assignment. **These extra credit points are NOT designed to artificially inflate your grade!** Meaning, extra credit points cannot be used to bump up your grade unless you score well on the Final! **Your final letter grade is determined by your performance on the Final Exam AND your total point score by the end of our semester.**

**Final Semester Grade:** **Total graded Class Points:** 800 (currently available points add up to "850")

Your final grade will be determined by the following scale:

<table>
<thead>
<tr>
<th>Final Letter Grade</th>
<th>Requirements (if all conditions are met):</th>
<th>Overall Points earned during the semester (grading components 1-6)</th>
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<tbody>
<tr>
<td></td>
<td>Successful Completion of Term Project (part 1&amp;2)</td>
<td>Score on Final Exam</td>
</tr>
<tr>
<td>A</td>
<td>yes</td>
<td>80% or higher</td>
</tr>
<tr>
<td>B</td>
<td>yes</td>
<td>70% or higher</td>
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<tr>
<td>C</td>
<td>yes</td>
<td>60% or higher</td>
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<tr>
<td>D</td>
<td>yes or no</td>
<td>50% or higher</td>
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<tr>
<td>F</td>
<td>no</td>
<td>below 50%</td>
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**HLTH 11 Grading** (as of 12-20-2017)
Other Important Information:

Late Assignments: The "Late Work" Policy is firm.

Please Read Carefully:

- Students will NOT be able to submit assignments or access quizzes AFTER the due / closing date without prior approval (Canvas will show you both dates).
- Any 'late submission' of assignments (incl. the Term Paper) after the due date receives a "10% per day 'late deduction'"; however, NO submissions will be accepted after the 'closing date'.
- Requests to submit late assignments or quizzes must be made PRIOR to the due date and will only be granted under extenuating circumstances.
- Late postings to discussion forums are NOT accepted and will neither be graded, nor reviewed or given credit. The latest time to post is 11:55 pm on the corresponding Sunday due date.
- Please note: I do NOT accept any emailed assignments, nor do I accept any attachments to the 'comment section' of an assignment or a discussion! **If you want your work to be graded (and receive points), you must upload & submit your work in Canvas where it belongs before the due / closing date!**

Code of Honor and Integrity: All students in the Los Angeles Community College District (LACCD) must follow this policy, because they are members of an academic community dedicated to the achievement of excellence and the pursuit of honor; therefore, students are expected to meet high standards of personal, ethical, and moral conduct. These standards require personal integrity and a commitment to honesty without compromise. Without the ability to trust in these principles, an academic community and a civil society cannot exist. LACCD students and faculty are as committed to the development of students with honesty and integrity as they are to the academic and professional success of its students. The Code of Honor and Integrity is an undertaking of the students, first and foremost, both individually and collectively, that they will:

1. not give or receive dishonorable aid during exams, quizzes or assignments
2. do their share and take an active part in seeing to it that fellow students, as well as themselves, uphold the spirit and letter of the Code of Honor and Integrity. Some examples of conduct that are regarded as being in violation of the Honor Code include:
   - Copying from another’s examination or quiz, or allowing another to copy from one’s own papers
   - Using any unpermitted source of information, human or other, during an exam, quiz or assignment that influences the grade; this includes the use of technological devices
   - Any student-to-student collaboration that is unpermitted
   - Plagiarism (plagiarism is defined as the use, without giving reasonable and appropriate credit to, or acknowledging the author or source, of another person’s original work)**
     - Representing as one’s own work as the work of another
     - Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid is not permitted

Academic dishonesty policy*: LACCD student code of conduct as it relates to student dishonesty (Board Rule 9803.28) as follows: “Violations of academic integrity of any type by a student provides grounds for disciplinary action by the instructor or college. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so (e.g., at 'individual assignments'), submitting the same term paper to more than one instructor, or allowing another individual to assume one’s identity for the purpose of enhancing one’s grade.

**Plagiarism**: Plagiarism is an academic offense and cannot be tolerated. It is defined as the act of using ideas, words, or work of another person or persons as if they were one’s own, without giving proper credit to
the original sources. This includes definitions found online on Wikipedia, materials from blogs, twitter, or other similar electronic resources. The following examples are intended to be representative, but not all inclusive:

✓ Failing to give credit by proper citations for others ideas and concepts, data and information, statements and phrases, and/or interpretations and conclusions. ✓ Failing to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or a part thereof. ✓ Paraphrasing the expressions or thought by others without appropriate quotation marks or attribution. ✓ Representing another’s artistic/scholarly works such as essays, computer programs, photographs, paintings, drawings, sculptures or similar works as one’s own.

Please Read Carefully
- For the first offense, you will receive a zero (“0” / no points) for the assignment in question.
- Any further offenses will be awarded with "zero points" and reported to the Department Chair, which may result in expulsion from the class or other disciplinary action as determined by the Office of Student Services.

In order to avoid plagiarism in this class, please complete the "Recognizing and Avoiding Plagiarism Certificate", available at https://www.indiana.edu/~academy/firstPrinciples/index.html (this will earn you 10 bonus points), use your own words as much as possible, and always cite your sources -- in-text as well as in form of a reference list'. For the purpose of this course, we use APA format to cite and reference our sources (please see https://owl.english.purdue.edu/owl/resource/664/01/); the "General Resource" page in Canvas will provide you with additional help for APA citation and writing.

Reasonable Accommodations: It is the policy of LACCD and Los Angeles Mission College to accommodate students with disabilities, pursuant to federal law, state law and Los Angeles Mission College’s commitment to equal educational access. Any student with a disability who needs accommodations, please contact the Disabled Students Programs (DSPS) phone number 818-964-7732 or TDD 818-364-7861 to discuss the steps you will need to take to arrange for accommodations. You may also email DSPS at gonzala@lamission.edu (Adrian Gonzalez).
DSPS office provides special assistance in areas like: registering for courses, specialized tutoring, note-taking, mobility assistance, special instruction, testing assistance, special equipment, special materials, and the like.

Important Dates
- The Winter 2018 Semester begins on Monday, January 1, 2018
- Last day to drop without a "W" on the transcript & get a refund – January 5, 2018
- Last Day to Drop with “W” noted on transcript – Saturday, January 27, 2018
- Final Exam– scheduled to be taken January 31 through February 04, 2018 (8pm cut off)
- Semester (and course) ends – Sunday, February 04, 2018

There is to note that a new state policy is in effect as of summer 2012 that limits students to 3 attempts per course. Receiving a grade or "W" for a course counts as an attempt, regardless of when the course was taken. Withdrawal by January 5, 2018 (avoiding a "W") will not count as an attempt.

- Please remember: it is the student's responsibility to officially drop a class!

Topics covered in our online Health 11 course:
- Module 1 - A Healthy You -- Introduction to Health as a Science (Chapter 1)
- Module 2 - Psychological Health (Chapter 2)
- Module 3 - Stress and Your Health (Chapter 3)
- Module 4 – Intimate Relationships & Sexuality, and Reproductive Choices (Chapters 4 & 5)
- Module 5 – Addiction & Drug Abuse (Chapter 6)
• Module 6 - Alcohol & Tobacco (Chapter 7)
• Module 7 - Fitness for Life (Chapter 8)
• Module 8 - Nutrition for Life (Chapter 9)
• Module 9 - Weight Management (Chapter 10)
• Module 10 - CVD, Cancer, and other Major Diseases (Chapter 11)
• Module 11 - Infection and Immunity (Chapter 12)
• Module 12 - Preventing Violence and Injury (Chapter 13)
• Module 13 – Managing Your Health Care (Chapter 14)
• Module 14 - Environmental Health (Chapter 15)

Please note that Health Across the Lifespan (Chapter 16) is incorporated within the different modules, some of our discussions, and covered in part by the Term Project.

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**CALENDAR OF CLASS ACTIVITIES**

**Week 1 – Jan 1 – 7, 2018**
- Download and read the class syllabus, review the "Welcome to Online Health" and "General Resource" page in Module 1, as well as the "Scientific Discussion Forums Overview" page in Module 2, and take the Syllabus & General Rules quiz* (mandatory quiz to continue in this class)
- Purchase the textbook (with CourseMate) bundle, sign up with Cengagebrain to use your materials and more
- Introduce Yourself to Class Discussion Forum*
- Review all content in Module 1, 2, and 3; study textbook chapters 1, 2, 3, review the according *.ppts, and take Quiz #1*, 2*, 3*
- Review the "scientific discussions overview" page once more and contribute to the weekly discussion in module 2.
- Complete the “Exercise assignment: Health is a Science”
- Take a look at Assignment #1, and begin to work on it
- Review the "Term Project (description, incl. grading criteria)" (in module 3)
- **Optional:** You may begin the work for Week 2, but it is not required

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**Week 2 – Jan 8 – 14, 2018**
- Complete Assignment #1 *
- Review all content in Module 4, 5, and 6; study textbook chapters 4, 5, 6, review the according *.ppts, and take Quiz #4*, 5*, 6*
- Review the "scientific discussions overview" page once more, and contribute to the weekly discussion for module 3* and 4*
- Start to think about your Term Project topic and submit the according pdf-file under **Term Project Part #1 by 01-20-2018** for review, approval, and grading.*
- After completing chapter 6 and Quiz 6, take a look at Assignment #2, and begin to work on it.
- **Optional:** You may begin the work for Week 3, but it is not required

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**Week 3 – Jan 15 – 21, 2018**
- Complete Assignment #2 *
- Review all content in Module 7, 8, and 9; study textbook chapters 8, 9, 10 review the according *.ppts, and take Quiz #7*, 8*, 9*
- Review the "scientific discussions overview" page once more, and contribute to the weekly discussion for module 7* and 8*
• Review the Term Project description again and according Grading Rubric for Part 2. Start to write your full research paper in APA-style essay format. Note: You may submit your Term Project Part 2 as soon as you finish it but no later than 01-27-2018.*
• After completing chapter 9 and Quiz 9, take a look at Assignment #3, and begin to work on it.
• Optional: You may begin the work for Week 4, but it is not required

Week 4 – Jan 22 – 28, 2018
• Complete Assignment #3*
• Review all content in Module 10, 11, and 12; study textbook chapters 11, 12, 13 review the according *.ppts, and take Quiz #10*, 11*, 12*
• Review the "scientific discussions overview" page once more, and contribute to the weekly discussion for module 10* and 11*
• Complete your research paper as part of the Term Project Part 2; due 01-27- 2018.*
• Optional: You may begin the work for Week 5, but it is not required

Week 5 – January 29 – Feb 04, 2018
• Review all content in Module 13 and 14; study textbook chapters 14 and 15, review the according *.ppts, and take Quiz #13* (covering chapter 14), and take Quiz #14 (covering chapter 15)*
• After completing chapter 13 and Quiz 13, work on Assignment #4 if needed *
• Read the "scientific discussions overview" page, and contribute to the weekly discussion for module 15*
• Take the Final Exam (120 questions / 120 minutes) between 01-31 -2018 - 02-04-2018 @ 8pm

Students are responsible to refer to this syllabus and course guidelines throughout the semester. The syllabus is subject to change. MAKE SURE YOU HAVE THE LATEST VERSION BY CHECKING THE DATE.

For those of you who are taking this course for 'CSU, UC, or other transfer credit', I strongly suggest that you print (*.pdf or similar) the "Modules" page in Canvas at the end of our semester as it provides you with 'detailed evidence of what we did'; keep the file together with this syllabus in a safe place for easy access should the need arise.