

Employee Handbook for HLTH 4300-Workplace Wellness

(also known as the syllabus)

Tuesdays & Thursdays 2:00-3:20pm Gateway Room 131

Welcome to Corporate Health Works (CHW), the fictitious company you'll be 'working for' throughout the semester. You are now part of a growing company whose mission is to serve the wellness needs of the companies who we contract with.

Through our time together, you'll learn about the importance of promoting health and wellness in the workplace. You will be introduced to what goes into planning and implementing a comprehensive wellness promotion program in a workplace setting. No prior experience or coursework is required.

CEO Kelly Perez M.Ed., MPH, MCHES, CWP, NB-HWC

- Email: Kelly.Perez@unt.edu (or message through Canvas)
- Phone: 940-565-2629
- Office: PEB 210P
- Zoom Meeting Room: <https://unt.zoom.us/my/kperezkhpr>

We will work together to answer the following over-arching questions:

1. What factors play a role in creating a positive workplace culture?
2. What are best practices in supporting the mental health needs of employees in the workplace?
3. What are best practices in supporting the physical health needs of employees in the workplace?

After your employment at CHW, you will be able to:

- Discuss the importance of needs assessments to determine the potential for workplace wellness programs
- Describe the benefits of health promotion programs in the workplace
- Quantify potential savings in health care costs from workplace health promotion
- Develop written communication to rationalize worksite promotion
- Apply behavior change theories in the workplace setting
- Optimize adoption and adherence of exercise and other healthy behaviors by applying effective communication techniques.

- Create educational resources to support clients in the adoption and maintenance of healthy lifestyle behaviors.

Company Culture

We strive to create a positive culture to allow each of our employees to have:

- **A Mission to Accomplish**-use your gifts, contribute, find your purpose, do meaningful work
- **A Culture to Embrace**-value alignment, supportive and encouraging
- **A Place to Grow**-grow in influence, develop leadership and other transferable skills
- **People to Enjoy**-develop relationships of mutual respect
- **Flexibility**-some days you can 'work from home'

Every employee should feel supported in sharing their unique perspective and be treated with respect. You are an integral part of our team, and your viewpoint and perspective are valued.

When connecting with your supervisor and colleagues, please keep an open mind and communicate in a respectful manner. We don't all have to agree, but we can learn from one another's unique perspectives. I encourage you to review UNT's student code of conduct so that we can all start with the same baseline of understanding ([Code of Student Conduct](#)).

Communication Expectations

Primary communication (outside of our time together) should be delivered via e-mail or Canvas messaging. Please use your UNT email account and include HLTH 4300 in the subject line. Students can expect response to e-mails within 2 business days (I generally will not respond on weekends to help maintain work/life balance), feedback on assignments within 10 business days. Please review CLEAR's webpage for [Online Communication Tips](#) (<https://clear.unt.edu/online-communication-tips>).

How We'll Work Together

As a new employee, there will be a lot to learn, and we have a lot to accomplish in our short time together. You will have the opportunity to work both individually and with others because collaboration and communication are important skills we will be developing. You will be assigned tasks that must be completed by a certain deadline. If you're able to work efficiently during working hours, you won't have to spend much time outside of working hours on completing your tasks. At times, however, it is expected that you complete tasks on your own time outside of our time together. Your knowledge, individual life experience and insights are valuable to everyone's success.

What You'll Need to be Successful

- **Be Present:** I am going to give you as much class time as I can to 'do the work' so it will greatly benefit you to show up to class and participate/stay engaged.
- **Organization:** Read the announcements, review the PowerPoints and use a planner or calendar to keep track of due dates.
- **Laptop/Tablet:** On many occasions, you'll need either a laptop or tablet so please be prepared with one each class period. *If you don't have one, please let me know as I may be able to help with this. If we are not using them during class, they should be put away so they're not a distraction to you or others.

*A textbook will **not** be required. All materials will be provided through Canvas. Therefore, to fully participate in this class, you will need internet access to reference content on the Canvas Learning Management System. If anything changes, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at [Learn Anywhere](https://online.unt.edu/learn) (<https://online.unt.edu/learn>).

Tips for Success

Get Connected! [Research](#) has shown that connectedness is a key factor in academic success. It can feel uncomfortable to reach out for help and ask questions, but it is a good skill to develop. I would love for you to stop by my office (PEB 210P) or via zoom to GC (get connected). This has typically been referred to as office hours, but I am trying to re-brand our time together. 😊 You can stop by unannounced during any of the following GC hours or email me so we can set up a different time.

*Note, I am often asked to write letters of recommendations or be a reference for students. I will be much more likely to help if you've taken the time to get connected so that I can get to know you better. This does not guarantee that I will write you a letter, but if you don't take the time to get connected, the answer will be no.

GC Hours: Mondays 12:00-1:00pm Tuesdays 10:00-11:00 or Thursdays 11:00-12:00

If these days and times don't work for you, please email me and I'd be happy to meet another time that works with both of our schedules.

GC hours are in-person in my office (PEB 219P). However, if you prefer to meet virtually, just email me and we can use this [Zoom link](#). On occasion GC hours may change due to unforeseen circumstances, so keep an eye on announcements just in case.

What are some reasons to stop by during GC hours? You can ask for clarification on content or an assignment, help me get to know you better as a learner/person, discuss career paths you may be considering or any number of reasons. You can also utilize our awesome TA by connecting with her as well. Your success is our goal!

As a reminder, please use your UNT email or Canvas when reaching out to the TA or instructor. Include the course HLTH 4300 in the subject line.

Attendance Policies

You are a valuable part of this company, and we hope you will be able to show up to work for every shift as attendance will be taken unless otherwise noted. Attendance will account for 10% of your overall grade.

Tardiness/Leaving Early

Being on time to work is important. Please plan accordingly and give yourself plenty of time for your commute. If you are late to work or need to leave your shift early, please let your supervisor know in advance. Tardies or leaving early without prior arrangement with your supervisor will be noted in your overall attendance grade. Tardies/Leaving early will earn 80 out of 100% in your attendance grade for each day you miss class time.

Questions about Grades/Grade Disputes

We will do our best to grade assignments within 7-10 days of the due date. I recommend you keep Canvas notifications on so you will be alerted once an assignment is graded. You have one week from the date that grades were received to dispute any grades you feel may have been entered incorrectly.

Work to be Completed

Signature Assignments (35% of your grade) You and a team will be serving an assigned fictitious company together to propose an intervention to improve their employee well-being. There are several steps to this semester-long 'simulation' including the following:

- **Create a Training-Behavior Change Theories & Models**-You will research a specific behavior change theory and teach it to your peers by uploading a presentation to the Canvas discussion. This will be good practice for your final presentation which will be done live.
- **Communication with Company Leadership**-You will make a case for a wellness/health promotion program with company leadership.
- **Needs Assessment**-You will design a needs assessment or select one that has already been created and answer questions regarding how it will be distributed
- **Intervention Planning/Logic Model** -You will design a specific program based on the results of the needs assessment of your employees with a focus on either mental or physical health.
- **Evaluation Plan**-You will design a plan to evaluate the programs you created.
- **Educational/Promotional Materials**-These materials will be used to promote your program and educate your employees
- **Final Presentation**- Once you have received feedback on your partner assignments, you will have an opportunity to make any changes/improvements and submit them again in a final presentation. This presentation is designed for company leadership and can be recorded in advanced or shared 'live' during class

Assignments and Quizzes (30% of your grade) Most weeks you will have an in-class and/or out of class assignment and/or quiz. In-class assignments and quizzes cannot be made up unless prior arrangements have been made, so only those who attend will receive credit.

Connection Opportunities/Discussions (25% of your grade) There will be several opportunities to connect throughout the semester these will primarily be done through an online discussion, but some connection opportunities will be in person as well.

Attendance & Participation (10% of your grade) Attendance will be taken each day we meet and occasionally, in-class assignments will be collected and graded. These cannot be made up unless prior arrangements have been made, so only those who attend will receive credit. This is also a participation grade, so plan to put away distractions and actively participate in what we are doing. If you are in the room but 'checked out' or doing other things (work for other classes, on your phone, laptop, etc.) you may be asked to leave or at minimum won't receive credit for that day.

How Your Learning, Effort and Participation will be Assessed

A = 89.5-100%

B = 79.5-89.4%

C = 69.5-79.4%

D = 59.5-69.4%

F = 59.4% or lower

Deadlines/Late Work

Deadlines are a part of life. It's important to learn how to manage your time, stay organized and adhere to deadlines.

Late assignments will be deducted by 15% each day for up to 4 days after the original due date. After that, no points will be awarded. However, I understand that situations will arise causing you to need an extension on an assignment. So, if you email me PRIOR to the due date, we may be able to work together on extending the deadline by a day or two. If you don't email prior to the due date, you will receive the deductions mentioned above.

Technical Difficulties?

If you have any technical issues submitting your assignments in Canvas, please do the following:

- Check that you are using a compatible browser, like Google Chrome.
- Contact the [Help Desk](#) for technology support.
- Email your instructor your assignment and a screenshot of your chat with the Help Desk if they cannot assist you with the submission issue. This will show me that you completed it on time. Then, resubmit to Canvas once you are able (occasionally, there are temporary glitches).

How Our Time Together Will Be Organized

Below is a list of topics and assignments we will be working on together throughout the course.

Week	Date	Topic/Module	Assignments (not all in-class assignments or pop quizzes included)
Week 1	8/18-8/24	Course Introduction & Strategies for Supporting Health & Wellness	
Week 2	8/25-8/31	Research & the Business of Wellness	Exploring the Research discussion First Project Team Meeting
Week 3	9/1-9/7	Culture & the Role of Leadership	Guest Speaker-Mitch Martens on 9/2 via zoom Workplace Culture & Leadership
Week 4	9/8-9/14	Communication w/ Leadership & Successful Programs	Communication w/ Leadership due Group & Self Evaluation
Week 5	9/15-9/21	Needs Assessments	Needs Assessment Questionnaire Needs Assessment due
Week 6	9/22-9/28	Theories and Models used in Health Promotion programs	*Create a Training: Behavior Change Theories & Models

Week 7	9/29-10/5	Exploring Evidence-based Health Promotion Interventions	Guest Speakers-Health Promotion Office
Week 8	10/6-10/12	Intervention Planning & Logic Models	
Week 9	10/13-10/19	Intervention Planning & Generational Differences	Generational Differences discussion of choice
Week 10	10/20-10/26	Evaluation Planning	*Program Plan & Logic Model due
		Peer feedback of program plan/logic model	
Week 11	10/27-11/2	Stress Management Techniques, Cultural Competency & Evaluation Planning	*Evaluation Plan Due Cultural Competency assignment
Week 12	11/3-11/9	Creating & Designing Educational/Promotional Materials	Guest Speaker this week
Week 13	11/10-11/16	Marketing Yourself & Your Programs	*Educational/Promotional Materials due
			Guest Speaker-Career Center on 11/11
Week 14	11/17-11/23	Final Presentation Planning	Speaking Confidently & Effectively
	11/24-11/30	Thanksgiving Break	Enjoy your week!
Week 15	12/1-12/5	Presenting, Reflecting & Preparing	*Final Presentations
Finals Week		No class meetings this week	Congrats, You finished!

*Schedule subject to change

*Indicates Signature Assignment

Use Your Resources!

We all need more support sometimes. Don't suffer in silence or feel you have to go at this alone. University life is filled with challenges! UNT has so many great resources to support you.

[Office of Disability Access](#)

The Office of Disability Access (ODA) can work with you on academic accommodations if needed.

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of

Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. You must obtain a new letter of reasonable accommodation each semester and must meet with each faculty member prior to implementation in each class. For additional information, refer to the [Office of Disability Access](#) website. You may also contact ODA by phone at (940) 565-4323 or visit their website to begin the registration process for additional support.

Additional Resources I encourage you to take advantage of are:

- [UNT's Counseling and Testing Services](#) can provide psychological counseling and academic testing
- [UNTWell](#) provides FREE individual and group counseling as well as a vocational assessment
- [Academic Success Center](#) can support you in your academics
- [Student Counseling Center](#) includes Togetherall (access on Canvas navigation menu) and many other resources

Additional UNT Policies and Resources

[Student Academic Integrity policy](#) Students who use other people's work without citations will be violating UNT's Academic Integrity Policy. Please read and follow this important set of guidelines for your academic success. An academic integrity violation could result in loss of points, a failing grade for the assignment or course, suspension or even expulsion depending on the severity. It's not worth a chance, so do your own work and ask for an extension if you need more time on an assignment.

[Fall 2025 Registrar Deadlines](#) It may be helpful to make note of important drop/add deadlines, etc.

[Student Support Services and Policies](#) There are many resources available on this site that may be worth bookmarking