**HPW 430 Employee Wellness Practicum**

**Instructor:          Dr. Sallie Scovill                                  Class Hours:       Tuesday 10:00 – 11:50**

**Office:                 CPS 238B**                                              **Phone:  715-366-4614, 715-252-7936, cell**

**Office Hours:     Hours posted outside office             E-Mail:**[**sscovill@uwsp.edu**](mailto:sscovill@uwsp.edu)

**or by appointment**

**Overview:**

Students will assist with planning, development, promotion, implementation, and evaluation of designated health promotion programs offered through the UWSP Employee Wellness program.  Students will also gain skills in any, but not necessarily all, of the following:  web page development and maintenance; newsletter writing, editing and formatting; program calendar development, and office/program management.  Student participants can build skills in program planning, data analysis, program evaluation, grant writing and improve both oral and written communication.

Student may also get an opportunity to develop and present programs to corporate entities outside of UWSP and develop expertise with a range of individuals at various worksites.

**Objectives:**

Upon completion of HP/W 430, Employee Wellness Practicum, students will:

1. Understand that Employee Wellness Programs require flexibility and adaptation.
2. Develop effective program planning and implementation skills.
3. Utilize marketing skills to promote specific programs and events to UWSP employees.
4. Demonstrate proficient writing skills by contributing articles to the EW newsletter, composing MOD announcements and designing a variety of other promotional materials.

4.   Demonstrate effective communication skills through program presentation and/or facilitation.

1. Develop knowledge about campus and community resources.
2. Demonstrate the ability to work as part of a planning team and be accountable for specific tasks.
3. Assist in the coordination of UWSP participation in community events such as the American Cancer Society Relay for Life and the American Heart Association Heart Walk.
4. Demonstrate awareness of diversity on the UWSP campus and work respectfully with all people at all times.
5. Exhibit knowledge of national organizations that support worksite wellness.

**Enduring Understandings:**

*Students will understand that…*

* Wellness should reach all employees who have varied needs, interests, capabilities, and opportunities.
* Wellness programs understand & respect this fact and plan programs accordingly.
* Organization, strategic thinking, and planning skills are important to wellness program success.
* Challenges exist in engaging employees in health promoting behavior and creative solutions and flexibility are necessary to respond to this conundrum.

Health promotion needs are based on observed and obtained assessment data.

**Knowledge (Know):**

*Students will/can…*

* Demonstrate awareness of diverse needs of employees on campus through inclusive program activities.
* Recognize the boundaries of their professional competence and are accountable for their professional activities and actions.

Become familiar with resources available to health promotion professionals

**Skills (Able to do):**

*Students will/can…*

* Demonstrate proficient writing skills by contributing an article to the EW newsletter.
* Capable of analysis and problem solving that will result in improving health outcomes.
* Apply the process of planning, implementing and evaluating a health promotion program through project files

**Dispositions (Value/Appreciate):**

*Students will/can…*

* Demonstrate understanding for differences among individual’s attitudes toward personal wellness through personal reflection. (Perception)
* Display respect for employees’ (Empathy)

**Assessment**

**Core Performance Task:** Students will develop, implement, and evaluate programs by presenting action plans with achievable timelines, materials and supplies needed, and marketing information.

Students will develop accurate and applicable evaluation tool for each activity they implement each semester and present results to class upon completion of each wellness program. The students will be able to present strengths and weaknesses of the program. Students should be able to evaluate process (implementation and delivery) and outcomes (impact) and understand the difference.

**Procedures:**

The class will meet with the professor weekly during the semester.  The group meets at a regular time and follows a set agenda led by members of the class. Individual students will meet with the professor on a regular basis according to timelines of projects they are working on. This may include weekly mentoring meetings to help start and plan projects.  Each project team is also required to meet a minimum of once a week (or more) according to the nature of their program until completion.  Hours spent individually will be turned in bi-weekly and those for an entire project will be tracked and turned in at the final class.    There is no final exam for this class.  Program Binder is due on the last regularly scheduled class day.

Classroom:  CPS 222

Employee Wellness Office:  CPS 218

The EW office is open for students to use in developing the materials needed for programs.  There are many other resources and supplies located in this office and if necessary, can be purchased for new programs.

**Requirements:**

**Student progress will be assessed through the use of a grading rubric.**

**1.  Program binder**

Each student will develop a program binder that will serve as a template for program planning and promotion.  The binder should have an organized Table of Contents and sections as determined by each student e.g. by classes or by skills.  Materials and topics will be posted on D2L and will include, but not limited to:

* Program plans and implementation materials
* Marketing and promotion samples – flyers, newsletter articles, etc.
* Logistics and planning checklists
* Program evaluations
* Benchmark a company or organization that promotes worksite wellness and include materials appropriate to employee health.
* Past programs and research in health promotion and wellness
  + - Materials from previous classes
    - Conferences
    - Wellness Meetings
* Current resume
* Planning sheets
* Time logs
* Materials from all programs students were involved in throughout the semester

1. **Participation**

Each student will assume leadership role of at least one project during the semester.  The student(s) will be responsible for all aspects of project development and recruitment of additional student assistance as needed.  A detailed planning guide should be brought to class ***each week*** outlining action steps and timeline.  One point will be deducted from the grade for each week a project planning sheet is not presented.  Each project team will meet a minimum of once a week until completion of their project.  Each project should be complete with file folder of project sheet, activities, marketing fliers, and all other appropriate materials.  Student can choose to add materials from past semester’s projects to aid in developing an understanding of how past events were implemented.

Additionally, students should also volunteer to participate or support activities led by their classmates as needed.  Each student will also lead one wellness meeting developing a meeting an agenda from the notes they have taken in the previous week. This agenda will be distributed no later than two days before each meeting.

**3. Presentation on promising practices in Worksite Wellness**

Each student will prepare a 10-minute presentation on emerging trends in wellness.  Choose a topic area from the list below that especially interests you. Narrow down the topic into a specific focus area.  You should have a topic area chosen by week five.  The final presentations will be given the last three weeks of class.

Presentation guidelines:

* List objectives
* Explain the background and history at start of presentation: This can derive from class discussions, benchmark visit, project assignment or other sources of information that you may already have. Expand the topic in the direction of your interest.
* Provide details on why this is important to the field of worksite wellness.
* How will this promising practice impact your future career.  Draw in personal experience and views in addition to findings on the topic.

**Focus areas:**

* Wellness in Small Business
* Certification/award programs – individual or organizational
* National Organizations – e.g. WELCOA, National Business Group on Health, etc.
* Programming – e.g. Tobacco free worksites, Nutrition, coaching, financial, physical activity
* Incentives/Disincentives

1. **Reflection Paper**

One to two-page reflection paper about your experience with this practicum to include suggestions, concerns, and success stories.

* Overview of programs for the current semester
* Summarize the effectiveness of programs
* Compare and contrast current wellness programs offered at UWSP with other corporate programs.
* Recommend future goals of the employee wellness program
* Usefulness of this experience to career.

**Grading Rubric:**

Students earn a letter grade in HP/W 430, Employee Wellness practicum.  Successful students will demonstrate:

                 Professionalism/collegiality                     Effective presentation skills

                Organizational skills                                      Quality written work

 Effort/attention to detail                          Meeting project timelines

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| --- | --- |
| **Grade** | **Score** |
| A | 94-100 |
| A- | 90 – 93.9 |
| B+ | 87 – 89.9 |
| B | 83 – 86.9 |
| B- | 80 – 82.9 |
| C+ | 77 – 79.9 |
| C | 73 – 76.9 |
| C- | 70 – 72.9 |
| D | 64 – 69.9 |
| F | <64 |

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| --- | --- |
| ***ASSIGNMENTS*** | ***PERCENT*** |
| **Program Binder**   * Current Resume (5) * Binder (15)   + Organization   + Table of Contents   + Appropriate materials | 20 |
| **Participation**   * Program development - (30 points)   + Program Leadership – *15*     - Completion of planning worksheet(s)*10*     - *Tasks*     - *Timeline*     - *Materials*     - *Responsible party(s)*     - *Budget*     - *Marketing*   + Recruitment of help *5*   + Evaluation of activity *5*   + Tracking individual hours (turned in bi-weekly) 5 * Volunteer for other programs (10 points) * Meeting facilitation, agenda development - (5 points) * Original newsletter article development - (5 points) * Attendance at all meetings - (25 points) | 60 |
| **Presentation – National Trends in Worksite Wellness** | 10 |
| **Reflection – must include:**   * Learning outcomes 3 * Thoughts on leadership 3 * Benchmark 4 | 10 |
| **Total** | **100** |