

HWM 315: Resource Management for Wellness Managers

Description:

This course examines the tenants of developing a successful worksite wellness program, introducing key concepts, resources and tools. Students will be introduced to worksite wellness, working with management, creating wellness teams, collecting data, strategic planning, incentives, budgets, legal issues, and creating supportive environments.

Learning Objectives:

1. To define and describe worksite wellness.
2. To identify how WELCOA's 7 Benchmark's can be integrated into worksite wellness.
3. To understand the role of leadership and management in worksite wellness.
4. To describe the strategic planning process in worksite wellness.
5. To decipher how to make critical decisions on worksite wellness programming.
6. To identify environmental changes that can support employee wellness.
7. To explore a special topic of interest in worksite wellness.

Outline:

For assignments and due dates, please see Course Calendar.

- Lesson 1: Introduction to Worksite Wellness
- Lesson 2: Leadership
- Lesson 3: Organizational Behavior and Management Thinking
- Lesson 4: Management and Motivation
- Lesson 5: Wellness Teams and Champions
- Lesson 6: Data Collection
- Lesson 7: Strategic Planning
- Lesson 8: Communication & Marketing
- Lesson 9: Mid-Term Exam
- Lesson 10: Incentives
- Lesson 11: Managing Costs & Resources
- Lesson 12: Legal Issues
- Lesson 13: Supportive Environment
- Lesson 14: Program Evaluation
- Lesson 15: Special Topics Paper & Final Exam

Instructors & Email Contact Information:

(Learn more about your instructors online under Course Information-Instructor Information).

Debra Lafler: dlafler@uwlax.edu 608-335-5007 (call or text)

Jason Horay: jason.horay@uwrf.edu 919-260-0061 (call or text)

Contact Policy:

- Instructors will return your emails, calls or texts, within 24-48 hours.
- For questions about assignments, please email at the beginning of the week, rather than the day the assignment is due, so that the instructor can get back to you in time for you to do your assignment.

Lessons:

- Lessons are opened 1 week prior for viewing.
 - If you need lessons opened earlier than 1 week prior, let instructors know.
- Lessons will include:
 - Readings (online content)
 - Note: There is no textbook for this class.
 - Lecture (commentary from instructors)
 - Assignments:
 - Quizzes
 - Papers (must be written in APA Style)
 - Discussions

Grading:

- NOT KEEPING UP BY LESSON 8: If you are struggling and unable to keep up with the course by Lesson 8, you must contact the instructor(s) and your advisor(s).
- POSTING GRADES: Grades will be posted weekly.
- CURVE: This course is NOT graded on a curve.
- DUE DATES: All assignments are due by **Sunday at 11:59pm Central Standard Time.**
 - All quizzes and folders will be locked after that time.
 - **SPECIAL DUE DATES:**
 - First week of the course (Lesson 1): Syllabus Quiz is due prior to other assignments.
 - **Last week of the course (Lesson 15): Paper & Exam due by FRIDAY at 11:59pm CST.**
- EXTENSIONS: will be provided upon prior written request (prior to the due date).
 - SPRING SEMESTER STUDENTS: There is no SPRING BREAK for this course. If you are expected to be away, notify instructor(s) prior for early access and/or extensions for assignments.
- LATE ASSIGNMENTS: will lose 20% per day late.
- **DISCUSSIONS:**
 - MANDATORY: Participation in discussion is mandatory, and graded.
 - Please see *Discussion Grading Rubric* online for more information.
 - READING POSTS REQUIREMENTS:
 - All discussion posts by instructors must be read by students.
 - All discussion posts by other students should be read by all students.
 - POSTING REQUIREMENTS:
 - You have TWO things to do for discussion:
 1. Your post: You must answer the discussion question or topic.
 2. Your commentary follow-up posts: You must provide a comment to at least 2 other students' posts. (More than 2 is encouraged).

- REPLIES TO QUESTIONS DIRECTED TO YOU:
 - If someone directs a comment or question to you on the discussion board, you MUST reply to their question within 24-48 hours.
- START EARLY IN WEEK: Please aim to do your initial posts as early as possible (ideally, Monday through Thursday) so other students have an opportunity to reply to your posts, and you to theirs (between then and Sunday); and we have a lively discussion for a few days, rather than all posts being done on Sunday.
 - Posts that are consistently late (Saturday, Sunday only) may be deducted by 50 % (example, 5 points => 2.5 points)

GRADING SCALE	PERCENTAGE
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	≤ 59%

Overview of Grading Items	Points
Lesson Quizzes	20 points each
Online Lesson Discussions – Initial Post	5 points each
Online Lesson Discussions – Follow-Up Post 1	5 points each
Online Lesson Discussions – Follow-Up Post 2	5 points each
Papers or Other Turn-In Assignments	20 points each
Mid Term Exam	50 points
Final Exam	100 points

Evaluations

Course evaluations may be provided during and/or after the course, and students are expected to complete them.

HWM Tech Support

HWM Tech Support may be reached for assistance with course access and/or course related software questions. They can be reached by email at: techsupport@learn.uwsa.edu

- Mondays through Thursdays 8:00 a.m. to 9:00 p.m. (US Central time)
- Fridays 8:00 a.m. to 4:30 p.m. (US Central time)
- Sundays 1:00 a.m. to 9:00 p.m. (US Central time)

Or by phone at: 1-877-724-7883

- Seven days per week; 6:00 a.m. to 1:00 a.m. (US Central time)

Please provide your **name**, your **course number**, and the **web address (URL)** you are attempting to access in any emails or calls in addition to a description of your concern.

If you call outside of these hours (except from 2:00 a.m. to 6:00 a.m., when there is no coverage) or during our hours and we are already working with another student, you will reach Tech Support at UW Madison's Department of Information Technology. The staff there does not have access to our courses, so they can offer only general (though often useful) assistance with hardware and software or site access.

Campus Specific Tech Support

Each campus also has tech support for campus functions such as email, registration and grades. However, their hours of availability may be different from the above information.

Here are some contacts for each campus's technical supports:

UW-La Crosse: 608-785-8774 or email helpdesk@uwlax.edu

UW-River Falls: 715-425-3687 or email dots@uwrf.edu

UW-Stevens Point: 715-346-HELP (4357) or email helpdesk@uwsp.edu

UW-Superior: 715-394-8300 or 800-806-2890 or email helpdesk@uwsuper.edu

FAQs

Having trouble logging in?

Make sure you are logging in through HWM's website and not your campus website.

Having trouble getting the class to display the contents?

Do a systems check from the Technical Support toolbar when you log in to do work on your classes.