



**TRINITY VALLEY COMMUNITY COLLEGE
LECTURE COURSE SYLLABUS**

Course Rubric & Title: CHLT 1002.21062 - Personal Prep to Enter Workforce

Instructor Name: Jane Fritz

Office Hours: MW 2-4

Campus: Athens

Office Location: LA 111

Office Phone & Alternate Phone #s: 903-670-2673

TVCC E-mail Address: jane.fritz@tvcc.edu

Electronic communication:

TVCC students are REQUIRED to use either their TVCC Blackboard account or their TVCC email account for all electronic communication. In order to ensure the identity of the student communicating electronically, TVCC faculty will not reply to student communication that is sent through an email account other than their TVCC issued email account or Canvas account.

Course Description:

Overview of wellness theory and its application throughout the life span. Focus is on attitude development, impact of cultural beliefs, and communication of wellness. Includes health behavior theories and approaches to behavior modification.

Course Co- or Pre-Requisites: none

Textbook(s) & ISBN: Please visit the [TVCC bookstore online](#)

Required/Recommended Reading(s): See Instructor

Required Materials: See Instructor

Learning Outcomes:

Define wellness and health promotion; explain personal, social, cultural, nutritional, and environmental components of wellness; correlate concepts of wellness and healthy lifestyle; develop specific health promotion strategies for various populations, including primary, secondary, and tertiary prevention strategies; recognize and respond to beliefs, values, culture, and languages of the population served; and evaluate the success of existing and newly developed health promotion strategies.

Course Requirements:

Completion of assignments, readings and projects set forth by the instructor

Grades: The grade provided at the end of each course is the final course grade that will be transcribed at TVCC.

Students will be graded on:

- Course final exam – instructor designed (generally from the textbook)—20%
- Classroom work, lab, homework and quizzes- from text book or teacher generated.—60%
 - ✓ Daily participation
 - ✓ Attendance
 - ✓ Class written work (writing assignments, workbook assignments, etc.)
 - ✓ Skills practice and demonstrations
 - ✓ Complete all course labs and skills check off
- Instructor will administer periodic exams—“make up tests may not be available”.
- Written practice/Dept. Exit Exam – (provided by TVCC) – 20%

The following grading scale will be utilized:

- **A=Excellent (90-100)**
- **B=Good (80-89)**
- **C=Fair (70-79)**
- **D=Poor (60-69)**
- **F=Failure (below 60)**
- **W=Withdrew (student/ISD initiated drop)**

Note: The students receive the grades they earn. The instructor has the right to assign a grade based on the performance of the student. Attendance and class participation will be taken into consideration when grades are assigned.

Professionalism is a vital part of employment and training. A portion of your course grade is based on “professionalism”. Professionalism is defined as, but is not limited to: respect for others; taking responsibility for commitments (schedules, work, etc.); appropriate use of language; appropriate behaviors; appropriate dress; working as a team with fellow students,

instructors, and community individuals. When you are off campus but wearing your TVCC/student scrubs and name badge, you are representing the college and you are expected to present yourself as a respectful, positive person. Documented reports of unprofessional/inappropriate behaviors, as well as positive and very appropriate reports from clinical site representatives, community members, college personnel, etc. will be considered as a part of the student's professionalism grade. (A documented report is that there is identification of the person making the report about unacceptable professionalism standards and it is put into writing to be shared with the student.) At the discretion of the instructor, a student with a negative professional grade/incident, etc. may be required to report to the TVCC Continuing and Workforce Education Department dean.

Non-Attendance and Financial Aid: If you are receiving financial aid, federal regulations require you to have begun attending the courses for which you are enrolled on or before the census date (e.g., 12th day of each fall and spring semester). Attendance in an online course is verified by substantial participation in the course on or before the census date. TVCC defines substantial participation as logging in to the online course AND completing/participating in at least one requirement of the course. Students documented as "not attending" a course upon the census date are assumed (for financial aid purposes) to have NOT begun attendance for that course, and this may negatively affect financial aid disbursements.

Outline of Course Schedule:

Classroom Policies:

- It is the responsibility of the student to make arrangements for getting missed assignments and for completing missed work or tests. ("Make-ups" are at the discretion of the instructor.)
- Professionalism is a vital part of employment and training. Professionalism is defined as, but is not limited to: respect for others; taking responsibility for commitments (schedules, work, etc.); appropriate use of language; appropriate behaviors; appropriate dress; working as a team with fellow students, instructors, and community individuals. When you are wearing your TVCC/student scrubs and name badge, you are representing the college and you are expected to present yourself as a respectful, positive person

Cheating/Plagiarism:

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include

- (a) Copying from another student's test paper
- (b) Using test materials not authorized by the person administering the test
- (c) Collaborating with or seeking aid from another student during a test without permission from the test administrator
- (d) Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test

- (e) The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test
- (f) Substituting for another student, or permitting another student to substitute for oneself, to take a test, and
- (g) Bringing another person to obtain an un-administered test or information about an un-administered test.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

The student who engages in cheating, plagiarism, or collusion may receive a failing grade on the assignment: or, the student who engages in cheating, plagiarism, or collusion may receive a failing grade in the course.

Drop Policy:

A student may withdraw (drop) from a course and receive a grade of “W” at any time during a given semester subject to the last day to receive a “W” deadline specified in the TVCC schedule or catalog. (Please see information below on Developmental Course policy).

Research Resources:

The student is encouraged to use the TVCC Libraries as research resources for this course. Students can search the TVCC Library Resource Center holdings through the on-line catalog. Electronic library resources provide access to full-text and abstract articles as well as links to a variety of remote research tools. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at TVCC. Students with research questions or questions about library services are encouraged to email their question to lrc@tvcc.edu.

Technology Resources/Access:

Each student, employee, or guest with an information technology (IT) account shall be responsible for all use of the account. All accounts shall be for use by a single individual – the person for whom the account was approved or assigned. This includes e-Course accounts as well as TVCC issued email accounts. Sharing or loaning accounts is strictly prohibited and violates TVCC Board Policy CT (LOCAL).

Student's Responsibility:

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the rules, policies, regulations, and ethical standards of Trinity Valley Community College as contained in the current catalog and schedule of classes.

Affirmative Action:

TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973 (Section 503,504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; and Executive Orders 11246 and 11758.

AMERICANS WITH DISABILITIES ACT (ADA)

Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs. The passage of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 requires that the college make certain special arrangements for students with disabilities such as moving classes to accessible locations when necessary, allowing the use of tape recorders, sign language interpreters, or other educational auxiliary aids, making special test arrangements, and other accommodations. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the college and request accommodations.

Students with disabilities who wish to request accommodations should notify the Guidance Services Office on their campus. In accordance with federal law, a student requesting accommodations must provide documentation of his/her disability to the Disability Services counselor.

For more information, please visit the Guidance Service Office on your campus or contact Diane Milner at 903-675-6310 or email dmilner@tvcc.edu. For additional information, please visit:

<http://www.tvcc.edu/guidance/studentswithdisabilities.aspx>.

Student Evaluation of Courses/Faculty:

Evaluation is an important component in promoting continuous improvement, enhancing student learning, and achieving excellence in the educational process. Therefore, TVCC administers student course evaluations every semester. Students are encouraged to complete the course evaluations for all of their courses through the student Cardinal Connection portal. Notification of evaluation availability will be made to all students through the TVCC email accounts.

When completing the evaluation, students will rate the course by responding to the following prompts:

- The instructor relates the importance of the subject matter to real life.
- The instructor is very knowledgeable of the subject matter.
- The instructor encourages questions and discussions from students.
- The instructor makes class requirements clear.
- The instructor gives class assignments (tests, projects, presentations, etc.) that measure what was covered.
- The instructor's teaching methods are effective in helping me learn.
- The instructor expects students to take responsibility for their learning.
- The instructor establishes a climate of respect.
- The instructor is well organized and prepared for each class.
- The instructor is available to me on matters pertaining to the class.
- The instructor is reliable in meeting class (leave blank for online courses).
- The instructor normally starts class on time (leave blank for online courses).
- The instructor has challenged me to think.

Title IX of the Education Amendments:

TVCC prohibits discrimination, including sexual harassment and retaliation, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or the Title IX Coordinator. TVCC has designated the Director of Human Resources/Title IX Coordinator as the individual who is responsible for coordinating its efforts to comply with Title IX of the Education Amendments of 1972, as amended. Contact information is:

Director of Human Resource/Title IX Coordinator
Office Phone: 903-675-6215

