Course Syllabus
MGMT 3812-M50 – Managing Employee Wellness
Fall Semester, 2018
3.0 Credit Hours

Instructor: Dr. Kathy A. Tuberville, Management Department, Director, Avron B. Fogelman Professional Development Center
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Office: FCBE 315, alternate location is FCBE 272 in the Professional Development Center
LinkedIn: Dr. Kathy Tuberville

Email is the best way to contact me—please try that method first!

Office Hours: Mondays, 2:00-4:30, Tuesdays, 3:45-4:15, all others by appointment.

Course Overview:
Overview of employee wellness programs, their impact on employee retention, productivity, healthcare costs, and other critical organizational outcomes; emphasis on the importance of personal health, legal and human behavior issues of employee wellness program implementation, and the development of an organizational culture of health.

Pre-Requisites/Co-Requisites:
There are no course pre-requisites to enrolling in this course.

Required Texts (and Related Materials):

Accompanying websites: www.nolo.com (general website)
Recommended Texts (and Related Materials):

Check eCourseware frequently for updates. Many reading assignments as well as project updates will be posted during the semester. Check for additional readings.

Helpful Websites:
- Society for Human Resource Management (opens in new window, same for all below)
- Center for Disease Control
- Choose My Plate
- Memphis Business Group on Health
- Healthy Common Table Alliance
- Spark People (Health and Fitness)
- Affordable Healthcare Act
- WebMD
- Tennessee County Rankings For Health

Location of Course Materials

All course materials are located within eCourseware by section. Please review the sections for weekly modules, course PowerPoint, and course resources. Read the Getting Started section first.

Course Objectives

After completing the course, students will be able to:
- Design and implement a personal health and wellness program that addresses the main areas of exercise and dietary-related health and wellness.
- Understand the psychological, financial, and health/wellness value of lifestyle and non-diet based nutritional interventions in business organizations.
- Analyze, evaluate, and develop the key components of organizational wellness promotion strategies. These components include health and wellness risk factors, costs, and drivers; wellness culture and health assessment; organizational wellness policies and programs; and individual/self-engagement, motivation, and behavior change.
- Understand how wellness programs can be used to enhance HR recruiting and retention efforts.
- Understand the legal and employee relations issues involved in wellness program design and implementation.
- Understand the “business side” of wellness in terms of costs, social responsibility, employee morale, and long-term organizational well-being.
- Understand the importance of developing a “culture” of health in today’s organizations.
Fogelman College: Learning Outcomes for Your Degree

This course is designed to help you to meet the overall learning objectives for the BBA degree offered by the Fogelman College. You should take the time to become familiar with the overall learning objectives as a student in the BBA degree program.

Graduates will:

• be effective communicators.
• demonstrate critical thinking skills.
• be knowledgeable about ethical factors in the business environment.
• be knowledgeable about the global business environment.
• be proficient users of business presentation and analysis technology.

BBA Program Outcomes (opens in new window)

Course Methodology

This course is designed to provide students with an overview of the importance of Employee Wellness programs in today’s organizations. Organizations can build competitive advantage by improving the health and wellness of their employees. Current research shows that health, work behavior, and the value of human capital are linked and, moreover, that developing healthier employees results in a more productive workforce. This course is designed to introduce undergraduate students to the scientific study and practice of (a) managing personal health and wellness, and (b) managing organizational health and wellness programs in business organizations.

Professor’s Expectations of Students

In general, you should assist the instructor in creating a positive, supportive environment for learning by staying engaged in the course and actively participating in all course requirements.

My expectations for students in this online course include the following. Specifically, I expect that:

a) As an online student, I expect you will commit the necessary time (often significantly more than an on-ground course) to stay current in the course. By doing so, your potential for success is much higher. This step includes reading the syllabus and Assignment Summary carefully, printing out the syllabus and the course schedule, and reviewing the course content found in the modules.

b) You will demonstrate critical thinking in the assignments.

c) You will positively participate in class discussion board activities.
This course is largely based on written assessments in papers and projects. I expect that you will use the course resources such as Sample Papers and the APA resource links to help you prepare your papers.

You will submit assignments on time—barring an emergency or illness, late papers are not accepted. If you have a valid problem, please contact me individually.

You will review the electronic feedback provided for papers in Grademark so that you can enhance your papers throughout the course.

You will let me know what you do not understand AFTER you have thoroughly read the instructions for the assignments.

I expect that you review, edit, and proof your work prior to submitting.

**Student's Expectations of the Professor**

In my role as your instructor, there are certain things you can expect from me during the course.

Additionally, what can you expect from me?

**a)** If I have not returned an email within 24 hours, I did not receive your email. Please check the address and re-send your message.

**b)** You can expect me to grade thoroughly and provide feedback online on your papers to help you improve your grades on upcoming papers.

**c)** You can also expect me to be available to help you—however I need to hear from you as to the type of help you may need. I need clear questions in your emails—please be sure to identify the course information carefully.

**d)** Fairness to all students in the course will be incorporated into the assignments and activities.

**Grading and Evaluation Criteria**

Over the semester, you will have a variety of opportunities to earn points towards your final (overall) letter grade in this course. This section of the syllabus describes the assessed work you will be doing and how overall (final) letter grades will be computed.

**Final Course Grades**

Final course grades are earned according to the following table:

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Assigned Grade</th>
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</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>Under 60%</td>
<td>F</td>
</tr>
</tbody>
</table>
Your overall grade for the semester is based on how well you perform on a mixture of formal activities including discussions, quizzes and projects. A detailed description of each of the assessed activities can be found after the scoring summary table below.

**Summary of Graded Activities**

Points earned on the assessed activities will be distributed as follows:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Project</td>
<td>150</td>
</tr>
<tr>
<td>Articles (2 @ 75 pts each)</td>
<td>150</td>
</tr>
<tr>
<td>Quizzes (10 @ 10 pts each)</td>
<td>100</td>
</tr>
<tr>
<td>Individual Project</td>
<td>100</td>
</tr>
<tr>
<td>Discussion Board Assignments (3 @ 35 pts each)</td>
<td>105</td>
</tr>
<tr>
<td>MidTerm Exam</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>855</strong></td>
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</tbody>
</table>

**Course Topics**

- Wellness in organizations
- Health and Benefits Programs
- Healthy Lifestyles for employees
- Health and Wellness Risk Factors
- Legal and Employee Relations Issues (involving health)
- Costs and Social Responsibility of Implementing Effective Wellness Programs
- Encouraging a “culture” of health within organizations
- Success factors for implementing a wellness program within an organization

**List of Formal Assessed Activities**

**Article Synopsis** – The written Article Synopsis assignments (2) will be based on two recent publications related employee wellness. An outline is posted in eCourseware. **75 points each.**

**Employee Wellness Team Project**—Human Resource professionals have to collaborate on best practices for success within their field. This project is designed for you to work with a team in order to explore one of the many Employee Wellness trends occurring in the industry. The class will develop a Wellness Fair that will be offered in the FCBE atrium for other students. This project was well-received by previous students and provided a strong experiential learning experience. The instructor will distribute specific project information in class. This virtual
health fair will be submitted to the class via a discussion board for all students to review and provide feedback.  **150 points.**

**Individual Project**

The student will submit a written Employee Wellness report at the end of the semester. Project guidelines will be provided in class. The project is worth a maximum of **100 points.** You should begin this project with the Health Assessment at the beginning of the semester and incorporate changes you make during the semester. In addition, this project includes a review of an existing company’s wellness program and your recommendations for enhancement regarding employee wellness options. **100 points.**

**Discussion Board Assignments:** There will be 3 discussion board assignments during the semester. The goal is for you to interact with your classmates on course discussion topics. You will post an individual post as well as respond to your group members. **Total of 105 points.**

**Schedule of Activities**

For a complete semester schedule of readings, activities, and due dates for assignments, please refer to the “Semester Calendar” that can be found in the online course area under “Getting Started”. The schedule of schedule of activities is also **attached at the end of this syllabus.**

**Final Exam Schedule**

The final exam for this class will be scheduled according to the Registrar’s academic calendar website (opens in new window). The final exam for this class will be open as specified in the quiz section of the course.

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**Course Policies**

**E-MAIL**

All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account. Any inability to receive incoming mail in a timely fashion (e.g., not regularly checking your email, having a “full mailbox” condition, etc.) is the student’s responsibility.
Attendance

In an online environment, attendance is based upon participation in the course. Please be sure to check carefully for discussion boards, announcements, and assignments in the course.

Adding / Dropping

If you have questions about adding or dropping classes, please refer to this page on the Registrar’s website (opens in new window).

Academic Integrity

The University of Memphis has clear codes regarding cheating and classroom misconduct. If interested, you may refer to the Student Handbook section on academic misconduct for a discussion of these codes. Note that using a “Solutions Manual” is considered cheating. Should your professor have evidence that using a “Solutions Manual” has occurred, he/she may take steps as described on the campus’ Office of Student Conduct website (opens in new window).

If you have any questions about academic integrity or plagiarism, you are strongly encouraged to review the Fogelman College's Website on Academic Integrity (opens in new window).

Participation

To be successful in this course as a student, you must stay active and involved throughout the entire semester. Students are expected participate in all interactive aspects of the course. You should also regularly communicate with the instructor as part of your overall learning experience, check into the course frequently for announcements (usually on the course home page), and actively participate in threaded discussion events (both formal and informal). You should plan on logging into the course at least three times each week.

Classroom or Online Behavior

All participants in the course should be considerate of the other course participants and treat them (as well as their opinions) with respect. The class will operate under the assumption that any and all feedback offered is positive in nature and that the intentions of the person(s) providing feedback are strictly honorable. Insensitivity in this area will not be tolerated. If you have any questions about online communication, you should review the Fogelman College's Netiquette website (opens in new window).
Late Assignments

Late assignments cannot be submitted unless it has been approved by the instructor. As normal policy, I do not accept late assignments so please be sure to stay on top of the course schedule. If you have a legitimate emergency (death in your family, serious illness, etc.), then contact me and I will work with you on a case-by-case basis. Forgetting to check the syllabus for details is not a legitimate emergency.

Extra Credit

Students may earn up to 40 points of extra credit by participating in approved professional development opportunities. These include:

- FCBE Internship Fair – 9/13, 2:30 – 5:00, see requirements
- Professionalism First! – 10/26
- SHRM Student Chapter meetings – Monthly, see calendar in Professional Development section
- Other approved events posted in the course

Other options will be announced during the semester. You will turn in your extra credit by November 25 for review and potential credit. The Extra Credit Summary will be posted on the course page in eCourseware. Download the form from the course webpage and keep track of your activities as you complete each activity.

Reporting Illness or Absence

Due dates and deadlines have been established for each graded assignment. In this course, deadlines are taken very seriously. Please do not wait until the last day to submit assignments or to take quizzes and exams. If an emergency should arise, it is the student’s responsibility to contact the instructor prior to the deadline to discuss the matter. A deadline extension will be considered only if all of the following conditions are met:
(1) Extreme emergency and (2) Instructor contacted prior to the due date.

Inclement Weather

In the event that inclement weather requires the cancellation of classes at The University of Memphis, local radio and television media will be immediately notified. Additionally, The University of Memphis has established an Inclement Weather Hotline at 678-0888 as well as TigerText (opens in new window), an emergency alert text messaging service to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather. Additional information on TigerText (opens in new window).
Syllabus Changes

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

*Syllabus or course changes will be announced in the Content Section on eCourseware.*

Student Services

Please access the [FCBE Student Services (opens in new window)] page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance

Career Resources

**FCBE Academic Internship Credit**: In FCBE, all majors offer an academic internship course option as a substitution for a required elective in a student’s major. To apply for academic credit, students must obtain an internship highly related to their major, register prior to the start of their internship and have their internship approved by departmental internship faculty. To review the requirements for applying for academic credit, visit [http://www.memphis.edu/professional/internships/academic_credit.php](http://www.memphis.edu/professional/internships/academic_credit.php) Students should allow approximately two weeks for the review and processing of an academic internship application through the Fogelman Internship Network.

**Complete Professional Program**

Students are encouraged to participate in the Complete Professional Program in preparation for internships and early entry talent jobs. To learn more about the Complete Professional Program, contact Professional@memphis.edu. Extra credit may be given for students who participate in this program.
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<thead>
<tr>
<th>Date</th>
<th>Chapters</th>
<th>Chapter Topic</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>1</td>
<td>The Rationale for Employee Wellness Programs</td>
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<tr>
<td>Aug 27- Sept 2</td>
<td></td>
<td>Introduction to employee wellness.</td>
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<td>Guest Speaker</td>
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<td></td>
<td></td>
<td>Work on Module One activities for this week and submit discussion board and</td>
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<td>quiz next week.</td>
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<td>This week submit your Online Health Assessment in the dropbox. The assessment</td>
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<td>is located in the Course Resources section.</td>
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<tr>
<td><strong>Week 2</strong></td>
<td>2</td>
<td>Successful Wellness Programs, Guest Speaker</td>
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<tr>
<td>Sept 3- Sept 9</td>
<td></td>
<td>Discussion Board #1 – Due Sunday, 9/9/18</td>
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<td>Quiz #1- Due Sunday, 9/9/18</td>
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<tr>
<td><strong>Week 3</strong></td>
<td>3</td>
<td>Legal Issues For Wellness Programs</td>
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<tr>
<td>Sept 10- Sept 16</td>
<td></td>
<td>Guest Speaker</td>
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<td>Article Synopsis #1 Due, 11:59 pm Sunday 9/16/18</td>
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<td>Quiz #2- Due Sunday, 9/16/18</td>
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<td><strong>Week 4</strong></td>
<td>4</td>
<td>The Successful Components Of A Wellness Plan</td>
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<td>Sept 18- Sept 23</td>
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<td>Successful Components of a Wellness Plan</td>
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<td>Guest Speaker</td>
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<td>Quiz# 3- Due Sunday, 9/23/18</td>
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<tr>
<td><strong>Week 5</strong></td>
<td>5</td>
<td>Launching A Successful Program</td>
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<td>Sept 24- Sept 30</td>
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<td>Discussion Board # 2- Due Sunday, 9/30/18</td>
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<td>Quiz # 4- Due Sunday, 9/30/18</td>
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<tr>
<td><strong>Week 6</strong></td>
<td>6, 12</td>
<td>Disease Prevention and Obesity</td>
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<td>Oct 1- Oct 7</td>
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<td>Guest Speaker</td>
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<td>Quiz# 5- Due Sunday, 10/7/18</td>
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<tr>
<td><strong>Week 7</strong></td>
<td>7</td>
<td>Healthy Eating and Nutrition</td>
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<td>Oct 8- Oct 14</td>
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<td>Midterm- Sunday, 10/14/18</td>
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<tr>
<td><strong>Week 8</strong></td>
<td>9</td>
<td>Fall Break and Classes, Oct 15-21</td>
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<tr>
<td>Date</td>
<td>Chapters</td>
<td>Chapter Topic</td>
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<td>-------------------------------------------------------------------------------</td>
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</tbody>
</table>
| **Week 8**    |          | **Fall Break—10/15-16**  
Classes meet the remainder of the week  
Stress in The Workplace, Guest Speaker  
Chapter 9  
Quiz # 6 – 10/21/2018 |
| Oct 15, 16    |          | octave-21  
Class meet the remainder of the week  
Stress in The Workplace, Guest Speaker  
Chapter 9  
Quiz # 6 – 10/21/2018 |
| **Week 9**    | 8        | Fitness and Exercise  
Article Synopsis #2 Due, 11:59 pm Sunday, 10/28/18  
Quiz #7 |
| Oct 22- Oct 28|          | octave-28  
Class meet the remainder of the week  
Stress in The Workplace, Guest Speaker  
Chapter 9  
Quiz # 6 – 10/21/2018 |
| **Structuring An Employee Wellness Program** | 14 | Domestic Violence Comes to The Workplace  
Discussion Board # 3- Due Sunday, 11/4/18  
Quiz # 8- Due Sunday, 11/4/18  
Begin Virtual Wellness Fair Project  
Begin Individual Project |
| **Week 10**   | 14       | Domestic Violence Comes to The Workplace  
Discussion Board # 3- Due Sunday, 11/4/18  
Quiz # 8- Due Sunday, 11/4/18  
Begin Virtual Wellness Fair Project  
Begin Individual Project |
| Oct 29- Nov 4 |          | octave-4  
Class meet the remainder of the week  
Stress in The Workplace, Guest Speaker  
Chapter 9  
Quiz # 6 – 10/21/2018 |
| **Week 11**   | 10, 11   | Issues with Tobacco, Special Concerns for Emotional Health  
The Addicted Worker  
Mental Health Awareness  
Quiz # 9- Due no later than 11/11/18  
Continue work on individual and team projects |
| Nov 5- Nov 11 |          | octave-11  
Class meet the remainder of the week  
Stress in The Workplace, Guest Speaker  
Chapter 9  
Quiz # 6 – 10/21/2018 |
| **Assessing The Outcomes of An Employee Wellness Program** | 13 | Chronic Disease - Workplace Policies for Wellness Programs  
Quiz # 10-- Due no later than 11/18/18  (final weekly quiz in course)  
Continue team and individual projects |
| **Week 12**   | 13       | Chronic Disease - Workplace Policies for Wellness Programs  
Quiz # 10-- Due no later than 11/18/18  (final weekly quiz in course)  
Continue team and individual projects |
| Nov 12- Nov 18|          | octave-18  
Class meet the remainder of the week  
Stress in The Workplace, Guest Speaker  
Chapter 9  
Quiz # 6 – 10/21/2018 |
| **Week 13**   |          | Enjoy your Thanksgiving Break!—Thanksgiving Break Thursday and Sunday  
Virtual Team Project and Individual Project Work |
| Nov 19- Nov 25|          | octave-25  
Class meet the remainder of the week  
Stress in The Workplace, Guest Speaker  
Chapter 9  
Quiz # 6 – 10/21/2018 |
| **Week 14**   | 14, 15   | Workplace Policies for Wellness Programs  
Special Issues in Wellness Programs  
Choosing Health Benefits  
Individual Project Due- Due no later than 12/1/18—
dropbox will open on November 18 if you want to post earlier.  You can post early but not late! |
| Nov 26- Dec 2 |          | octave-22  
Class meet the remainder of the week  
Stress in The Workplace, Guest Speaker  
Chapter 9  
Quiz # 6 – 10/21/2018 |
| **Week 15**   |          | Course wrap-up, review for exams:  
Virtual Fair project must be posted for viewing on Nov 28, 11:59 pm and all teams must review the other teams by Dec 6 |
| Dec 3- Dec 6  |          | octave-6  
Class meet the remainder of the week  
Stress in The Workplace, Guest Speaker  
Chapter 9  
Quiz # 6 – 10/21/2018 |
<table>
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<tr>
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<th>Chapter Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>You can post your Team Project early if you would like to do so, but not after Nov 28 so that other teams can review your work.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Virtual Wellness Fair Competition Project</strong>&lt;br&gt;<strong>Wednesday, November 28th by 11:59 p.m.</strong>&lt;br&gt;<strong>You will submit Team Feedback forms in the dropbox. You will do one form per team.</strong></td>
</tr>
<tr>
<td>Exam Period</td>
<td></td>
<td><strong>Employee Wellness Final Exam</strong>&lt;br&gt;<strong>Opens Monday, Dec 10th and Closes at 11:59pm on Wednesday, Dec 12th</strong></td>
</tr>
<tr>
<td>Fri, Dec 7th- Th, Dec 13th</td>
<td></td>
<td>If your team grade on the Wellness Fair is 90%, your team members are all exempt from the Final Exam</td>
</tr>
</tbody>
</table>