Welcome to HLTH 103: Personal Health!

My name is Mrs. Aimee Shea,* and I will be your instructor this semester. I am very passionate about health and wellness (and teaching!), and I look forward to a great semester.

Please note: In order to gain a true understanding of and appreciation for the subjects of Health and Wellness, we will be covering some sensitive topics. You will be asked to share your feelings about a variety of topics including personal fitness, body image, nutrition, emotional health, and sexual relationships. If you are uncomfortable with such topics, you may wish to reconsider taking this course.

Please read this document in its entirety as it provides instructions for your first discussion board assignment and practice quiz.

**IMPORTANT:** You will not have access to the discussion board or quiz until I have opened the course via Desire 2 Learn (D2L) on October 16th, 2017.

*In case you were wondering, I am comfortable with you addressing me as Mrs./Ms. Shea, or Professor Shea. I only ask that you do NOT address me as Dr. Shea, as I do not have a PhD. (Once you have access to the course, you will find out more about me in the Introduction Discussion Board.)*

**Required Textbook & Materials**


**General Course Requirements and Expectations**

This course is an abbreviated 8-week version of the normal 16-week version. Common sense dictates that we will need to go very quickly in order to cover all the requisite materials. None of the material is “hard”, but there will be quite a bit of reading and class assignments accomplished in a short period of time. In other words, we will be progressing twice as fast as normal. I really need to emphasize the importance of staying on schedule.

This is a three-credit course, which would normally constitute three hours of meeting time per week in a classroom. As this is an online course, we will not be meeting face-to-face, so this engagement requirement will be reproduced by the following activities: postings on the discussion boards; reviewing posted PowerPoint presentations and textbook chapters; and completing exams, quizzes, and all other assignments at my discretion.
IMPORTANT: This is not a self-paced or correspondence-like course. You will be required - and given points based upon your performance – to complete the weekly tasks. **You should expect to spend a between six to eight hours a week studying for this course and should check into the course and your course email at least every other day.**

Exams and quizzes must be taken using the LockDown Browser, and you must complete them independently. They will NOT be proctored. However, as the instructor, if I suspect cheating or unethical behaviors, I reserve the right to resort to proctored assessments, meaning you will have to travel to a pre-selected site to complete quizzes/exams. Also, you are NOT allowed to use any materials while taking the exams and quizzes. Please refer to the syllabus for more details (due dates, expectations, etc.).

**Technology Requirements**

The University of South Dakota has established minimum technology requirements for participation in online courses. These are outlined under the “Technology Support and Requirements” section in the CDE Online Orientation document (http://www.usd.edu/continuing-and-distance-education/upload/Online-Orientation-Guide.pdf).

IMPORTANT: All students should have access to Microsoft Word and PowerPoint 2010 (or more recent versions) to use for completion and submission of assignments. Additionally, the instructor may use the comment and proofing features in Word to provide feedback within the assignments. More information can also be found on the Office 365 Student Advantage Page in the my Portal: https://portal.usd.edu/technology/downloads/student/office-365.cfm.

**Getting Started**

First, you will want to access the course in Desire2Learn (D2L). This can be done via the USD student portal, http://my.usd.edu, or directly via https://d2l.sdbor.edu. The course should be listed in under “My Courses.”

IMPORTANT: You will not be able to access the course until the start date listed in WebAdvisor (October 16th, 2017).

Next, you should familiarize yourself with the CDE Online Orientation, which can be found in the Getting Started widget on the top left of the course homepage. It contains important information on accessing USD’s resources online.

Once in the course, you should do the following:

**HLTH 103 TO DO List**

- Read through the documents in the “Getting Started” box on the top, left-hand side of the course homepage. Check out the “News” section in the middle of the course homepage – please pay attention to weekly News updates throughout the semester. Lastly, be sure to use the “Calendar” section on the left-hand side to keep up-to-date on when assignments are due.

- Orient yourself to the course components by clicking on the following links in the black Navigation bar: Content (where all course materials are located), Assessments (where you will find links to the Grades and Quizzes/Exams), Communications (where you will find the link to the Discussion Boards), and Resources (where you will find the Classlist, which is how you can email me or your classmates through D2L).
☐ Download LockDown Browser, which is needed in order to take quizzes/exams. Download the free software using this link: http://www.respondus.com/lockdown/information.pl?ID=579736524

☐ After reading through the syllabus in its entirety, take the practice quiz under Assessments/Quizzes.

   NOTE: You will not be able to take the quiz without first downloading LockDown Browser.

   • The practice quiz is an ungraded assignment that will give you the chance to ensure you have downloaded LockDown Browser correctly.
   • It will be available until Friday, October 20th at 11:55 pm - Central time

☐ Post your introduction in the “Introductions” discussion board. Click on the Communications/Discuss link for guidelines for your introduction.

   o Your introduction is due Thursday, October 19th by 11:55 pm - Central time.
   o Your 2 follow-up posts are due Sunday, October 22nd by 11:55 pm - Central time.
   o Please review your syllabus for more details on expectations for discussion board postings.
     There is also a grading rubric posted under the Content tab.

☐ Lastly, after studying Chapter 1 and the accompanying materials posted under Content, take Quiz #1.

   o Remember that you must use LockDown Browser to take the quiz.
   o Quiz #1 is due on Sunday, October 22nd by 11:55pm - central time.

Contacting Me

My contact information is listed at the top of this document. The best way to contact me is via D2L course email (amshea@d2l.sdbor.edu). To do so, just click on my name in the Classlist tool on D2L (this is under the Resources tab in the black Navigation bar). I will do my utmost to respond to your requests within twenty-four (24) hours on weekdays and forty-eight (48) hours on weekends or holidays.

Note: please do not use the pager tool to contact me.

I’m looking forward to a great semester. Please email me within the first week of class if you have any issues or concerns.