

HPF 277: STRESS MANAGEMENT (2 credit hours) 17FL (15 weeks) Syllabus

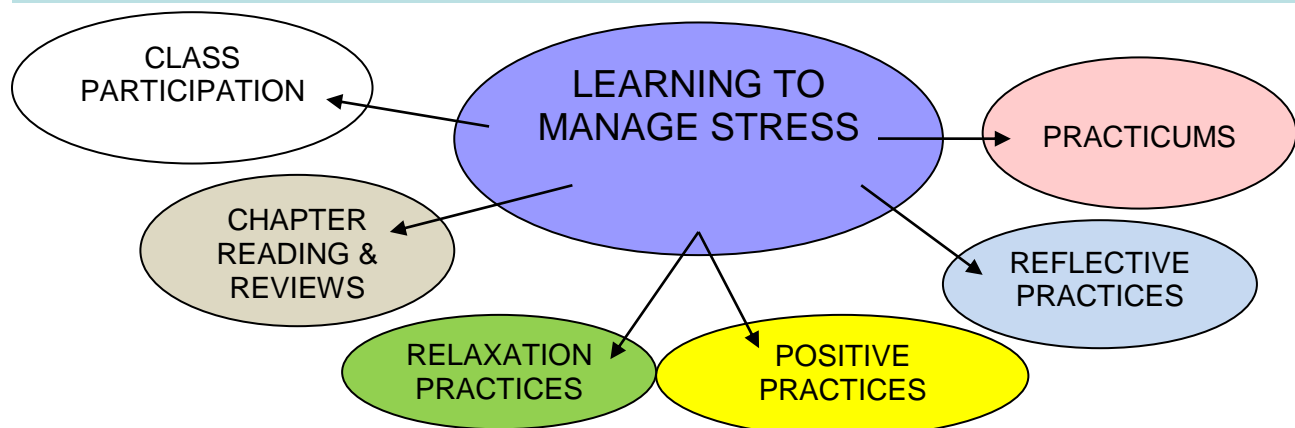
Instructor: Ms. Mudge

Required Text: "Essentials of Managing Stress" Brian Luke Seward, 4th Ed., © 2017

Course Description: Examine current information and techniques related to stress management. Students learn basic concepts and skills related to the holistic management of stress. *Prerequisite: ENG 085**

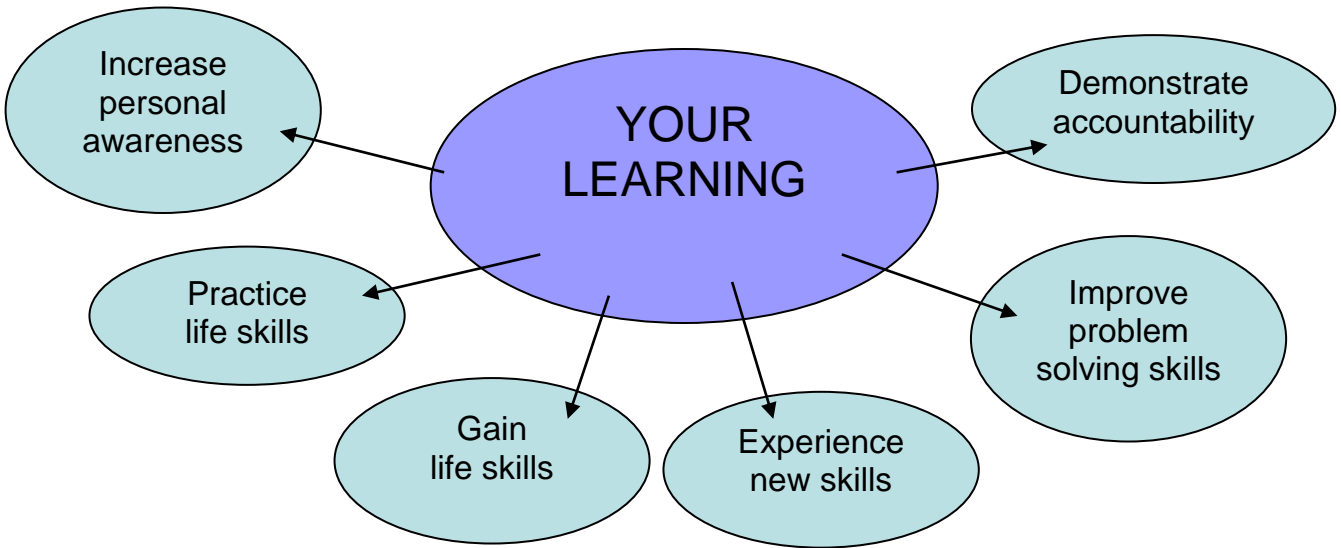
Overview: This course provides students with a holistic approach to health focusing on competencies to manage stress. Students learn the relationship between lifestyle and health. Through the reflective use of specific skills, tools, and new knowledge, students will have an increased opportunity to enhance their lives and the lives of those around them. **Prerequisite: ENG 085**

HPF 277 Components



Course Objectives

- 1) To improve one's personal knowledge of the holistic management of stress.
- 2) To increase awareness of the impact of choices on mental, emotional and physical wellbeing.
- 3) To motivate students to assume a greater sense of personal responsibility.
- 4) To work in groups and understand basic human relationships.
- 5) To promote problem solving skills.
- 6) To complete all related assessments both written and oral.



Class Format: Each class will include:

- Stress Management techniques such as forms of relaxation
- Problem solving activities
- Basic stress management concepts
- Coping skills and/or processing techniques

HPF 277: STRESS MANAGEMENT Course Grading

KEYS TO YOUR SUCCESS	
Reading Reflections - 23 @ 10 pts.	230 pts.
Participation in class activities – varied; 15 @ 21 pts.	315 pts.
Weekly Journals – 11 @ 20 pts.	220 pts.
Stress Self Assessments - 2 @ 40 pts.	80 pts.
Practicums – 2 @ 40 pts.	80 pts.
Final Reflection (65) and Evaluation (10)	75 pts.
Total points available:	<u>1000 pts.</u>

<h3>Grading</h3>										
GP	Points	%	GP	Points	%	GP	Points	%		
4.0	1000-940	94–100%	2.5	832-784	78-83%	1.0	685-637	64-68%		
3.5	939-880	88-93%	2.0	783-735	73-77%	0.5	636-588	59-63%		
3.0	879-833	83-87%	1.5	734-686	69-73%	0.0	< 588	< 58%		

Note: Save this syllabus and all returned assignments until you have received your final grade. Any disputes over the final grade need to be addressed within four weeks of the end of class.

I - Incomplete:

The JC Incomplete Grade Policy can be found at the following address on the JC website:

<http://www.jccmi.edu/policies/Academics/Policies/1003.pdf>

In brief: Students may receive an "I" if, at least 90 percent (or as otherwise designated within the course syllabus), of the coursework is completed with an average grade of 2.0 to meet the objectives as specified in the course syllabus. The course objectives are to be satisfactorily completed during the next semester or within a shorter period of time as determined by the instructor. The instructor and student shall work together to determine when the work is to be completed taking into consideration any extenuating circumstances which may cause the one semester to be extended; however, a due date is required and may not exceed one year. If the student does not complete the course within the designated period, the Registrar will replace the "I" grade with the earned grade as originally assigned by the instructor on the Incomplete Grade form after one year.

The grade of "I" is not awarded to students who did not attend, or seldom attended, or to those who simply are not pleased with their final grades. Students receiving an "I" submit only the remaining work that had not been completed at the end of the semester. Students do not redo work that had already been graded or reregister for the course.

PLEASE NOTE: ATTENDANCE, PARTICIPATION AND COMMUNICATION ARE EXPECTED.

- Participations Points are awarded for participation in class activities and discussions.
- Tardiness or early departure may result in the loss of Participation Points.
- **After two absences, your grade will be deducted by 0.5 for each additional absence.** (Example: 3.5 will be lowered to 3.0 on the third absence, to a 2.5 on the fourth absence, etc.)
- 5 classes or more missed for any reason, no grade above a 1.00 will be given.
- **Practicums** and the **Final Reflections** require preparation prior to class.

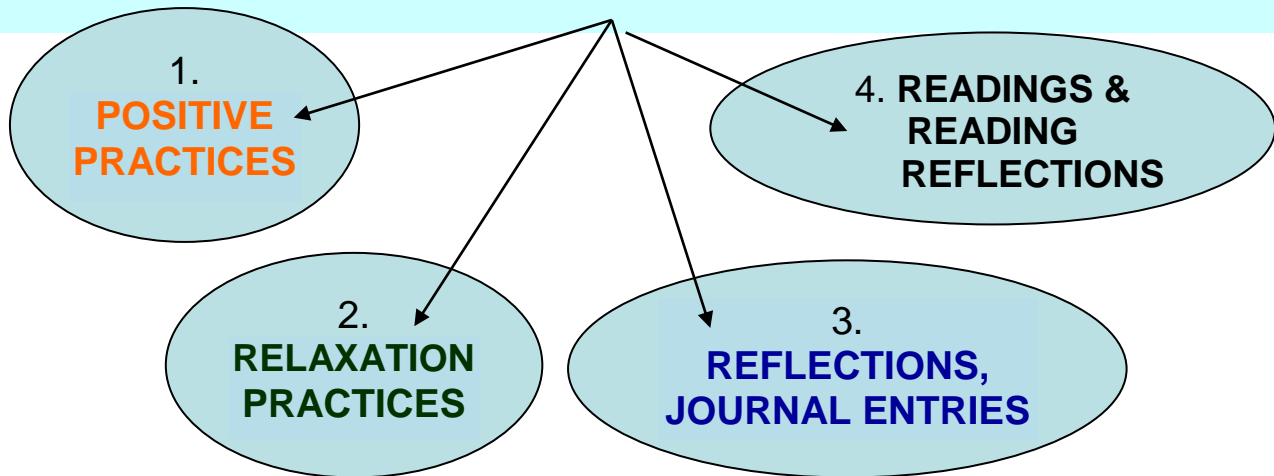
Failure to come prepared for these in-class activities will result in up to a 50% reduction of any grade earned. The Worksheets and relevant information are provided during class.

HELP

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Center for Student Success at 517-796-8415 as soon as possible to set up a meeting to ensure that such accommodations are implemented in a timely fashion. It is the responsibility of the student to self-report needed accommodations to the CSS.

**HPF 277: Stress Management
Assignments & Responsibilities**

ASSIGNMENTS



HPF 277 is a 2 credit hour course. For each classroom hour, 2 hours of study (minimum) should be undertaken. Thus for a given course, double the weekly classroom hours should be set aside for studying, reading and engaging in course related activities.

Weekly assignments include:

1. Textbook reading and Reviews based on the reading (and class material)
2. Relaxation Practices
3. Positive Practices
4. Reflections: Stress Assessments, Journal Entries, and Final Reflections.

All assignments are due on or before the due date given on the course schedule. There will be no exceptions to these deadlines. If you know you will be absent, please give your work to another student to turn-in for you.

1) WEEKLY READING ASSIGNMENT and READING REPORT

Each week there is a reading assignment (refer to the timetable).

For each chapter, list numerically and discuss two concepts or points of interest from the materials. Discuss the concepts and why they were of significance for you as follows:

Each comment (a and b) should be 2 sentences minimum:

- Define the concept: describe, define or summarize the concept and how you understood it in your own words. In other words, share what you learned.

- Discuss how this concept applies to you, personally: two sentences (or more) providing your thoughts about the concept and/or how it might apply to you. ('I found the stages of grief interesting.' will get no points.) **You may discuss inconsistencies/ disagreements you have with the information.**

2) RELAXATION PRACTICES

Each week, a relaxation practice is assigned. You will be introduced to techniques in the class. This practice should be used multiple times each week as part of your Stress Management program – daily would be ideal.

3) POSITIVE PRACTICES

Positive Practices are designed to impact your life on a number of levels: to promote and develop a positive mental attitude, to improve optimism and to encourage a conscious life design. Each set of activities is designed to provide you with a variety of ways of looking at how you think or offering daily practices for creating a positive mental attitude. At the end of the week, you will reflect on the impact of the practice and write about it in your journal. Once the week is over, you may choose to maintain the practice or let it go.

The basic idea is that you choose one option from those offered each week and practice it frequently during that time, observing your responses.

4) REFLECTIONS: STRESS SELF ASSESSMENTS, JOURNAL ENTRIES

Stress Self Assessments: At the beginning and near the end of the course, there is an extensive self-assessment to be completed and reflected on, regarding symptoms and coping strategies.

Journal Entries are described in the addendum under "*Journal Writing: General Comments*". During many weeks, you will be reflecting on your stress management practices and learning, writing your thoughts in a journal. Please read "*Journal Writing General Comments*" for a further explanation of how to write your Journal entries. **These may be typed or handwritten and handed in at the beginning of class when due. Late Journal Entries are not accepted.**

The JOURNAL ENTRIES, and the POSITIVE PRACTICES and RELAXATION PRACTICES upon which they are based, are the core of this stress management course. Working on a regular basis with the tools and skills that are presented, including taking the time to reflect on your responses, is the way that you will develop the habits that will make the difference in how you handle stress in your life. These are the practices that will stay with you and create a healthier, happier lifestyle for the duration of your life. Thus, the journals are worth 25-30% of the points for your grade.

5) PRACTICUMS AND FINAL REFLECTIONS

The **Self Esteem Practicum, Assertion Practicum** and **Final Reflections** involve class activities that require preparation. You must come to class prepared in order to fully participate and benefit. Please ensure that you do the required work prior to attending class on these class days. (See course timetable.)

CAVEAT:

Revisions to the syllabus are unlikely but possible, should circumstances require them. If the instructor is unable to attend class, you will receive notification.

HPF 277 Stress Management
Extra Credit Points: **Extra Credit work is voluntary.**

You may complete one or more Extra Credit reading reports. **All Extra Credit work is due before the final class. Maximum RR XC Points possible: 20.**

If you want to gain extra credit points, you have the option to read and then complete a reading report for each of the following chapters:

Chapter	Possible Points
19: Massage Therapy and Bodywork	10
20: Hatha Yoga	10

Academic Honesty

Be sure that all homework and assignments are your own work. Evidence of plagiarism or cheating on any exam or assignment will result in a "0" score for that assignment and notification of the Academic Dean. The JC **Academic Honesty Policy** can be found in your student handbook or on the JC website at this web address: <http://www.jccmi.edu/policies/Academics/Policies/1004.pdf>

In Brief: Plagiarism is defined as the failure to give credit for the use of material from outside sources. Cheating is defined as obtaining answers/material from an outside source without authorization. Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors must document all instances of academic dishonesty, beyond those of a minor nature, in writing to the Office of the Academic Deans .

HPF 277 Calendar in Brief **Fall 2017**

(See HPF 277: PRACTICES AND ASSIGNMENTS for more details.)

	Topic	Chapters	Practices
Week 1 Date: Sep 8	Introduction to Stress Overview of Responsibilities	Review Syllabus Chapter 1 The Nature of Stress	Stress Self Assessment
Week 2 Date: Sep 15	Managing Stress - Symptoms and Sources	Chapter 2 The Body Chapter 15 the Art of Breathing	Relaxation, PWP , Journal
Week 3 Date: Sep 22	Healing from Within – Relaxation and Alternatives for Self Care	Chapter 13 Add. Coping Skills Chapter 25 Additional Relaxation Techniques	Relaxation, PWP , Journal
Week 4 Date: Sep 29	Models of Health and Disease; Time Management	Chapter 9 Time and Money Chapter 14 The Art of Calm	Relaxation, PWP , Journal
Week 5 Date: Oct 6	Self Esteem: Environments, Restructuring Thoughts, Acknowledging Strengths	Chapter 4 The Mind Chapter 6 Reframing	Relaxation, PWP , Journal
Week 6 Date: Oct 13	Self Esteem: Setting Boundaries, Goal Setting	Chapter 17 The Power of Mental Imagery and Visualization	Relaxation, PWP , Journal Prepare Self Esteem Practicum
Week 7 Date: Oct 20	Self Esteem Practicum	Chapter 8 Simple Assertiveness & Healthy Boundaries Chapter 16 The Art of Meditation	Relaxation, PWP , Journal
Week 8 Date: Oct 27	Effective Communication: Assertion I	Chapter 3 The Emotions Chapter 12 Communication Skills	Relaxation, PWP , Journal
Week 9 Date: Nov 3	Effective Communication: Assertion II	Chapter 11 Creative Problem Solving	Relaxation, PWP , Journal Prepare Assertion Practicum
Week 10 Date: Nov 10	Assertion Practicum	Chapter 10 Expressive Art Therapy Chapter 21 Self Hypnosis & Autogenics	Relaxation, PWP , Journal
Week 11 Date: Nov 17	Anger Management, Meditation, Art	Chapter 7 Comic Relief Chapter 22 Nutrition	Relaxation, PWP , Journal
Week 12 Date: Nov 24	Nutrition	Chapter 18 Soothing Sounds Chapter 23 Physical Exercise	Relaxation, PWP , Journal
Week 13 Date: Dec 1	Fitness, Humor, Music	Chapter 5 The Spirit Chapter 24 Ecotherapy	Relaxation, PWP , Stress Self Assessment (repeated)
Week 14 Date: Dec 8	Spirituality – Meaning and Purpose	XC Chapters 19 & 20	Relaxation, PWP , Final Reflections
Week 15 Date: Dec 15	Final Reflections		

Note: JC holds no classes on October 6th & November 24th