

HPF 277.72 Syllabus for STRESS MANAGEMENT (2 credit hours)
 Fall 2017 Thursday 4pm-5:50 pm (15 weeks)

Instructor: Mary Gautz
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Required Text: “Essentials of Managing Stress” Brian Luke Seward, 4th Edn., © 2017 (has an online edition)

Course Description: This course provides students with an increased awareness of self and holistic approach to health, focusing on skills to manage stress. 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.

Class Format: Each class will include:

- Self-awareness, coping and distress tolerance activities.
- Basic stress management concepts, including relaxation and self-soothing skills.
- Problem solving and processing techniques.
- Improved communication and interpersonal skills. We will be doing lots of speaking and writing!

Course Objectives

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

How to Get an A in this Class! Course Grading

Attendance and class participation. Show up, Join in, Speak up! 15 classes with 30 pts per class	450 pts
On line quizzes, Read 10 chapters and take the Jet Net quizzes. 10 @ 10 pts	100 pts
Coping and journaling, on how you are applying skills in your life. 9 @ 30 pts	270 pts
Stress Self assessment, done at the beginning and end of the course 2 @ 30 pts	60 pts
Application in your life... Self esteem and Assertion projects. 2 @ 30 pts each	60 pts
Final Reflection and Evaluation	60 pts
Total Points available:	1000 pts
Extra credit will be available, but you will have to be in class to hear about how to get those points.	

Attendance and Participation is nearly ½ of your grade. It's huge. Being present is going to be really important, and your discussion is indicative of your understanding. How can you learn if you aren't here? I am pretty timely. I arrive early, start on time, and expect the same from you. Please stay for the whole class. Grades will be adjusted accordingly, if you arrive late, or leave early. ½ class= ½ points.

Weekly reading assignments, and on line quizzes on JET NET. You are expected to buy and read the book. There are online, Jet Net quizzes corresponding with each chapter. The quizzes (or reading reviews) consist of true/false and multiple choice questions. **You are expected to read 10 chapters and take 10 quizzes**, throughout the semester. Choose the ones that will most benefit you. If you would like to take additional quizzes for extra credit, you may to that. (Maximum quiz points = 150 total).

Positive weekly practices! This class is intended to be “experiential”. Every week you will be challenged to identify and apply specific **coping skills** in your daily life. These ideas (stress resiliency skills) will be suggested in your readings, exercises at the end of each chapter, the class, in handouts, on websites, in the CDs, by your peers. These are ordinary activities that help us “**Feel better and do better**”. Or maybe they help us tolerate a bad day. All of us have our usual coping skills that help us tolerate our feelings and stress. This class will challenge you to sample new ones, and comment on how they are working for you. A balanced approach to coping will be expected (**physical, cognitive, emotional, social/spiritual methods**).

The catch is: you will need to find **different coping skills each week**. No repeats. The goal is to try many specific, novel and diverse coping strategies. This class is like a buffet. You have your usual things you like, but be willing to try something new. Each week.

Weekly Writing! Coping and Journaling paper. The next task is self expression: writing **specifically, descriptively**, and with **authenticity**, about your coping skills, positive weekly practices, and increasing self awareness. Generally identifying and expanding on “What are you thinking? What are you feeling?”. Plan on journaling approximately a page a week.

Final Grading

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%

How to let your “A” get away ...

- **Miss class.** It will be difficult to get an A if you miss more than 1 or 2 classes, for whatever reason. College is different than high school. Even if you have an unavoidable or *iron-clad* reason for missing class you still lose points, if you are absent. Tardiness or early departures reduce participation points. Flexibility is a value that I embrace, and I know that things come up. So I invite you to make use of extra credit opportunities to cover the unforeseen. Get as many extra credit points as you can, just in case something comes up. It will.
- **Late work.** I will take it. Better late than never. But ten points, per week, will be deducted for work turned in late. Jet Net Quizzes will not be available once they close. I would recommend that you be deliberate in reading the chapters and getting them done. Technology failures do occur. Passwords expire. So don't wait till the last minute.
- **Electronic Free Class.** Phones, tablets or texting in class is both an irritation and distraction for me. It feels like the electronic equivalent of an interruption, whispering, or note passing. Plan ahead and take care of your communication needs prior to coming to class. If I see it, I will ask you to put it away or simply drop you 5 participation points for texting. Thanks!

Confidentiality: I would like to create an atmosphere of openness, mutual respect and authenticity. You can get more benefit from this type of learning, if we feel comfortable being honest and candid. What happens in Stress management stays in Stress management. I'm good at confidentiality, but there are a few deal breakers. Times that I would be compelled as a social worker and teacher, to share, act or report, if needed. These include:

- Evidence or report, that a child or a senior citizen is being abused or neglected.
- Threats made toward another person.
- Threats made toward one's self (suicidal statements)
- Evidence or report, of a felony being committed.

I- Incomplete: (from the JCC 2009-2010 Catalog) The incomplete grade is designed for passing students with unfortunate circumstances, allowing them to complete the course requirements after the semester or session has ended. Communication with the instructor will be *imperative*. Student may receive an "I" if, in the opinion of the instructor, their work is sufficient in quality but is lacking in quantity, to meet the objectives specified in the course syllabus. The course objectives are to be satisfactorily completed during the next year, or within the time agreed to by the instructor and student. If the student does not complete the course within the designated time period, the grade "I" will be replaced by the grade earned, as assigned by the instructor.

Incompletes will not be awarded to students who seldom attended, failed to maintain communication with the instructor, or those who simply are not pleased with their anticipated grades. Students receiving an "I" may submit only their missing work. They do not re-register for the class, or redo work that had already been submitted and graded.

HELP

Technology: Get to know a Techie! There are people who can help you at the Solution Center at Atkinson Hall. Room 203. (517)796-8639. Direct your questions about Jet Net to them.

Resources for Academic Success, such as tutors, and study aids can be accessed by calling 796-8415 or by stopping by the Center for Student Success, Bert Walker Hall, Room 125.

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the office of Learning Support Services at 787-0800, Ext 8270 or 8553, as soon as possible to ensure that such accommodations are implemented in a timely fashion.

JCC email: Students are responsible for any JCC related communications that are received via JCC email. Check your email regularly. If you prefer to use a personal email account, instructions for forwarding JCC email to another account can be found in the Resources for this course on Jet Net. Your instructor may communicate with you via your JCC email address.

Plagiarism and cheating. Be sure that all homework and assignments are your own. Evidence of plagiarism or cheating will result in a "0" score for that assignment and notification of the Academic Dean- Please see the Academic Honesty Policy.

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Thursdays for 15 Weeks

Date	Due today	Class Discussion Topics	To work on this week
9/07/17 Week 1		Introductions. Go over Syllabus, Expectations for the year, Set semester goals and agreement, Assess current stress level and its impact on your health.	Complete Stress Assessment, write a summary chapter and set a few goals for the semester. Take a Jet Net quiz.
9/14 Week 2	Stress Assessment packet , filled with authenticity and high quality thought.	Understanding Stress, increasing self awareness, understanding of temperament, and wellness concepts.	Coping & journaling sheet 1 Take a Jet Net quiz.
9/21 Week 3	Coping & journaling sheet 1	Mind Body Interaction, Feelings, Becoming more deliberate, emotionally regulated and emotionally literate. Improving distress tolerance skills.	Coping & journaling sheet 2 Take a Jet Net quiz.
9/28 Week 4	Coping & journaling sheet 2	Self Understanding and Esteem: Why do we think and feel the way we do about ourselves. How can we feel better and do better? Set some SMART goals.	Coping & journaling sheet 3 Take a Jet Net quiz.
10/5 Week 5	Coping & journaling sheet 3	More Self Esteem: Identifying our authentic values and priorities. Reframing- The power of changing your mind.	Self Understanding and self Esteem paper. Take a Jet Net quiz.
10/12 Week 6	Self Understanding and Esteem paper.	Self Esteem Projects. Tell us about yourself with authenticity and self validation. Mindfulness and Non-judgement..	Coping & journaling sheet 4 Take a Jet Net quiz.
10/19 Week 7	Coping & journaling sheet 4	Communication and Interpersonal effectiveness. What is your style? <i>How's that working for you?</i>	Coping & journaling sheet 5 Take a Jet Net quiz.
10/26 Week 8	Coping & journaling sheet 5	Effective Communication and interpersonal skills. Boundaries and Assertion. "I" statements.	Self Expression and Assertion paper. Take a Jet Net quiz.

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(Continued)**

Date	Due today	Class Discussion Topics	To work on this week
11/2/17 Week 9	Self Expression and assertion paper	Exercise and other body work basics. Relaxation and meditation.	Coping & journaling sheet 6 Take a Jet Net quiz.
11/9 Week 10	Coping & journaling sheet 6	Nutrition. What is up with our food? Nurturing and Honoring our bodies.	Coping & journaling sheet 7 Take a Jet Net quiz.
11/16 Week 11	Coping & journaling sheet 7	Express self, using creative processes. Music, The Arts. Humor.	Coping & journaling sheet 8 Take a Jet Net quiz.
11/23	Give thanks for a week off	Enjoy time with your dear ones	Gratitude is a stress management skill
11/30 Week 12	Coping & journaling sheet 8	Gratitude, forgiveness, and other wellness and healing practices.	Coping and Journaling sheet 9 Take a Jet Net quiz!
12/7 Week 13	Coping & journaling sheet 9	Spirituality, Authenticity. And other ways to make connection.	Complete Stress assessment follow up paper. Take a Jet Net quiz.
12/14 Week 14	Bring in completed Stress assessment, follow up.	I want to know what love is... and other soft skills in wellness	Work on final reflection paper (60 points) and on line evaluation. Take a Jet Net quiz.
12/21 Week 15	Final review and reflections.	Last class wrap up and discussion. ... <i>Yes, we will have a full class</i>	Take a Jet Net quiz before 12/14

To earn extra credit points, you may take extra Jet Net quizzes (max 50 XC points)
All access to quizzes will close on 12/14/17 at 11 pm