

# HPF 283 MANAGING STRESS AND HOLISTIC HEALTH (3 cr.)

## 114WN SYLLABUS

- **Instructor:** Heather Ruttkofsky, B.A.S, RVT, Program Director Vascular Sonography
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- **Phone:** 517-796-8531
- Feel free to contact me with questions or concerns. My office hours are available within **Instructor Information** on the course home page.

**Required Texts:** *You can purchase these bundled for the same price as the Managing Stress text alone.*

**Managing Stress: Principles and Strategies for Health and Wellness** 7<sup>th</sup> edition; by Brian Luke Seaward  
Published by: Jones and Bartlett 2012 AND

**The Art of Peace and Relaxation Workbook**, 7<sup>th</sup> edition; by Brian Luke Seaward  
Published by: Jones and Bartlett 2012

**Course Description:** This course provides students with a holistic approach to health focusing on competencies to manage stress. Students learn the relationship of lifestyle to their health. Through the reflective use of specific skills, tools, and new knowledge, students have an increased opportunity to enhance their lives and the lives of those around them. Prerequisites: ENG 085\* and ENG 090\*

### **Specific Associate Degree Outcomes**

The Board of Trustees has determined that all Jackson Community College graduates should develop or enhance certain essential skills while enrolled in the college. The Associate Degree Outcomes addressed in this class include:

**ADO 7** Understanding and using emotion: Manages and used emotions effectively  
*Students will participate in activities utilizing skills of empathy and assertion.*

**ADO 8** Personal Responsibilities: Sets goals and establishes a plan for personal improvement. *Students will design personalized health risk reduction and stress management plans.*

**ADO 8** Personal Responsibilities: Understands that human behavior has consequences for the welfare of others. *Students will complete self-assessments related to lifestyle and risk. Students will complete reflective assignments related to stress and health.*

**ADO 8** Community Responsibilities: Participates in activities that benefit others. *Students will complete an assignment benefiting community.*

**ADO 9** Supporting Team Members: Every team member is treated with respect. All members listen to all ideas. The work of each person is acknowledged. Members seek assistance from each other and ask questions. *Students will participate in small group activities, supporting each other's learning, using a cooperative learning model.*

**ADO 9** Evaluating: Group members assess and evaluate self, individual, and group contributions. *Students will participate in small group activities involving assessment and evaluation, in the context of a cooperative learning model.*

### **Course Objectives:**

- To improve one's life through exploration of lifestyle and the examination of personal behavioral tendencies related to lifestyle and risk.
- To improve one's personal knowledge of the holistic management of health and stress.
- To become motivated to assume a greater sense of personal responsibility.
- To work in groups and understand basic human relationships.
- To complete all work-related assessments, both written and oral, in a timely fashion.
- To promote problem-solving skills.

### **Course Design and Overview:**

Students are responsible for all content and assignments in each lesson. Each lesson will include:

- Lecture: Textbook readings and/or Lectures by Jim Scott Ph.D
- Quizzes on lesson content or Reading Review quizzes based on the textbook content
- Self-assessments related to lifestyle and behavior patterns from the Art of Peace and Relaxation Workbook and/or online resources
- A Relaxation Practice of relaxation, meditation or visualization
- A choice of Positive Practices
- On-line Discussion
- Writing a Journal

Please note that there are a number of web links on the navigation bar that are available to you and will be used as needed throughout the course.

### **Course Requirements Include:**

- **ALL WORK IS DUE ON Friday at 11.55PM (except where noted, for example: in week 15, it is due on Friday evening, 5:00pm).** IT IS YOUR RESPONSIBILITY TO CHECK DUE DATES.
- **All deadlines are final for Quizzes and Discussions.**
  - Journals (only) will be accepted up to 24 hours late with the deduction of 15 points. In the Final Week, no late work is accepted.
- Only if there are system-wide JetNet problems will the due date be extended.

**KEYS TO YOUR SUCCESS (IN WEEKS 1 – 14, WORK IS DUE ON FRIDAY AT 11:55 p.m. E.S.T. IN THE FINAL WEEK, ALL WORK IS DUE ON FRIDAY BY 5 p.m. E.S.T.)**

Assignment	Pts./assign.	Total
Course Contract Quiz (Week 1)		20 pts.
Reading Review Quizzes (Week 2-14) 10 pts. per chapter	28 @ 10 pts.	280 pts.
Weekly Journal (Week 1-14)	14 @ 35 pts.	490 pts.
Weekly discussion: Participation is expected in the form of 3 to 5 comments per week. (Week 1-14)	14 @ 10 pts.	140 pts.
Final Discussion – Combined Discussion and Quiz (Week 15)		50 pts.
Final Journal (Week 15)		50 pts.
Final Course Survey and Closing Responsibilities Inventory (Week 15) - both of these must be completed to obtain these points. <b>Students complete the anonymous Final Course Survey. When all work is done, the Closing Responsibilities Inventory is submitted.</b> This is an acknowledgement that they have <u>completed the Final Journal, the Final Discussion and the Final Course Survey.</u>		10 pts.
<b>Total points available:</b>		<b><u>1040 pts.</u></b>

**Grading:**

4.0	977-1040	94-100%		2.0	728-789	70-75%
3.5	915-976	88-93%		1.5	676-727	65-69%
3.0	853-914	82-87%		1.0	624-675	60-64%
2.5	790-852	76-81%		0.5	572-623	55-59%

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>

**HELP**

Tutors (plus additional services for academic success) can be accessed by calling 517-796-8415 or by stopping by the Center for Student Success, Bert Walker Hall Room 123 on the Jackson Campus or the office at either JC @ LISD TECH, Adrian or the LeTarte Center, Hillsdale.

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.

### **PLEASE NOTE:**

1. The instructor will make every effort to work with students who have personal verifiable problems related to the completion of work and deadlines. ("Verifiable" meaning some form of official medical or legal documentation that validates the situation.)
2. Each lesson, after week 1, will be available the week before it is scheduled. This should give students ample time to complete all work. Students can work ahead as needed.
3. All due dates are final unless otherwise agreed upon with the instructor in a timely manner. Exceptions are as follows:
  - a) **Late Journals** will be accepted up to 24 hours late in a given week for a 15 pts. deduction.
  - b) Discussions and Quizzes cannot be made-up.
4. Students who miss the first two weeks should drop the course.
5. Students who have missed more than 30% of the course by Midterm cannot pass the course.
6. It is the student's responsibility to inform the school and the instructor about changes in his or her life that may affect his or her success at JC in a timely manner.

### **Academic Honesty Policy**

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>

**CAVEAT:** Revisions to the syllabus are unlikely but possible, should circumstances require them.

### **Quiz / Reading Review**

Each lesson includes online quizzes that review the reading assignment for the lesson. In week 1, the quiz covers the course documents. In week 15, the quiz (Closing Responsibilities Inventory) ensures that all course responsibilities have been completed.

**During weeks 2-14, the quizzes consist of Reading Reviews based on the textbook chapters. These are open book and can be accessed as many times as needed until you submit your answers OR it closes.** You may take each Reading Review up to 2 times, if you wish. They are made up of random questions so if you chose to repeat a Reading Review quiz, you may get some of the same questions. Your grade will be either the grade on the one Reading Review quiz you took or if you take it twice, the average of the two.

**Quizzes/Reading Reviews can not be made up or submitted late. Feedback will occur only after the due date.**

### **Weekly Discussion (Forum)**

***Read "Discussion Basics" in the Course Resources for more details.***

A weekly discussion question will be posted in the **Forum**. The purpose of the discussion or "Forum" is to discuss issues and confront some of the problems that arise in the course of life. Your role is not to counsel but to be a sounding board and share perspectives from the readings, the stories of your life or past experiences. Remember you are not here to "**fix**" anyone else.

**Points are cumulative, so to earn all 10 points, between 3 and 5 posts generally will be needed.**

Guidelines for points:

- The initial post, responding to all the points asked, will earn 2-5 points.
  - First post submitted by Wednesday by 12 noon: 5 points maximum.
  - First post submitted after Wednesday noon: 3 points maximum.
- Responses to classmates' posts will earn 0-3 points.
- Points are awarded according to length and depth of responses.

<b>Points</b>	<b>Length</b>
1 pt.	one or two sentences/1 line
2 pts.	three or four sentences/2 full lines
3 pts.	short paragraph/3 full lines
5 pts.	an exceptionally insightful reply

Students will be expected to comment on questions using one of four models:

- Identifying insights from the readings.
- Sharing what has worked for them.
- Sharing stories or personal situations that may relate to the discussion.
- Lending support.

### **Weekly Journal**

***Read "Journal Basics," found in the Course Resources. It provides further details and an example.***

**Students will be expected to submit a formal journal once a week online.**

- Each journal will have **five parts**.

- Each part must include a minimum of two to three complete sentences.
- A maximum of 7 points are available for each part (35 points total per journal).

**A journal submitted up to 24 hours late will be deducted 15 points. No journals will be accepted beyond the 24 hour late deadline. The journal for week 15 is due on the Friday night at 5pm and no late submissions are accepted.**

Spelling and punctuation are important.

**Part one:** Do all assigned assessments for a particular lesson.

- Name each of the **ASSESSMENTS** completed.
- What did you learn from **each self-assessment** this week that was significant to you? (If scoring was part of the assessment, include the score/scores.)

**Part two:**

- Identify the **WEEKLY RELAXATION/MENTAL PRACTICE** with which you worked.
- State how often, for how long and when you practiced it.
- Address how effective the relaxation/mental practices were for you. Share changes in thoughts, feelings, sensations, perceptions or attitudes.

**Part three:**

- Identify which specific **POSITIVE PRACTICE** you used.
- Share what you experienced and any helpful personal changes that occurred.

**Part four:**

Reflect on the **Textbook or Lecture Reading or any Online Resources or Videos** for the week. List and discuss **four concepts** that were helpful or interesting for you. For each one, give at least 2 sentences: explain the concept (1 sentence minimum) and then share what was interesting or helpful about it for you in another sentence (minimum).

**Part five:**

- Report on each of your three goals (1..., 2..., 3...) from the previous week (3 pts.).
- Identify three goals for the coming week (1..., 2..., 3...) (3 pts.).
- Reflect on your week in general, what specifically was good and what specific obstacles you may have encountered (1 pts.). If you have any **specific questions or concerns please identify them.**

Some weeks, this format will change, so make sure to read the template for the week and respond accordingly.

## Your Profile

You can update your profile on JetNet by clicking on your name in the upper right hand corner of this page. Once you are in your profile, click on the "Edit Profile" tab to enter your information. Click on the "Show Advance" button to add your photo. Please note your profile is available to all JetNet users. Be advised that it is recommended that you change your password at the beginning of the course. This will prevent your password from lapsing for the duration of the class, which could prevent from submitting assignments on time.

## Communication

Communications is critical. You should have a response to e-mails with in two business days. In addition to the weekly responses to your journals, timely messages on course progress are sent via your JC email account. Any group announcements will be posted in [Announcements \(in the Resources\)](#) at the beginning of the HPF 283 JetNet page.

The JC Student Email system "My Student Email" is available and should be checked on a regular basis. Students are responsible for any communication that comes via JC email. Access to this is from the JC Home Page by clicking on E-mail. This will go to a new page, with a login prompt. The account user name is the JC 7-7-1 format ([7-7-1@my.jccmi.edu](mailto:7-7-1@my.jccmi.edu)) and the password is the JC default format (until it is changed by the student).

For password concerns. <http://www.jccmi.edu/infotech/passwords.htm>

How to FAQs about My Student Email are available at: <http://www.jccmi.edu/faqs/cat04/index.htm>.

Please Note: My Student Email accounts and JC Network Services accounts (local login, e-Services, JetNet) are not the same. Once the password is changed on one account it will no longer match the other account.

For questions or concerns, please contact the **JC Solution Center** by phone 517-796-8639.

## Overview of Lesson Format

**A new lesson will be posted each week and lessons will be available for 10-12 days.**

**There is an introduction at the beginning of each lesson. It includes: due dates, introductory u-tube and video clips and a "Thought for the Day."** The lesson introduction will look something like this:

<b>Lesson number (1)</b>	<b>Due Dates</b> (Work is due every Friday. Specific dates are located here)
<b>Related Image</b> (Related to the content)	<b>Thought for the day:</b> (Related to the lecture content) "Life is Short"
Introductory you-tube and video clips (Related to the content) Welcome back: <a href="http://in.youtube.com/watch?v=W8Qyv3XCLI4">http://in.youtube.com/watch?v=W8Qyv3XCLI4</a>	

Below the introduction is a sequenced listing of your responsibilities for the Lesson. Each of these elements is more completely explained elsewhere in the syllabus and supporting materials.

**These include:**

- **Lesson Overview** gives an summary of your work for the week. It will give the specific chapters from the text and self assessments that are assigned each week. Some weeks, this will include the required online Lecture by Jim Scott, PhD.
- **Self Assessments** are meant to relate the content for each lesson to your own behaviors. They are for your personal reflection. Some of these are online links, and others come from the Art of Peace and Relaxation Workbook.
- **Weekly Relaxation** - There will be a weekly relaxation that you are being asked to practice based on the CD from the textbook, instructions given in the lesson or web links found on the navigation bar.  
You are expected to practice daily for 10 to 20 minutes. Do this for three consecutive days. If, after three days, you do not find them helpful you are welcome to stop and report on your experience. *Ideal practice would be daily for 15-20 minutes.*
- **Weekly Positive Practice** - The weekly positive practices are activities and behaviors that have shown to positively improve one's ability to manage or cope with stress.
- **Weekly Journal** is a reporting tool that asks questions related to your learning and experience of the core components of the course for the week.
- **Weekly Discussion** is an opportunity to interact with your fellow students and respond to questions or concerns the instructor has presented.
- **Weekly Quizzes** are based on the textbook chapters.
- **Additional optional information**
  1. **Power-Points** - some lessons will have a power point that provides an overview some of the basic concepts in the lesson. **Video** - These videos are elaborate on of some of the major concepts for each lesson and are designed to help further expand your understanding of the content.
  2. **Optional resources** are located on the right hand side of the course home pages and related individual areas of interest.

***This course is about experimentation, risk and practice. For you to truly experience this course and grow from its design, it will be essential to try out the various techniques and practice as often as you can.*** Your efforts are appreciated.