STRESS MANAGEMENT | PBHL 2200

Professor: Dr. William Kernan, MCHES – WPUNJ Department of Public Health

Email: kernanw@wpunj.edu   **Office:** Hunziker Wing 139   **Office Hours:** email for appointment

Secretary: Ms. Geri Suppa   **Office:** Hunziker Wing 132   **Sec. Phone:** 973-720-2394

COURSE DESCRIPTION

This course is designed to enable students to understand the role of stress in their lives. The course focuses on the physiological and psychological aspects of stress, the role of stress in the etiology of many chronic diseases, and the development of a repertoire of coping strategies to enable students to manage personal stress. The course examines a variety of interpersonal and environmental stressors ranging from the workplace to the family.

COURSE OBJECTIVES

As a result of this course, you will be able to:

1. Express yourself in writing by keeping stress, time management, & expressive writing journals.
2. Demonstrate the ability to think critically by comparing and contrasting the effectiveness of a variety of coping strategies against your personal stressors.
3. Locate and use stress-related information from the internet, personal health assessments, and content material to complete assignments and develop a personal comprehensive stress management plan.
4. Demonstrate ability to integrate knowledge and ideas in a coherent and meaningful manner through the development of a personalized, comprehensive stress management plan.

REQUIRED TEXT

There is no required textbook for this course. All reading material is provided online via Blackboard.

TEACHING METHODS

This course is taught completely online using Blackboard technology. You will work independently on a series of online assignments, each centered on a specific topic related to global health. A detailed description of each assignment is posted on Blackboard under the ASSIGNMENTS tab. Due dates for each of the assignments are found in the course schedule in this syllabus.

COURSE CONTENT

The following topics are covered in this course:

1. Introduction; what is Stress?
2. The Mental (Cognitive) & Emotional Basis of Stress.
3. The Physical Basis of Stress.
4. The Social & Spiritual Basis of Stress.
5. Stress and Disease.
6. A Wellness Model of Coping.
7. Stress Management and Stress Reduction Strategies.

REQUIREMENTS FOR THE SUBMISSION OF WRITTEN WORK

✓ Use this as a step-by-step checklist before submitting any written assignment.
✓ It is recommended that you do the following for each assignment:

1.	Using MS Word, type your answers to the assignment into an electronic document. If appropriate, number your answers so that they correspond directly to the numbers used in the assignment instructions.
2.	Next, save this document to your hard drive or flash drive so that you have a copy of your work.
3.	Next, proofread your answers carefully and run a spell check. Assignments must be well written – punctuation, spelling, composition, syntax, and grammar will be graded. Up to 25% of the grade for the assignment may be deducted for these errors. Please proofread several times carefully.
4.	Next, upload your document into the "Assignment Submission" field in Blackboard. To do this, simply select "Browse My Computer" to locate and upload your file. Assignments that are emailed will NOT be read or graded.
5.	Finally, after submitting your assignment via Blackboard, double check Blackboard to verify that your assignment appears as a submitted assignment. It is your responsibly to verify that your assignment has uploaded properly. If you cannot see it, neither can the instructor.
6.	Remember to submit your assignment before the 11:59 pm deadline on the due date. NO LATE ASSIGNMENTS ARE ACCEPTED IN THIS ONLINE COURSE.

Please note: Assignments must be done by you and you alone. You MAY NOT work with any others, either inside or outside of this course, or from a previous semester, when completing these assignments. When you submit an assignment via BB you are signifying that the work within the assignment is your own original work and that it has not been copied or "borrowed" from any other source, including another person.

COURSE ASSIGNMENTS & EVALUATION   GRADING SCALE

100% = Homework Assignments

(each of the 12 assignments is weighted equally)

A	93-100	C+	77-79
A-	90- 92	C	70-76
B+	87-89	D+	67-69
B	83-86	D	60-66
B-	80-82	F	<60

ABOUT BLACKBOARD

ANNOUNCEMENTS
- ☑ From time to time, important course announcements will be posted in this section.
- ☑ You should check these announcements on a <u>daily basis</u>.
- ☑ You are responsible for any information, course updates, changes, or updated deadlines posted here.

SYLLABUS
- ☑ The course syllabus is posted in this section.
- ☑ You are responsible for reading all of the information contained in the course syllabus.
- ☑ The course syllabus also includes a schedule with detailed information about due dates. You are responsible for keeping up with all of these due dates. No late assignments are accepted.

ASSIGNMENTS
- ☑ Detailed descriptions for each assignment are found here.
- ☑ Notes and readings that are needed to complete the assignments are posted in this section as .pdf documents.
- ☑ This is also where you will submit your completed assignment. No late assignments are accepted.

EXTERNAL LINKS
- ☑ Links to internet sites that are needed to complete the assignments are found here. All links will open in a new window.

GRADES
- ☑ Course grades will be posted here, generally within 1 week after submission of the assignment.
- ☑ You are responsible for monitoring your progress throughout the course and seeking additional assistance when necessary.

ONLINE HOMEWORK ASSIGNMENTS	100% OF FINAL GRADE

GOAL: To complete 12 online assignments and explore various concepts and issues related to stress and stress management

ONLINE ASSIGNMENT OVERVIEW:

☑ There are 12 graded online assignments.

☑ Instructions for all assignments are posted on Blackboard under the ASSIGNMENTS tab. Assignments MUST be submitted online by the due dates.

    o See course schedule in the syllabus for due dates.

    o If you do not finish the assignment by the deadline, you will not have the opportunity to complete it! <u>No late assignments are accepted</u>.

☑ Each online assignment will require that you:

    o Read some written material, view a PowerPoint presentation, &/or view a film.

    o Engage in critical thinking about how the material relates to stress.

    o Complete and submit the written assignment.

SIMPLE ASSIGNMENT INSTRUCTIONS

For each assignment, do the following:

1 REVIEW…

…the background notes posted on Blackboard under ASSIGNMENTS.

2 READ…

…the assignment instructions found at the end of the background notes.

3 NAVIGATE…

…the internet to read online resources or view videos (if the assignment instructions indicated that you should do so). Links to all online resources are found on Blackboard under EXTERNAL LINKS.

4 COMPLETE…

The activity that was described in the assignment instructions.

5 SUBMIT…

…your completed assignment via Blackboard before 11:59 pm on the due date (see course schedule in this syllabus for due dates).

- Make certain that all assignments comply with the Requirements for the Submission of Written Work listed in this syllabus.

COURSE SCHEDULE: PBHL 2200 – STRESS MANAGEMENT

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
			DEC 26 **FIRST DAY OF CLASS**	DEC 27 *READ SYLLABUS & EXPLORE BLACKBOARD*	DEC 28 *READ SYLLABUS & EXPLORE BLACKBOARD*	DEC 29 *ASSIGNMENT 1 DUE*
DEC 30	DEC 31 *ASSIGNMENT 2 DUE*	JAN 1 *ASSIGNMENT 3 DUE*	JAN 2	JAN 3 *ASSIGNMENT 4 DUE*	JAN 4 *ASSIGNMENT 5 DUE*	JAN 5 *READ INSTRUCTIONS FOR ASSIGN 12*
JAN 6 *ASSIGNMENT 6 DUE*	JAN 7 *ASSIGNMENT 7 DUE*	JAN 8	JAN 9 *ASSIGNMENT 8 DUE*	JAN 10 *ASSIGNMENT 9 DUE*	JAN 11	JAN 12 *ASSIGNMENT 10 DUE*
← ← ← ← ← ← *COMPLETE JOURNAL ENTRIES FOR ASSIGNMENT 12* → → → → → →						
JAN 13 *ASSIGNMENT 11 DUE*	JAN 14 **FINAL DAY OF CLASS** *ASSIGNMENT 12 DUE*	←**NOTE: The first day of the Spring semester begins on Monday, January 13th, 2013**				

- Please note that the course schedule is tentative and may be altered at the discretion of the instructor to accommodate student learning needs, the incorporation of additional materials, or other unforeseen circumstances.

GRADING CRITERIA FOR ASSIGNMENTS

Qualities & Criteria	Poor (0-76)	Good (77-89)	Excellent (90-100)
Organization of Assignment (15% of grade) • Presentation and structuring of the text as indicated in the assignment instructions • Organization and coherence of ideas, including introduction/concluding paragraphs, when indicated • Clarity of sentences and paragraphs	Follows poorly the requirements related to presentation of the text. The assignment is badly organized, lacks clarity and/or does not present ideas in a coherent way	Follows, for the most part, all the requirements related to presentation of the text. Some requirements are not followed. The assignment is for the most part well organized, clear and presents ideas in a coherent way.	Closely follows all the requirements related to presentation of the text. The assignment is well organized, clear and presents ideas in a coherent way.
Content/Information in Assignment (60% of grade) • Coherence of thesis/opinion • All elements of the assignment instructions are addressed • Information based on careful research, reading, and/or analysis information presented in the course readings, films, and/or supplemental material • Inclusion of sufficient relevant, specific, and thorough examples to support thesis/opinion	The assignment addresses poorly the issues/questions referred in the assignment instructions. The provided information is not necessary or not sufficient to discuss these issues. Responses to questions do not include sufficient, &/or relevant &/or specific, &/or thorough examples to support the thesis/opinion.	The assignment for the most part addresses with an in depth analysis most of the issues/questions referred in the assignment instructions. The provided information is, for the most part, necessary and sufficient to discuss these issues. Responses to questions for the most part include sufficient, &/or relevant &/or specific, &/or thorough examples to support the thesis/opinion.	The assignment addresses with an in depth analysis all the issues/questions referred in the assignment instructions. The provided information is necessary and sufficient to discuss these issues. Responses to questions include numerous relevant &/or specific, &/or thorough examples to support the thesis/opinion.
Quality of Writing (25% of grade) • No errors and spelling, grammar and use of English	The assignment is not well written, and contains many spelling errors, and/or grammar errors and/or use of English errors.	The assignment is well written for the most part, without spelling, grammar or use of English errors.	The assignment is well written from start to finish, without spelling, grammar or use of English errors.

Overriding criteria:
- **Originality and authenticity.** If the assignment is identified as not being original, and/or not done by the student, the instructor has the right to grade the assignment as an F.
- **Requirements for the Submission of Written Work:** Additional points will be deducted for not following the instructions listed in the syllabus

This rubric will be used to evaluate all written assignments EXCEPT assignments that contain their own grading criteria listed in the instructions for the assignment.

COURSE POLICIES AND EXPECTATIONS

Plagiarism:

- **PLAGIARISM**: Make sure to properly cite all information that is not general knowledge using APA format. Using someone else's words in a quote or in a paraphrase without giving proper credit to the author is plagiarism.
  - ☑ **Plagiarism will not be tolerated. It will result in automatic failure for this course, with further action possible. Ignorance of what constitutes plagiarism will not be accepted as a reason for its occurrence.**
  - ☑ Material that is "Cut and Paste" directly from the internet, your textbook or any other resource is not acceptable and is considered plagiarism. Students who plagiarize and/or abuse the internet as a research tool are subject to grade reduction, assignment failure, course failure and reporting to the School Dean and the Dean of Students. Be assured that I consider academic dishonesty and plagiarism a very serious offense.
  - ☑ You may not work in groups with other classmates or seek assistance from others when completing the work required for this class. You MUST complete all of the course work associated with this class independently. Everything you hand-in must be your original work.

Online Course Expectations:

1. **SELF-DIRECTED LEARNER:**
   - ☑ In this online course, it will be up to you to manage your time so that you keep on pace with the course calendar (found in the syllabus).
   - ☑ In addition, you should know that this course <u>does not</u> include an interactive component with other students. All of the course requirements are done individually and sent directly to the instructor.
   - ☑ Therefore, if you are someone who cannot manage the fast paced environment of online learning or if you are someone who will miss interacting with classmates, this online course is probably not the right decision for you.

2. **TIME:**
   - ☑ I expect you to spend the same amount of time you would spend in a regular classroom.
   - ☑ In addition, I expect you to prepare for class offline by reading and writing on your own.

3. **COMPUTER KNOWLEDGE:**
   - ☑ As a basic course requirement, you must be able to log on and use Blackboard.
   - ☑ If you are unfamiliar with Blackboard, or consider yourself a slow learner when it comes to new technology, an online course is probably not the right decision for you.
   - ☑ In addition to using Blackboard, you must also know how to:
     - ☑ Open and view .PDF files using Adobe Acrobat Reader
     - ☑ Navigate the internet by copying and pasting URL's into your web browser.

4. **COMPUTER SOFTWARE, CONNECTION AND SPEED**:
   - ☑ It is also important that you understand that by registering for an online class, you are acknowledging that you have regular, daily access to a computer with sufficient internet access and speed.
   - ☑ You also must have access to Adobe Acrobat Reader (free online software) and Microsoft Word 2003 or a newer version.

FREQUENTLY ASKED QUESTIONS

Q: How far in advance are the instructions for the online assignments available on BB?
A: All assignments are posted before the start of the course.

Q: How will each of the assignments be graded?
A: Assignments are graded using the grading rubric found in the syllabus. For those assignments that do not use the grading rubric, a percentage breakdown of how each assignment is graded is included with the instructions for the assignment.

Q: Do I ever need to be online at a specific time?
A: This is a great question. This class is taught in what is called asynchronous fashion. This means that all of the learning activities are structured to be completed within a certain time period, but at a pace established by you. Therefore, you do NOT need to be online at a specific time. You need only to note the due dates for assignments and make sure that you submit your work before those due dates.

Q: Do I ever need to travel to WPUNJ for this course?
A: No. However, if you have computer problems at home, you may find it helpful to use the computers in the labs at WPUNJ. If you are having considerable trouble, or would like to set up a conference with me, we can meet at my office in Hunziker Wing. Email me for an appointment.

Q: Can I send my assignments in after 11:59 pm on the due date?
A: 11:59 pm on evenings that assignments are due is the absolute latest time that you may send your work in to receive any credit. No late assignments are accepted in this online course. In fact, the assignment ceases to be available on Blackboard after 11:59 pm on the due date. PLAN AHEAD!!!!!

Q: I am going on vacation. Can I go ahead and send in all my assignments early?
A: You may submit your assignments at any time as long as your assignments are submitted by the due date.

Q: Should I take this class if I do not have regular access to a computer or if I am generally unfamiliar with technology?
A: Think carefully about your choice to complete an online course. Many students believe that an online course is less demanding than a face-to-face course. This is definitely not the case! It is important to know that in an online course, you must do a lot of reading on your own and keep up with the assignments since no one will be reviewing the material with you in person. If you do not have regular, daily access to a functioning computer with updated software and a reliable internet connection, you should NOT take an online course. Lack of access to a working computer is NOT a legitimate reason for late work or inability to keep pace with the course assignments,.

Q: I am having trouble with my school work. Are there are services available to help me?
A: YES! These services are free, make use of them!
- ☑ The Writing Center, located in the Atrium, is an excellent resource if you need assistance with your written communication skills.
- ☑ The Academic Support Center, located in Hunziker Wing on the 2nd floor, is available to assist you with strengthening your study skills, note taking, etc.
- ☑ The Office of Disability Services, located in Morrison Hall, Room 132, is available to assist students with disabilities to succeed at WPU.

Do you have other questions not answered in this syllabus? Email me at kernanw@wpunj.edu