



EXTENDED CAMPUS

COLLEGE of PROFESSIONAL
and CONTINUING STUDIES

HR 5113-220: Stress Management

Course Description:

Stress is “a demand made upon the adaptive capacities of the mind and body” (Olpin and Hesson, p. 3) and is an inevitable part of life. The key to managing stress is not to eliminate it but to find the right amount to feel energized and motivated without feeling overwhelmed and burned out. This class offers an examination of one’s stressors, how they affect us, and how to use a balance of mental/emotional, physical, environmental and spiritual stress management techniques for leading happier, healthier, and more productive lives. Classes will consist of experiential activities, large and small group discussion, and some lecture and video.

Class Dates, Location and Hours:

Dates: March 13 – 18, 2018

Location: Rota, Spain. Please contact the Site Director for classroom location.

Hours: Tuesday - Friday 6:00-9:30 pm; Saturday and Sunday 8:30 a.m.-4:30 p.m.

Last day to enroll or drop without penalty: February 12, 2018

Site Director:

Email: aprota@ou.edu. Phone: 34-956822799.

Professor Contact Information:

Course Professor: Melinda M. Howard, Ph.D.

Mailing Address: 6232 Olde Harwick Circle
Oklahoma City, OK 73162

Telephone Number: (405) 603-7703 (home)
(405) 820-0218 (cell)

Email Address: mhoward6232@gmail.com

Professor availability: The professor will be available via email and phone to students before and after the class sessions. On-site office hours are half an hour before and after each class session or by arrangement.

Textbook(s) and Instructional Materials:

Student materials are available at the OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK, and can be ordered online, by phone, by email, or by fax. Ordering online at <http://www.bkstr.com/oklahomastore/home> is strongly recommended – students can track the status of their order within 48 hours. If an order has not been shipped within three days, students can contact the Follett textbook manager by phone (405) 325-3511, (800) 522-0772 (toll-free) or email 0831mgr@fhcg.follett.com. Phone orders (ask for the textbook manager and identify yourself as an Advanced Programs student) can be placed 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; 10 a.m. to 4p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). Fax orders can be placed 24 hours a day at (405) 325-7770. Text prices are available online.

1. Olpin, M., & Hesson, M. (2015) *Stress management for life* (4th ed.). Belmont, CA: Cengage. ISBN 9781337051378. **Note:** This ISBN is a custom bundle of loose leaf text (to be put into a notebook) **plus** an access code to the CourseMate website. The specific instructions for accessing the eight online MP3 Stress Relief Activities on CourseMate (that are required as part of your pre-class preparation) are below. If you purchase a used text, you will not have an access code for CourseMate. Please contact me if you have problems accessing them.
2. Myers-Briggs Type Indicator (MBTI) Form M On-Line Assessment. The assessment needs to be taken at least one week before class begins. Students can access the assessment using the link provided with the instructions on page 3 of this syllabus. **Note:** The \$27 fee for the assessment will be charged to the students' bursar account. If you have recently taken the MBTI, you may use those results. Please e-mail your four letter preference to me before class starts so that I can copy additional information for you.
3. Materials posted on the OU Canvas learning management system: Access Canvas at <https://canvas.ou.edu>, enter your OU NetID and password, and select course to access material. If you require assistance with Canvas, please click on the Help icon. You can search the Canvas guides, chat with Canvas support, or contact OU IT.

Note: The Follett/AP Bookstore is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through the Follett/AP Bookstore.

Course Objectives:

- Take the Myers-Briggs Type Indicator and identify how their personality type relates to their own and others' stress reactions;
- Practice eight Stress Relief Activities
- Identify their own symptoms and sources of stress;
- Prepare and lead a learning activity for one of the stress management strategy;
- Discuss and practice psychological, physical, environmental, and spiritual stress management skills;
- Develop a "Stress Management Action Plan"; and
- Conduct additional research on one stress management skill relevant to their personal needs.

Assignments, Grading and Due Dates:

Pre-Class Assignments

1. Read *Stress Management for Life* and the documents posted on Canvas labeled "Read before class."
2. Complete the self-assessments in Chapter 2 of the text. You do not need to complete the ones specifically for college students if they don't seem relevant to you. (These can also be taken on-line in the CourseMate website. Instructions for logging into CourseMate are below. You will find them in the "Student Activities Manual" Chapter 2, Section 2.)
3. Complete the additional self-assessments posted on Canvas under "Assessments to take before class" and print the results.
4. Each day during at least **the two weeks before class**, complete the "Daily Wellness Graph" that is posted in Canvas under "Assessments to take before class" (or you may contact me via e-mail for it).
5. Beginning several days before the class, listen to each of the eight "Stress Relief Activities" MP3 recordings at least once. They are found in the online CourseMate for the text (see directions below). The activities range from 12-19 minutes each. To be most effective, you need to spread these out over several days. They may be downloaded to an MP3 player but do not listen to them while driving; they are for relaxing!

At least one week before the first class, take the Myers-Briggs Type Indicator (MBTI) on-line Stress Management Assessment (see instructions below). I will e-mail you the results to print and

bring to class. Avoid discussing your Myers-Briggs Type Indicator results or any actions you discovered that you need to take; these will be included in the final paper.

6. Prepare a 7-8 page, typed, double-spaced paper to be posted in Canvas under 'Pre-class Assignment' in the Drop Box Assignments Tab **before the first class**. (We will also be discussing it in general in small groups so you may want to print a copy or bring it electronically.) The paper needs to cover **what you have learned and found insightful** about stress in general as well as your own stress, stressors, symptoms of stress, and current coping skills based on:
 - a. Your reading of the text and assigned Canvas documents. **Include at least fifteen documented references to the entire text and articles.** This is the only way I will know you have read the materials.
 - b. Your self-assessments from the text and Canvas
 - c. Your "Daily Wellness Graph" record of at least two weeks
 - d. How you reacted to the use of the eight "Stress Relief Activities" recordings, i.e. were they helpful and in what way?
7. Print the handouts located in the folder "Documents to print for class."

Instructions for accessing CourseMate

1. Log into www.cengagebrain.com
 2. Enter the access code that comes with your text.
 3. Create an account if you don't already have a Cengage account.
 4. Once you are in, you will see the CourseMate link under their book resources page.
 5. Under the **Book-Level Resources** tab on the left, click on "Stress Relief Activities."
 6. Here is a quick guide with steps: http://assets.cengage.com/pdf/gui_cm-stu-quick-guide.pdf
- If you have difficulty, please contact the professor.

Instructions for taking the On-line Myers-Briggs Type Indicator

1. Using a web browser (i.e., Microsoft® Internet Explorer, Google Chrome, etc.), access the assessment on the CPP Web Administration site:
<https://Elevate.cpp.com/Respondent/ReturningUser?tokenId=4f3c73a9-1d9e-4b70-8e8e-47c97df632c9>
2. Complete registration questions; click Register (make sure to note the email address and password you used when registering)
3. Click Start
4. Provide the requested demographic information.
5. Click Next
6. Answer the questions as spontaneously as possible.
7. Respond to every item.
8. After completing the assessment, click **Next** at the bottom of the page.
9. Click Submit if you are done or Back if you want to review/edit your answers.

If you cannot complete the assessment in one sitting:

If you need to take a break from an assessment, be sure to click **Save and Complete Later** so your responses will be saved and can be recovered when you resume.

When you are ready to resume taking the assessment you will use the link in #1 above, click on LOG IN and then log in using the email address and password used when you registered.

If you forget the password used, enter your email address and click Forgot Password?

Note: If you have any questions during the self-administration process, please contact debbieb@ou.edu. Thank you for your participation.

Post-Class Assignments

1. **Stress Management Action Plan:** This needs to be at least 6 pages and should include, but doesn't need to be limited to:
 - a. Where you are on the "Balanced Approach to Managing Stress" continuum and why (handout in Canvas in "Documents to print for class").
 - b. An analysis of how your Myers-Briggs preferences contribute to your stress and to your stress management strategies.
 - c. Identification of your major sources of stress from the "Sources of Stress," "Stress Bubbles," and the "Wheel of Life" activities completed in class (handouts in Canvas).
 - d. Using the "Stress Coping Model" (handout in Canvas), a description of strategies in priority order, for changing, eliminating, reducing, living with, and/or building your resistance to, your stressors. What do you need to stop, continue, and/or start doing? Include documented references to the text, articles in Canvas, and class presentations about stress management skills. Elaborate on how you will incorporate these into your daily living.

2. For the third hour credit, you will study and practice a specific stress management technique relevant to your specific needs. Select a book or at least five scholarly articles that focus on a stress management skill that you would like to develop or improve. Please obtain approval of your choice from me. Prepare a 4-5-page paper summarizing the information and sharing how you are applying the concepts and techniques described in the book to your own stress management.

Grading:

This is a letter-graded course. A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = Below 60. I do not give a grade to the assignments but will comment and give you the opportunity to revise them, if needed, to receive an A in the class.

Assignment	Due Date	Percent of Grade
Pre-Class Assignment	Post in Canvas before the first class	25%
Facilitation of a Learning Activity for one Stress Management Strategy	During class	20%
Post-Class Assignment #1	Post in Canvas by three weeks after the last class period, April 8, 2018	25%
Post-Class Assignment #2	Post in Canvas by three weeks after the last class period, April 8, 2018	20%
100% Class Attendance (If you notify me that extraordinary circumstances caused you to be absent, I will not deduct from your grade if you complete make-up work for the time missed.)	N/A	10%

Notice: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.

POLICIES AND NOTICES

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution's policy regarding "I" (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy. Students who receive Financial Aid must resolve/complete any "I" (Incomplete) grades by the end of the term or he/she may be placed on "financial aid probation." If the "I" grade is not resolved/completed by the end of the following term, the student's Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Integrity and Student Conduct

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student's academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc...in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc...; intimidation and interference with integrity process; and plagiarism. All students should review the Student's Guide to Academic Integrity at http://integrity.ou.edu/students_guide.html

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at <http://studentconduct.ou.edu/>

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local OU Site Director.

Adjustment for Pregnancy/Childbirth-Related Issues

Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact me as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. Please see <http://www.ou.edu/content/eoo/faqs/pregnancy-faqs.html>.

Title IX Resources

For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on-call 24/7, counseling services, mutual no-contact orders, scheduling adjustments, and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office at smo@ou.edu or (405) 325-2215 (8-5), or the Sexual Assault Response Team at (405) 615 -0013 (24/7) to report an incident. To learn more about Title IX, please visit the Institutional Equity Office's website at <http://www.ou.edu/content/eoo.html>

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course. Advanced Programs does not provide duplicating services or office supplies.

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: <http://www.goou.ou.edu/>

INSTRUCTOR VITA

Melinda Millsap Howard, Ph.D.

Education

- Ph.D. Adult and Continuing Education, University of Oklahoma
- M.Ed. Counseling Psychology, University of Central Oklahoma
- B.A. Sociology, Oklahoma City University

Current Positions

- Owner, Howard Consulting
- Adjunct Associate Professor for University of Oklahoma Advanced Programs since 1985

Previous Experience

- Interim Director of Organization and Clinical Development, Saint Thomas Health in Nashville
- Manager of Learning and Development, University of Oklahoma Health Sciences Center
- Manager of Organization and Clinical Development, Deaconess Hospital
- Consultant for Personnel Decisions International (PDI)
- Director of Learning Resources, Integris Health
- Co-developer of a National Executive Leadership Institute for vocational rehabilitation administrators
- Senior Consultant for a management training and consulting organization for nonprofits
- Training Coordinator for the Oklahoma Office of Personnel Management
- Conducted workshops and classes for business, government, education, financial, and health care organizations for over thirty years.
- Experienced facilitator of team building, visioning, and strategic planning.
- Presented concurrent sessions at the 1983 and 1987 national conferences and the 1984, 1985, 1986, and 1990 regional conferences of the American Society for Training and Development.

Frequently Taught Advanced Programs Courses

- HR 5043 Seminar in Organization Change & Development
- HR 5073 Creative Problem Solving
- HR 5113 Stress Management
- HR 5153 Human Emotions

Major Areas of Teaching and Research Interest

- Organization behavior, change, and development;
- Human resource development
- Performance consulting
- Team building and facilitation skills
- Adult learning theory and training design
- Interpersonal and intrapersonal skills

Representative Honors and Awards Received

- Selected as Outstanding Board Member and Outstanding Chapter Member (twice) for the Central Oklahoma Chapter of the Association for Training and Development
- Nominated for “Manager of the Year” three times at Integris Health

Major Professional Affiliations

- The American Society for Training and Development
- Senior Organization Development Association