

Course Title:

Stress Management

Course Number:

HR 5113-494

Course Description:

This course is designed to teach human relations professionals various methods of stress management and prevention that can be used with clients, employees, co-workers, and family. It offers an examination of one's stressors and how to find a balance of mental, emotional, physical, and environmental stress management techniques for leading healthier and more productive lives.

Topics of study include sources, symptoms and prevention of stress; the body/mind connection; stress reduction and prevention techniques; and destructive/constructive coping skills. This course includes videos and audio files that will either be included in the Canvas site or the links will be provided on the site. Students will try different stress reduction and prevention techniques and will develop their own stress management plan.

Course Dates:

September 1 – December 31, 2017

Last day to enroll or drop without penalty: August 3, 2017

Site Director:

This is a three-credit hour online course. Please see your local Site Director or e-mail our online site coordinator at aponline@ou.edu

Professor Contact Information:

Course Professor:	Susan Marcus-Mendoza
Mailing Address:	University of Oklahoma Department of Human Relations 601 Elm Ave Office 702 Physical Sciences Center Norman, OK 73019
Telephone Number:	(405) 325-2258
Fax Number:	(405) 325-4402
E-mail Address:	smmendoza@ou.edu
Professor availability:	The professor will be available via e-mail to students. When you enroll, please get in touch with me and let me know who you are and where you are located.

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. Chen, D. (2016). *Stress management and prevention: Applications to daily life* (3rd ed.). New York: Routledge. 978-1138906280.
2. Davis, M., Eshelman, E., & McCay, M. (2008). *The relaxation and stress reduction workbook* (6th ed.). Oakland, CA: New Harbinger. ISBN 9781572245495. **This book is available as an ebook, but since there are exercises and worksheets in the workbook, the paperback form is recommended.**
3. Other materials (articles, links, and chapters) will be available on the book site, and you will do a paper for which you will choose a book or scholarly articles.
4. 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.

OU E-Mail:

All official correspondence from distance learning instructors will be sent only to students' ou.edu address.

Online Orientation:

The College of Arts and Sciences offers an online orientation for students who are enrolled in online or blended courses. The purpose of the orientation is to ensure that students are well prepared both technically and practically to take online courses. The orientation can be found on their website at: <http://www.ou.edu/content/cas/online/student-online-orientation.html>

The College of Arts and Sciences Online and Academic Technology Services office is here to assist you with any questions, problems, or concerns you may have. For assistance visit their website at <http://www.ou.edu/content/cas/online/student-information.html> or contact them by telephone at: (405) 325-5854 or email: casonline@ou.edu

Course Objectives:

- Define stress
- Prepare human relations professionals to assist clients and employees with managing their stress.
- Identify individual life stressors and develop methods for successfully coping with them.
- Develop techniques for controlling stress producing thoughts.
- Explore the relationship between the mind and the body and stress.
- Identify healthy and unhealthy ways of responding to stress.
- Develop a personal stress management plan that can be a model for individual clients and employees.

Assignments, Grading, and Due Dates:

Discussions and activities:

Since the course content is delivered electronically it is important that we stay connected with one another throughout the course. One way of doing that is through a series of discussion. This provides an opportunity to maintain the connections made from the beginning of the course with the personal introductions through each of the online learning exercises and assignments. This is an integral part of the course.

Questions, activities and issues will be posted to which each student must respond. These will invariably expand on the readings or related material. All of the information needed to complete these assignments will be found on Canvas.

Papers:

You will do two papers: a research paper and a personal stress management plan. Both papers will be due towards the end of the course so that you will have the benefit of the course readings, discussions and activities before you write the papers. However, there will be due dates for proposals for the first paper.

The first paper will be a research paper over one aspect of stress management and prevention. It can be about a technique, such as mindfulness or cognitive strategies, or about some other aspect such as exercise or nutrition. You will be given a list of books from which to choose to base your paper on (supplemented by articles), or you can choose to use journal articles. You may also suggest a book that is not on the list.

The second paper will be your own stress management plan. You will be working on this paper throughout the semester in the sense that you will be trying different techniques and strategies during the semester and will report on how they worked in your paper. You will put together a comprehensive plan that addresses several areas of stress in your life and strategies that are doable in your current circumstances. Further instructions for both papers will be available on the course Canvas site.

Grading:

This is a letter-graded course: A, B, C, D, or F. A=90% or higher, B=80% to 89%, C=70% to 79%, D=60% to 69%, F=59% or lower.

Assignment	Percent of Grade
Discussions and activities	50%
Research paper	25%
Stress management plan	25%

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.

Policy for Late Work:

Please contact instructor if you are not able to finish your work by the due date.

Attendance Policy:

In addition to interaction via Canvas and email contact, students are required to contact the instructor via email or telephone **before** the beginning of the course term for an initial briefing. Although physical class meetings are not part of this course, participation in all interactive, learning activities is required.

Student assignments and student/instructor communications will be conducted via Canvas, although students may contact the instructor via telephone, postal mail, email, or fax as needed

Incomplete Grade Policy:

A grade of "I" is not automatically assigned, but rather must be requested by the student by submitting to the instructor a "Petition for and Work to Remove an Incompleted Grade" form. An "I" can never be used in lieu of an "F" nor can an "I" be assigned because of excessive failure to participate in class activities.

Technical Support Information:

If you experience technical problems, contact Information Technology by visiting their website at: <http://webapps.ou.edu/it/> or contacting them by telephone at: (405) 325-HELP (4357).

POLICIES AND NOTICES

Attendance/Grade Policy

Note: Attendance/absences do not apply to online courses. However, participation in all course activities is extremely important to student success in online courses.

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 making 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.

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
Susan Marcus-Mendoza, PhD.

Education

- 1983 B.S in Psychology, University of Houston
- 1987 M.S. in Clinical/Community Psychology, Texas A&M
- 1988-89 Pre-doctoral internship in Clinical/Community Psychology, Baylor College of Medicine, Houston, Texas
- 1990 Ph.D. in Clinical/Community Psychology, Texas A&M

Current Positions

- Professor of Human Relations
- Professor of Women's and Gender Studies
- Licensed Psychologist in Oklahoma
- Advanced Programs Professor since 1993

Frequently Taught Advanced Programs Courses

- HR 5473 Women and Mental Health
- HR 5003 Theoretical Foundations of Human Relations
- HR 5453 Ethical Issues in HR Counseling
- HR 5623 Posttraumatic Stress Disorders
- HR 5113 Stress Management

Major Areas of Teaching and Research Interest

- Female inmates
- Prison programming
- Health psychology and women's wellness

Representative Publications and Presentations

- Sharp, S., Marcus-Mendoza, S. T., Cameron, K. & Daniels, E. (2016). *Across the spectrum of Women and Crime: Theories, Offending, and the Criminal Justice System*. Durham, NC: Carolina Academic Press.
- Marcus-Mendoza, S. T. (2016). Total system failure. In S. Sharp, S. Marcus-Mendoza, K. Cameron, & E. Daniels (eds). *Across the spectrum of Women and Crime: Theories, Offending, and the Criminal Justice System*. Durham, NC: Carolina Academic Press.
- Marcus-Mendoza, S.T. (2016). Incarcerated women in the United States. In C. Marcum & T. Freiburger (Eds.). *Women in the Criminal Justice System: Tracing the Journey of Females and Crime*. Boca Raton, FL: CRC Press Inc.
- Marcus-Mendoza, S. T. (2014). Special needs of children of incarcerated parents. In L.H. Cousins & J. G. Golson (Eds.), *Encyclopedia of Human Services and Diversity*. Thousand Oaks, CA: Sage Publications, Inc.
- Marcus, M. T., Taylor, W. C., Walker, T., Carroll, D. D., Cron, S. G., Marcus-Mendoza, S. T., Liehr, P. (2013). Project smart: An interdisciplinary collaboration to design and test a mentored health promotion program for school children. *Journal of Addictions Nursing*, 24 (1), 20-28.
- Marcus-Mendoza, S. T. (2012). The sociology of women criminals. In W. R. Miller (Ed.), *Social history of crime and punishment in America*. Thousand Oaks, CA: Sage Publications, Inc.
- Marcus-Mendoza, S. T. (2011). Feminist therapy with incarcerated women: Practicing subversion in prison. *Women & Therapy*, 34 (1&2), 77-92.

Major Professional Affiliations

- American Psychological Association
- American Association of Psychophysiology and Biofeedback
- Biofeedback Society of Texas