The University of Oklahoma  
College of Continuing Education  
Advanced Programs – Course Syllabus

Course Title:  
Stress Management

Course Number:  
5113-114

Course Description:  
Stress “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 find a balance of mental/emotional, physical, environmental and spiritual stress management techniques for leading happier, healthier, and more productive lives. Classes will be mostly experiential, large and small group discussion, with some lecture and video.

Class Dates, Location and Hours:  
Location: OCCE, Norman, Oklahoma. Classes are held at the Thurman White Forum Building of OCCE, 1704 Asp Avenue.  
Hours: Fri 5:30-9:30 p.m.; Sat 8:30 a.m.-4:30 p.m.; Sun 1:00-5:00 p.m.  
Last day to enroll or drop without penalty: March 15, 2012

Site Director:  
Cathy Yeaman. Assistant: Jan Plavchak. Phone: 405-325-3333; Fax: 405-325-9148; email: apnorman@ou.edu

Professor Contact Information:  
Course Professor: Melinda M. Howard, Ph.D.  
Mailing Address: 6232 Olde Harwick Circle  
Oklahoma City, OK 73162  
Telephone Number: (405) 271-5757 (office)  
Fax: (405) 603-7703  
(405) 603-7703 (home)  
(405) 820-0218 (cell)  
E-mail Address: dr-howard@cox.net or melinda-howard@ouhsc.edu  
Professor availability: The professor will be available via e-mail to students before and after the class sessions. On-site office hours are half an hour before and after each class session, by appointment.

Textbook(s) and Instructional Materials:  
Student materials are available at the Follett/AP Bookstore located in the Oklahoma Memorial Union, 900 Asp Ave., Norman, OK. Orders can be placed online at www.oklahomaunion.bkstr.com or by telephone at 866-369-9713 (toll free in the U.S.) or 405-325-5960 (outside the U.S.). E-mail orders may be sent to oklahomaunion@bkstr.com. Representatives are available from 8 a.m. to 6 p.m. CST Monday through Thursday and 8 a.m. to 5 p.m. CST on Friday. Summer hours: 8 a.m. to 4 p.m. CST. Faxed orders may be placed 24 hours a day to 866-223-5607 (toll free in the U.S.) or 405-325-1557 (outside the U.S.).
1. Olpin, M., & Hesson, M. (2009) *Stress management for life* (2nd ed.). Belmont, CA: Wadsworth. ISBN 9780324599435. (Text prices are available online.) (Note: If you purchase a used text, you will not have a code to download the on-line relaxation exercises. You will need to get these from another student or let me know.)

2. Myers-Briggs Type Indicator (MBTI) Form M On-Line Assessment. The assessment needs to be taken by April 6th, 2012. Students must access the correct batch (Howard SP12). Please see instructions starting on page 4 of this syllabus. **Note:** The $20.00 fee for the assessment will be charged to the students’ bursar account (Not provided by Follett).
   
   **Note:** If you have recently taken the MBTI, you may use those results. Please e-mail your four letter preference to me before class starts, and I will copy additional information for you.

3. Materials posted on the OU Desire to Learn (D2L) system: Access D2L at [http://learn.ou.edu](http://learn.ou.edu); enter your OU NetID (4+4) and password, and select course to access material. Please contact your local Site Director if you require assistance.

   **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;
- Identify their own symptoms and sources of stress;
- Prepare and lead a learning activity for one of the stress management skills;
- Discuss and practice psychological, physical, environmental, and spiritual stress management skills;
- Develop a "Stress Management Action Plan";
- 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 articles/chapters posted on D2L labeled “Read before class.”

2. Complete the self-assessments in Chapter 2 of the text. (These can also be taken on-line by logging into the “Premium Website” for the text. You will find them in the “Handouts” section of Chapter 2. You will need to print out the results for class discussion.)

3. Complete the additional self-assessments posted on D2L.

4. Each day during the two weeks before class, complete the “Daily Wellness Graph” that is posted on D2L (or you may contact me via e-mail for it).

5. Also before class, log into the “Premium Website” for the text and click on “Relaxation Exercises” under the *Book Resources* tab on the left. Try each of the exercises at least once. There are 8 activities ranging from 12-19 minutes each, so these will need to be spread out over several days. (They may be downloaded to an MP3 player, e.g. an iPod.)

6. Prepare a 7-8 page, typed, double-spaced paper to be handed in Saturday of the first weekend. It should cover what you have learned about your own stress, stressors, and current coping skills from the reading materials, self-assessments, “Daily Wellness Graph” and the use of the “Relaxation Exercises.” **Include specific references to the text, readings, and assessments.** Avoid discussing any actions you discovered that you need to take—these will be included in the final paper.

7. At least one week before the first class, take the Myers-Briggs Type Indicator on-line Stress Management Assessment (see instructions below). No later than a couple of days before the first class, I will e-mail you the results to print and bring to class.

8. Print the remaining Myers-Briggs material on D2L to be used in class.
**Post-Class Assignments:**

1. Prepare a “Stress Management Action Plan.” A specific outline will be handed out in class.

2. For the third hour credit, you will study and practice a specific stress management technique relevant to your specific needs. Select a book that focuses 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 content and sharing how you are applying the concepts and techniques described in the book to your own stress management.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Class Assignment</td>
<td>First Saturday of class</td>
<td>25%</td>
</tr>
<tr>
<td>Facilitation of a Learning Activity for a Stress Management Skill</td>
<td>During class</td>
<td>20%</td>
</tr>
<tr>
<td>Post-Class Assignment #1</td>
<td>No later than three weeks after the last class period</td>
<td>25%</td>
</tr>
<tr>
<td>Post-Class Assignment #2</td>
<td>No later than three weeks after the last class period</td>
<td>20%</td>
</tr>
<tr>
<td>100% Class Attendance (If you notify me that extreme circumstances caused you to be absent, I will not deduct from your grade if you complete make-up work for the time missed.)</td>
<td>Not Applicable</td>
<td>10%</td>
</tr>
</tbody>
</table>

Grading: A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = Below 60.

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.
Online Assessment Instructions for the Client

To Take an Assessment

1. Using a web browser (i.e., Microsoft® Internet Explorer), access the assessment on the CPP Web Administration site with the following link:
2. Provide the requested demographic information.
3. Click CONTINUE
4. Follow all directions to complete your assessment.
5. Answer the questions as spontaneously as possible.
6. Respond to every item.
7. After completing the assessment, click DONE at the bottom of the page.
8. If taking a break from an assessment, be sure to click Done so your responses will be saved and can be recovered when you resume. Write down your User ID number so you can resume and/or take additional assessments using the same User ID. Click Log Out and close your browser session.
   a. When you are ready to complete your assessment, go to http://online.cpp.com and enter the Login: “Boomer”, password: “Sooner” (both login and password are case sensitive) and your User ID to return to your assessment.

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

Honesty is a fundamental precept in all academic activities and … [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

- cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your OU Site Director.

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.

Copyright

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 Milsap 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
- Manager, Learning and Development, University of Oklahoma Health Sciences Center
- Owner, Howard and Associates
- Adjunct Associate Professor for University of Oklahoma Advanced Programs since 1985
- Adjunct Professor for Oklahoma City University

Frequently Taught Advanced Programs Courses
- HR 5183 Issues in Human Relations Training
- HR 5113 Stress Management
- HR 5193 Intervention and Practice in Training
- HR 5153 Human Emotions
- HR 5043 Seminar in Organization Change & Development
- HR 5163 Seminar in Nonverbal Behavior in Human Relations

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 Publications and Presentations
- For eight years, Manager of Organization and Clinical Development, Deaconess Hospital
- For one year, Consultant for Personnel Decisions International (PDI)
- For seven years, Director of Learning Resources for Integris Health
- For two years co-developer of a National Executive Leadership Institute for vocational rehabilitation administrators
- For two years, Senior Consultant for a management training and consulting organization for nonprofits
- For two years, Training Coordinator for Oklahoma Office of Personnel Management
- Has been conducting 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.

Representative Honors and Awards Received
- Selected as Outstanding Board Member and Outstanding Chapter Member (twice) for the Central Oklahoma Chapter of the American Society 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
- Vice Chair, Project for Optimal Emergency Services for Seniors Board of Directors