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

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 D2L 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:  
January 2-April 30, 2013  
Last day to enroll or drop without penalty: December 4, 2012

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 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 405-325-7140 (outside the U.S.). (Text prices are available online.)

2. 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.

3. Materials posted on the OU Desire to Learn (D2L) system: Access D2L at 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.

OU E-Mail:
All official correspondence from distance learning instructors will be sent only to students’ ou.edu address.

Online Learning Resource Center:
The Online Learning Resource Center of the University of Oklahoma’s College of Arts and Sciences Online Program is here to serve you and assist you with any questions, problems, or concerns you may have. For assistance go to http://casweb.ou.edu/olr/ or contact us 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 D2L.

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 classes will be available on the course D2L site.

**Quizzes:**

There will be several quizzes covering the readings for the class. All quizzes are open book and you will have a few days to complete each quiz.

**Grading:**

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percent of Grade</th>
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<tbody>
<tr>
<td>Discussions and activities</td>
<td>30%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Research paper</td>
<td>25%</td>
</tr>
<tr>
<td>Stress management plan</td>
<td>25%</td>
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</tbody>
</table>

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:**

Although physical class meetings are not part of this course, participation in all interactive, learning activities is required.

**Incomplete Grade Policy:**

A grade of “I” is not automatically assigned, but rather must be requested by the student. 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/](http://webapps.ou.edu/it/) or contacting them by telephone at: (405) 325-HELP (4357).

**Procedures for Completion of Course Evaluation:**

Upon completion of the course students should go to the [Advanced Programs Distance Learning webpage](http://www.ou.edu/d2l) and click on the applicable semester link under “Course Evaluations” which will direct them to the evaluation. The evaluation will take approximately five minutes to complete. Completion of the online evaluation is an important tool allowing Advanced Programs to gain information and student feedback for improvement of courses.

Your responses will be kept confidential. They will be reviewed by the department and only supplied to the professor once grades for the course have been submitted.

**Important information you should know about online courses:**

- To sign on to Desire2Learn (D2L), log in using your 4+4 and your OU network password (note that this is the same 4+4 and password that you use to access your OU email). Once you are logged in,
please look for “My Courses,” locate your course and click on it. Remember to check your course site on D2L every day.

- Students enrolled in online courses may be required to take the CAS student orientation in Desire 2 Learn. To take the orientation, sign-on to D2L and then click on “Self Registration” at the top left corner of the page. Information about and instructions for the orientation can be found at http://casweb.ou.edu/olr/public/students/orientation.htm

- Course Materials are available at Follett/AP Bookstore. On this syllabus you will find a link to the Follett Bookstore.

- If you need to drop or withdraw from a course, please contact your Site Director. You can drop a course without a penalty up to the add/drop date. You can drop a course after the add/drop date through the first day of class with a penalty. There will be a 25% penalty if you drop 16-29 days before the start of class, 50% penalty if you drop between 15 days before and the start of the class, or 100% penalty if you drop on the first day of class or later.

- After the class has started, you can only withdraw from the course with the professor’s permission; you will not receive a refund for your tuition. You can only drop without a penalty after the add/drop date by providing proper documentation and receiving approval from the Advanced Programs Theater Director. Provide this documentation to your Site Director.
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.

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
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
- Chair, Department of Human Relations
- 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 5463  Counseling Skills
- HR 5473  Women and Mental Health
- HR 5003  Theoretical Foundations of Human Relations
- HR 5013  Current Problems in Human Relations

Major Areas of Teaching and Research Interest
- Female inmates
- Prison programming

Representative Publications and Presentations

Major Professional Affiliations
- American Psychological Association
- Association of Women in Psychology