



**School of Business**

**2. UNIVERSITY MISSION STATEMENT**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, and service to God and humankind.

**3. COURSE NUMBER & NAME:**

MGMT 5339-VCO1, Stress Management

**4. TERM:**

Fall I, 2020

**5. INSTRUCTOR:**

Dr. Richard A. Warren

**6. CONTACT INFORMATION:**

Office Phone Number provided on the Blackboard Announcement and Instructor Information page

WBU Email: [Richard.warren@wayland.wbu.edu](mailto:Richard.warren@wayland.wbu.edu)

Cell phone: Office Phone Number provided on the Blackboard Announcement and Instructor Information page

**7. OFFICE HOURS, BUILDING & LOCATION:**

M/T/W/TH/F from 4:00 pm until 9:30 pm CST

Virtual Office

**8. COURSE MEETING TIME & LOCATION:**

There are no set class meetings. Students are required to complete assigned work found on the syllabus at the time specified on the Schedule and Weekly Assignment pages of the course.

## 9. CATALOG DESCRIPTION:

Stress reaction and its relationship to specific illnesses and disease and effects on productivity with focus on intervention techniques.

## 10. PREREQUISITE:

BUAD 5300

## 11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
<u>Comprehensive Stress Management</u>	Greenberg	14th	2017	McGraw-Hill	9780-07802-8663	1/24/17

"Wayland Baptist University has partnered with Vital Sources to bring Inclusive Access, which is a digital copy of the required textbook available on Blackboard day one of class. The prices are very competitive with the market and in most cases below the standard cost. The price of the textbook is be billed to your student account. To check the price of the textbook, please locate your required course material at <https://bookstore.wbu.edu>. Once you access the textbook, it will ask you if you would like to opt-out. If you choose NOT to use this version you MUST OPT OUT, or you will be charged, and refunds are not available."

### NOTE:

**eTextbook cost included at registration.**

If you want to buy a hard copy that is fine, but you must OPT-OUT of the eTextbook in the classroom link prior to August 24, 2020.

## 12. OPTIONAL MATERIALS

## 13. COURSE OUTCOMES AND COMPETENCIES:

1. Recognize life change events and relate these to the development of positive health.
2. Distinguish between productive and non-productive stress and Modify stressful behaviors.
3. Develop progressive relaxation, physiological and biofeedback interventions
4. Demonstrate understanding of the subject and matter through class discussions and obtaining 80 to 90% on mid- term and final examinations, oral presentations and written reports.

## 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly

scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy.

#### **15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:**

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

#### **16. DISABILITY STATEMENT:**

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

#### **17. COURSE REQUIREMENTS and GRADING CRITERIA:**

The course requirement include Chapter Tests, Discussion Postings, Essays, Case Studies, a Stress Log, Term Paper and Exams. The information below describes the value of each assignment and the percentage it makes up of the total grade. See the information below.

- 8 each Chapter Tests – for a total of 16 percent
- 8 each Discussion Posts – for a total of 16 percent
- 3 each Essays – for a total of 12 percent
- 3 each Chapter Labs – for a total of 12 percent
- 1 each Stress Log for a total of 8 percent
- 1 each Research Paper – for a total of 14 percent
- 2 each Exams – for a total of 22 percent

#### **Grading Criteria:**

Assignment	Number	Points Each	Total	Percentage
Chapter Test	8	20	160	16%
Discussion Post	8	20	160	16%
Essay	3	40	120	12%
Chapter Labs	4	30	120	12%
Stress Log	1	80	80	8%
Term Paper	1	140	140	14%
Exams	2	110	220	22%
			1000	100%

**17.1 Grade Appeal Statement:** “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

**(The tentative schedule continues on the next page)**

## 18. TENTATIVE SCHEDULE

<b>Week &amp; Dates</b>	<b>Assignments</b>	<b>Notes/Reading</b>	<b>Additional Information</b>	<b>Due Date</b>
<b>1 Aug 17 – Aug 23</b>	<b>Post introduction Chapter Test Post to DQ # 1 Essay # 1</b>	<b>Read Chapters 1-3</b>	<b>None</b>	<b>August 23, 2020 Required to stay in class</b>
<b>2 Aug 24 – Aug 30</b>	<b>Chapter Test Post to DQ # 2 Chapter Lab # 1 Topic Request</b>	<b>Read Chapters 4 &amp; 5</b>	<b>Lab 5.1 Topic Request</b>	<b>Aug 30, 2020</b>
<b>3 Aug 31 – Sep 6</b>	<b>Chapter Test Post to DQ # 3 Essay # 2</b>	<b>Read Chapters 6 &amp; 7</b>	<b>Prepare 4-6 page Essay APA style</b>	<b>Sep 6, 2020</b>
<b>4 Sep 8 – Sep 13</b>	<b>Chapter Test Post to DQ # 4 Chapter Lab # 2 Mid Term Exam</b>	<b>Read Chapters 8 &amp; 9</b>	<b>Lab 8.5 Exam</b>	<b>Sep 13, 2020</b>
<b>5 Sep 14 – Sep 20</b>	<b>Chapter Test Post DQ # 5 Chapter Lab # 3</b>	<b>Read Chapters 10, 11</b>	<b>Lab 11.3</b>	<b>Sep 20, 2020</b>
<b>6 Sep 21 – Sep 27</b>	<b>Chapter Test Post to DQ # 6 Essay # 3</b>	<b>Read Chapters 12, &amp; 13</b>	<b>Prepare 4-6 Page Essay APA style</b>	<b>Sep 27, 2020</b>
<b>7 Sep 28 – Oct 4</b>	<b>Chapter Test Post to DQ # 7 Chapter Lab # 4 Stress Log</b>	<b>Read Chapters 14 &amp; 15</b>	<b>Lab 14.4 Stress Log</b>	<b>Oct 4, 2020</b>
<b>8 Oct 5 – Oct 10</b>	<b>Chapter Test Post to DQ # 8 Final Exam Term Paper</b>	<b>Read Chapters 16 &amp; 17</b>	<b>Term Paper Exam</b>	<b>Oct 10, 2020</b>

## NOTES:

The week starts on Monday and ends on Sunday – Assignments are due by Midnight on Sunday. I will grade assignments on Monday thru Wednesday

With regard to reading – I expect each student to read the book at their own pace – recommended weekly readings schedule as indicated.

Stress Log (Format provided by instructor/completed by student) submitted on the day that is indicated in the Scheduled Due Date page.

## 19. ADDITIONAL INFORMATION

### General Information:

*This syllabus contains a general overview of the course only. It should NOT be considered as a substitute for reading and understanding all the pages of this web site.*

The subject of ALL your email shall be MGMT 5339 VC01 Fall I, 2020 and you must include your first and last names in the email body. Email without this Subject Line will not be read or responded to.

Once you have read and understood everything contained in the syllabus, you are required to submit an email containing all of the following:

1. Your Full Name
2. Term: Fall I, 2020
3. Course Number and Section (MGMT 5339 VC01)
4. Date
5. A Statement of Understanding as follows:

"I have read the syllabus for this course. I understand the course requirements and procedures. Since grades are an indicator of personal effort and performance, I understand that it is my responsibility to earn the grade I desire in this class." (*This statement must be verbatim.*)

You may **NOT** submit a paper you submitted in another course for grade.

"Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study."

### Posting of Grades:

Final grades will be posted in IQ Web and Blackboard.

### Discussion Assignment Guidance:

1. Subjects are chosen so that they will not be able to be answered adequately in not less than 300 words and will be consistent with the APA style of writing. Failure to provide References and Citations will result in a grade of "0" for the Assignment. Decision on the adequacy of an answer is the instructor's. It is not subject to debate.
2. Assignments are graded on a 100-point scale. Assignments and Quizzes are due by midnight (11:59 P.M. Central Time) the first Sunday after the assignment is made. They will be considered late, after midnight of date due, and a deduction of 20 points per week will be taken.
3. Discussion Assignments will be submitted through the Discussion Forum in Blackboard. Initial Post must be submitted through the Discussion Forum. The way to do this is to create the posting in a Word Document, correcting spelling and grammar prior to copying and pasting the narrative into the Discussion Forum in Blackboard. Assignments copied and pasted or created in Blackboard will be graded as such and no consideration will be made for format changes to your documents.
4. Assignments not submitted through Blackboard, as indicated above will not be accepted.

### Essay Assignment Guidance & Format:

The Essay homework assignments will consist of not less than 4 pages of narrative text (standard double line spacing, Times New Roman, Font size 12, with 1 inch margins all around). Title Pages, Tables of Content, figures, pictures, graphs, and references will not be counted as text. Title Page is required. Table of Contents is not required; an Abstract is not required for the Essays. At this point, let me remind you that if you use Microsoft Word to produce your paper, its default is 1.25 inches, and you need to change it to one inch. Use only 12 point Times New Roman font on your papers. This will keep paper length consistent for everyone. Since a word processor is likely to be used in preparation of the paper, it is expected that there will be NO spelling errors. I will caution you that 'Spell Check' will not catch words spelled correctly but not in the correct context. Accuracy is important. Grammar and spelling errors will be penalized at 1 point per occurrence. Clarity can affect understanding. If your work is difficult to understand, the content is questionable.

Proper credit for references used will be included and will be cited within the paper as well as in a References page. There will be at least **two (2)** outside peer reviewed references used (the text book does not count as one). Articles must have an Author and published date. Magazines, Blogs, Newspapers, and Wikipedia documents are not acceptable. Therefore, you will have to do some research to back up your conclusions.

**Note:** The APA style of writing has a References page. It does not have a Works Cited page or Bibliography.

Papers will be consistent with the APA style manual format. (The requirement for APA style of writing will be worth at least 30% of your grade.)

In the Main Menu section, Information/Syllabus of Blackboard are the Rubrics and examples that will be used to grade Research Paper, Essays, and Discussions. There is also a link to the Wayland Library (LRC) and one to the Wayland Writing Center if you need help. I am also available via email.

**Topics:**

As listed in Assignments in Blackboard.

**Attribution:**

All works and illustrations used in your paper must be cited; this means crediting the source where you found the information you used to support your work. If you fail to give credit for copyrighted information you present as your own work; that constitutes plagiarism, and will be penalized by a zero for the project. ALL statements of fact MUST be supported by references and citations.

**NOTE:** An author must be a person and the date is the year of publication.

Citations should be in the format: (Author(s), date) or if for a quote (Author(s), date, page). If the Reference is no longer than one (1) page the citation for a quote should be (Author(s), date, paragraph). If citations are not correct a minimum of 10% will be deducted.

**References:**

This is the source material you used to support your research project. Sources without an author and/or date should not be used. Look in the APA manual or in the Wayland Writing Center/Research and Writing Guides. If References are not correct a minimum of 10% will be deducted.

If neither references nor citations are given for your research for Homework Assignments your score will be 0 for the Assignment.

**NOTE 1:** References without an author (person) and a date (year of publication) will not be accepted (This means references must have both).

**NOTE 2:** ALL weeks' end on Sunday. I will not assign work to be completed on Sunday. All assignments and quizzes for each week are due by 11:59 P.M., midnight, on the Sunday ending the week. Exams are due on the dates scheduled.

Guidelines for Research Papers

**Exams:**

Exam will be presented on Blackboard. There will be a Mid-Term and a Final Examination. Each will cover the material listed on the schedule. The final is NOT comprehensive. The Exams are administered online in Blackboard and do not require proctors. You will receive an immediate feedback on your score on the objective portion of the exam, but the essay questions will have to be graded by me on an individual basis whereupon you will receive the total exam score.

**Keep a copy of your work until the end of the course; recording errors may occur.**



## Research Paper Format and Guidance:

The Research Paper will consist of not less than 9 pages of narrative (standard double-spaced with 1 inch margins all around) of TEXT in length (Title Pages, Tables of Content, figures, pictures, graphs, and references will not be counted as text. Title Page is required. Table of Contents is not required; an Abstract is required.) At this point, let me remind you that if you use Microsoft Word to produce your paper, its default is 1.25 inches, and you need to change it to one inch. Use only 12 point Times New Roman font on your papers. This will keep paper length consistent for everyone. Since a word processor is likely to be used in preparation of the paper, it is expected that there will be NO spelling errors. I will caution you that 'Spell Check' will not catch words spelled correctly but not in the correct context. This is not an English class. However, accuracy is important. Grammar and spelling errors will be penalized at 1 point per occurrence. Clarity can affect understanding. If your work is difficult to understand, the content is questionable.

Proper credit for references used will be included and will be cited within the paper as well as in a References page. There will be at least six (6) outside references used (text books do not count as references). In other words, you will have to do some research to back up your conclusions.

Direct quotes should not be used. Synthesize and paraphrase, then cite the author. Do not over cite in your essay or term paper. Papers will be consistent with the APA style manual format. (The requirement for APA style of writing will be worth at least 20% of your grade.). See example in Blackboard.

In the Course Info/Syllabus section of Blackboard is a rubric that will be used to grade the Research Paper.

There is also a link to the **Wayland Library (LRC)** and one to the **Wayland Writing Center** if you need help. I am also available via email.

### Topics:

Any topic relevant to the course are subject to approval.

### Drafts:

Drafts of your paper may be submitted in Safe Assign (Draft) in the Course Content of Blackboard. I will comment on the paper and return it to you for corrections.

### Attribution:

All works and illustrations used in your paper must be cited; this means crediting the source where you found the information you used to support your work. If you fail to give credit for copyrighted information you present as your own work; that constitutes plagiarism, and will be penalized by a zero for the project. This includes any paper that you may have written and submitted in any other class for grade. ALL statements of fact MUST be supported by references and citations.

**NOTE:** An author must be a person and the date is the year of publication.

Citations should be in the format: (Author(s), date) or if for a quote (Author(s), date, page). If the Reference is no longer than one (1) page the citation for a quote should be (Author(s), date, paragraph). If citations are not correct a minimum of 3% will be deducted for each occurrence.

References – This is the source material you used to support your research project. Sources without an author and/or date should not be used. Look in the APA manual or in the Wayland Writing Center/Research and Writing Guides. If References are not correct a minimum of 10% will be deducted.

If neither references nor citations are given for your research for Homework Assignments your score will receive Zero (0) for the Assignment.

**Goals:**

Success in your career will depend greatly on your written and oral communication skills. Our school recognizes the need for students to develop proficiency in these skills, and requires all students to submit a research paper and/or provide an oral presentation in each class in this department.

**Additional Information:**

**If you have not done so already, I suggest you make sure your Wayland email account is working correctly. If I send you an email it will be to your email account. If you send me an email from your private email account, I will respond to your private email account. Be advised that your Wayland email account is the preferred email account to use for this course.**

**If wish to communicate with me please do so by email at**

**( richard.warren@wayland.wbu.edu).**