



**VIRTUAL CAMPUS
SCHOOL OF BUSINESS**

SYLLABUS

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 – VC 01, Stress Management

4. TERM:

Fall Semester 2019

5. INSTRUCTOR INFORMATION:

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

7. OFFICE HOURS, BUILDING & LOCATION:

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

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:

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

10. PREREQUISITES:

BAUD 5300

11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	Updated
<u>Comprehensive Stress Management</u>	Greenberg	14th	2017	McGraw-Hill	9780078028663	4/13/17

"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 will 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."

12. OPTIONAL MATERIALS: Instructor will provide writing examples, Guides and handouts to aid the student in completing written assignments

13. COURSE OUTCOME COMPETENCIES:

Upon completion of this course the student should be able to:

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

14. ATTENDANCE REQUIREMENTS:

Virtual Campus Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student "attendance" in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors

may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

Per university policy, students are expected to attend all scheduled classes. There will be an activity each week that must be completed and attendance will be taken. This is especially important for week 1 as I must submit an attendance report. Should a situation develop that precludes timely completion of requirements, contact the instructor immediately.

15. STATEMENT ON PLAGIARISM AND 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:

Grading Criteria

Item	Points	Date Due	Remarks
Discussion Questions	21	Weekly- Per Syllabus	
Prepare 1 page paper on the Midterm topic for Approval	3	Midnight Sep 14, 2019	Post to Blackboard- Click on course content and scroll all the way down Until you find the assignment Paper must include title page and reference page in APA
Midterm	28	Midnight Sep 28, 2019	Post to Blackboard- Click on course content and scroll all the way down Until you find the assignment PPT must be prepared in APA with title slide, reference slide and abstract slide

Prepare 1 page paper to Instructor Final topic for approval	3	Midnight Oct 5, 2019	Post to Blackboard- Click on course content and scroll all the way down Until you find the assignment	
Final Research project (35 points)	35	Midnight Oct 26, 2019	Post to Blackboard-	
Stress Log (10) Points	10	Midnight Oct 26	Click on course content and scroll all the way down Until you find the assignment Stress Log Example Posted in Course Content	Stress Log Instructions – See Below (worth 10 Points)
Total	100			

Stress Log Instructions

As part of the course requirements, each of you must keep an informal Stress log that is being updated each time you experience any type of stress. Record the incident or stressor and how you handled the type of stress. Also I want you to record results attained. Although the example is in a PDF format, please use a word document format so that I may add comments. You should use this log to support your views in the discussion board, and of course in the conclusions sections of both your midterm and final research projects. Because of the nature and the timing of the entries, the log must be in chronological order.

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.”

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18. TENTATIVE SCHEDULE

(Calendar, Topics, Assignments)

FALL 2019 TENTATIVE SCHEDULE AUGUST 19 – NOVEMBER 2, 2019				
Week & Dates	Assignments	Notes/Reading	Additional Information	
1 Aug 19 – Aug 24	Post introduction	Extra credit (3 Pts) Chapters 1-3	None	Required to sign in for classes Due: Aug 24, 2019
2 Aug 25 – Aug 31	Post to DQ 1	Chapters 4 & 5		Due Aug 31, 2018
MONDAY LABOR DAY				
3 Sep 3 – Sep 7	Post to DQ 2	Chapters 6 & 7		Due: Sep 7, 2019
4 Sep 8 – Sep 14	No discussion board activity – written assignment due – 1 page paper as noted	Chapters 8 & 9	Prepare 1 page paper in APA requesting Midterm Topic. Students may select any topic as long as the topic deals with course subject matter.	1 page assignment with cover page and reference page Request topic, explain on the topic and why this topic should be researched Due: Sep 14, 2019
5 Sep 15 – Sep 21	Post to DQ 3	Chapters 10&11		Due Sep 21, 2019
6 Sep 22 – Sep 28	No discussion board activity – written assignment due Midterm PPT as noted		Midterm is a Power point – 15 slides inclusive of title slide, abstract slide and reference slides. student selects topic PPT is prepared in APA – Cover Slide, Abstract Slides and reference slide(s) and speaker notes	Midterm topic that has been requested by the student and approved by the Professor See example posted in course content. Due: Sep 28, 2019
7 Sep 29 – Oct 5	No discussion board activity – written assignment due – 1 page paper as noted	Chapters 12 & 13	Prepare 1 page paper in APA with title page and reference page requesting topic for the Final	Any Topic as long as it deals with course subject matter Due: Oct 5, 2019

			research Paper. topic may be the same as Midterm – Information presented in Midterm may not be repeated	
8 Oct 6 – Oct 12	Post to DQ 4	Chapters 14 & 15		Due: Oct 12, 2019
9 Oct 13 – Oct 19	Post to DQ 5	Chapters 16 & 17		Due: Oct 19, 2019
10 Oct 20– Oct 26	No discussion board activity – written assignment due Final assignment as noted	Stress Log Due	Final Examination is a research paper 8 pages of Text – Times New Roman or Arial – Arial preferred.	Topic of Research is the one that has been approved. Stress Log also Due Due Oct 26, 2019
11 Oct 27 - Nov 2	Post to DQ 6	Final review and wrap-up	Resubmits of Final (If Needed)	Computation and Upload of Final Grades to Registrar Due: Nov 2, 2019

NOTES:

Course outline: Note Week starts on Sunday ends on Saturday – Assignments are due by Midnight on Saturday – I will grade on Monday thru Wednesday - Note dates listed are the dates the week starts

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

Stress Log (Format provided by instructor/completed by student) submitted on the day that the Final Research Paper is due.

19. ADDITIONAL INFORMATION**Instructor Notes on Written Assignments**

All assignments will be prepared in APA version 6. (Blue Book). I expect to see a focused, Inclusive and dedicated research effort. I also expect the assignments to be prepared using correct grammar and in a formal, 3rd person past tense style. Throughout the course, I will help you and I will post examples of a paper and a power point for you to use as examples.

Instructor Notes on Policy Changes regarding Dropping Classes

We are all working adults but sometimes life gets in the way. If an event occurs that gets in the way of completing assignments or other course requirements CONTACT ME IMMEDIATELY!! If you drop this course and then we talk and work something out, you may not be able to get back in.

If you are out more than 48 hours you may not get back in. Please do not consider dropping without talking to me first.

Instructor's policy on Academic Dishonesty: Plagiarism will not be tolerated; students will receive an "F" on that assignment for presenting another's work as their own. Cheating on an exam will result in a zero on the exam.

Instructor Teaching Philosophy

I believe in a strong interactive two-way communicative process between student and the instructor. It is essential that you become deeply involved in this 2 way process. The course is designed to be challenging and enjoyable. My expectation is that the each student has valuable knowledge and experience that will contribute to the entire class's knowledge base. I will use a variety of teaching methods including, case studies, and discussions. I expect our sessions to be highly interactive, which requires students to demonstrate self-motivation and initiative. Reading, analysis of chapter readings, and careful preparation, along with a concerted attempt to provide complete presentations will net the learners maximum value. **Relax and enjoy - this course will be a lot of fun!!**