

Wayland 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.

Contact Information

Course: MGMT 5339 VC01 – Stress Management

Campus: WBU Online

Term/Session: Spring -1 2023

Instructor: Dr. Richard A. Warren

Office Phone Number/Cell #: Provided on Blackboard

WBU Email Address: Richard.warren@wayland.wbu.edu

Office Hours, Building, and Location: M/T/W/TH/F from 4:00 pm until 8:30 pm CST - Virtual

Class Meeting Time and Location: There are no specified class meetings - Virtual

Textbook Information

Required Textbook(s) and/or Required Materials:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
<u>Comprehensive Stress Management</u>	Greenberg	15th	2021	McGraw-Hill	9781-26024-0689

*The textbook for this course is part of the **Wayland's Automatic eBook** program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore [Automatic eBook FAQ](#) page.*

Optional Materials:

Publication Manual of the American Psychological Association, 7th ed, ISBN: 978-1433832154

Course Information

Catalog Description:

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

Prerequisite:

None

Course Outcome Competencies:

- Recognize life change events and relate these to the development of positive health.
- Distinguish between productive and non-productive stress and Modify stressful behaviors.
- Develop progressive relaxation, physiological and biofeedback interventions
- 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.

Attendance Requirements

WBU-Online

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 2 or more weeks of an 8-week session, 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 session 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.

University Policies

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.

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 Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, trifilot@wbu.edu or call (806) 291-3745.

Student Grade Appeals: 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 to the 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.

Course Requirements and Grading Criteria

The course requirements include Chapter Tests, Chapter Labs, Discussion Postings, Essays, 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
- 4 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

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

Tentative Schedule

Week & Dates	Assignments	Notes/Reading	Additional Information	Due Date
1 Jan 16 – Jan 22	Post Intro – NLT Jan 17 Initial Post to DQ # 1 NLT Jan 17 Chapter Test Essay # 1	Read Chapters 1 through 3	Prepare an APA style Essay 4-6 pages	Jan 22, 2023 Required to stay in class
2 Jan 23 – Jan 29	Chapter Test Post to DQ # 2 Chapter Lab # 1 Topic Request	Read Chapters 4 & 5	Lab 5.1 Topic Request	Jan 29, 2023
3 Jan 30 – Feb 5	Chapter Test Post to DQ # 3 Essay # 2	Read Chapters 6 & 7	Prepare 4-6 page Essay APA style	Feb 5, 2023
4 Feb 6 – Feb 12	Chapter Test Post to DQ # 4 Chapter Lab # 2 Complete Mid Term Exam	Read Chapters 8 & 9	Lab 8.5 Exam	Feb 12, 2023
5 Feb 13 – Feb 19	Chapter Test Post to DQ # 5 Chapter Lab # 3	Read Chapters 10 & 11	Lab 11.3	Feb 19, 2023
6 Feb 20 – Feb 26	Chapter Test Post to DQ # 6 Essay # 3	Read Chapters 12, & 13	Prepare 4-6 Page Essay APA style	Feb 26, 2023
7 Feb 27 – Mar 5	Chapter Test Post to DQ # 7 Chapter Lab # 4 Submit Stress Log	Read Chapters 14 & 15	Lab 14.4 Submit Stress Log	Mar 5, 2023
8 Mar 6 – 11	Chapter Test Post to DQ # 8 Complete Final Exam Submit Term Paper	Read Chapters 16 & 17	Term Paper Exam	Mar 11, 2023

Additional Information

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. Daily entries are encouraged to ensure a comprehensive final product.

ADDITIONAL 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 Spring 1, 2023 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:

Your Full Name

Term: SPRING 1, 2023

Course Number and Section (MGMT 5339 VC01)

Date

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:

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.

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 will be taken.

Discussion Assignments will be submitted through the Discussion Forum in Blackboard. Initial Post must be submitted through the Discussion Forum by **Wednesday of each week**. 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. References and citations are required.

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 for the top, bottom, left, and right margins. 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.)

Topics:

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.

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 Zero 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.

Exams:

Exams are 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.

Research Paper Format and Guidance:

The Research Paper will consist of not less than 8 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 four (4) outside **Peer Reviewed** 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.

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

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, the date is a year of publication.

Goals:

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.

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 WBU 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.