This syllabus is your contract for the class.

Montgomery College
Department of Health Enhancement, Exercise Science, and Physical Education

HEALTH 212 CONTROLLING STRESS AND TENSION - Distance Education

I.   INSTRUCTOR INFORMATION

Instructor:
Office:
Phone:
Preferred email:
Alternate email:
Online office hours:
Campus office hours:

II.   COURSE INFORMATION

A basic understanding of the physiology and psychology of the stress response and how stress affects individuals will be the focus of this course. Course topics include physiology of the stress response and its effect on wellness especially physical and mental health; current theoretical models concerning sources of stress, coping and adapting; and strategies for the prevention and management of stress. Students will have opportunities for self-assessment and development of personalized coping strategies. *Assessment Level(s):* ENGL 101/ENGL 101A*. Three hours each week. Formerly HE 202.   3 semester hours*

Montgomery College's general education program is designed to ensure that students have the skill, knowledge, and attitudes to carry them successfully through their work and personal lives. This course provides multiple opportunities to develop the following competencies: critical analysis and reason, written and oral communications, and personal, social, and civic awareness. How HLTH 212 fits in to the General Education Program depends on your chosen major and when you started taking classes at the college. See a counselor or check online at General Education Program to see if this course will fulfill your general education requirement.

DISTANCE EDUCATION-

This course will be conducted entirely online. Active participation in the online activities and completion of all homework and online assignments is required in order to pass this course.

- If you have not previously taken a web-based course, it is highly suggested that you complete the online student orientation at: http://cms.montgomerycollege.edu/distance/before/osorientation/ and the online

learning pre-assessment at:
http://cms.montgomerycollege.edu/distance/before/preassessment/.

- Technical Requirements for a Blackboard course:
  http://cms.montgomerycollege.edu/distance/after/prepare/

- For technical assistance with College-supported IT resources, contact the Montgomery College IT Service Desk at 240-567-7222. Press 2 to reach the Blackboard Help Desk.

Distance learning is harder than traditional classroom learning since you must be organized and learn the course information through reading the textbook and completing assignments.

III.   COURSE LEARNING OBJECTIVES

Upon course completion, a student will be able to:

- Describe the psychology and physiology of the stress response and how stress affects the physical, psychological, intellectual, social and emotional aspects of the total person.
- Identify and examine current theories and research on the causes and impact of stress on the individual and family, community and the larger society.
- Evaluate the relationship between the physiological, psychological, and emotional responses to stress and analyze how culture, society, and individual experiences affect perception, beliefs, and expectations.
- Examine the impact of the individual's reactions to stress and how this impacts the family, work, and community.
- Describe and explain the relationship of effective coping strategies to a healthier life.
- Identify, practice, and evaluate a variety of stress management strategies.
- Design a personalized stress management plan which includes both short term and long term goals.

IV.   REQUIRED TEXT:

- Chen, David (2017). *Stress management and prevention 3rd ed).* New York: Routledge.
- **ISBN:** 9781138906280 (paper)   978-1-315-69559-4 (ebook)

You will need the book be able to pass the class. You can purchase, rent, or share a book.

V. COLLEGE-WIDE POLICIES AND PROCEDURES

Important Links for Students

http://cms.montgomerycollege.edu/mcsyllabus/

These areas are included under the link

Academic calendar

When is the college closed during the semester? When are midterm exams?

ADA Information and Compliance

Alert Montgomery System

Sign up for Alert Montgomery the official emergency communications service for Montgomery County, MD. During a major crisis, emergency or severe weather event, Montgomery County officials can send event updates, warnings and instructions directly to you on any of your devices.

Code of Conduct

If you have questions regarding behavioral expectations.

Counseling & Advising

Academic advising and short term counseling.

Disability Support Services

If you are requesting a reasonable accommodation related to a disability.

Forms

Graduation, involuntary withdraw, change of major, appeals.

Learning Centers and Academic Support Centers

If you are a student who would benefit from tutoring and/or support in reading, writing languages, mathematics, Science, and Technology.

Safety, Security, & Emergency Operations Plan

Contacts for security offices, Emergency guidelines & procedures, evacuations, Montgomery College Alert, Emergency Guidelines for Individuals with Disabilities

Sexual Harassment or Discrimination

Office of Equity and Diversity.

Student Email

Student e-mail (via Blackboard) is the official means of communication for online courses. If you are unable to access your Blackboard course site, you should e-mail your professor via your student e-mail (montgomerycollege.edu) account.

IMPORTANT: E-mails do not express tone of voice or body language so strive to use careful wording to convey your desired message. Please take an extra minute when sending an e-mail to think about what you want to say, spell-check your e-mail, and use appropriate, courteous, and professional language. Your professor will strive to do the same in all communications. E-mails will be answered within 24 -48 hours during week days. If an e-mail is sent during a weekend or holiday, please expect a reply the following working day.

 In addition, if you need to send an email through the college e-mail account, please list HE212 in the subject line.   Any communication sent from a personal email (i.e. yahoo, hotmail or Cox account) will be automatically deleted from the instructor's inbox.

VI.   LATE POLICY

Work will NOT be accepted after the day it is due. Deadlines and due dates are not negotiable. Assignments will be considered LATE if they are not submitted to the course web site by designated time. Any work turned in after this will automatically receive a zero. Therefore, stay aware of the syllabus and class announcements for due dates. If an emergency occurs, it is your responsibility to immediately contact the professor.

VII.   MAKE-UP POLICY

Since you are aware of the due dates for all work in this class, there should be no reason for you to miss any assignments/quizzes other than an emergency. If an emergency happens, you have 24 hours from the time the assignment/quiz was due to get in contact with me. You need written documentation for your emergency. No extensions will be given without the proper documentation. An emergency does not include you got stuck at work, or your computer crashed the night the assignment was due. **You can always work ahead of the schedule.**

VIII.   TECHNOLOGY

A. Blackboard –Technology:
It is the student's responsibility to be familiar with how to use Blackboard. If you are unfamiliar with the technology, you should visit the following web addresses to determine if online courses are appropriate for you and to prepare for this course.
http://cms.montgomerycollege.edu/distance/before/gstarted/

B. Blackboard – Technical Issues:
If during the course you experience a technological problem with Blackboard, you need to follow the procedures below. Following these correct procedures may allow you to re-submit an assignment or be granted an extension to a course deadline (if necessary) depending on the circumstances and approval from your professor.
>   1. Call the Blackboard Help Desk at 240-567-7222 to report your problem.
>   2. Write down the work order number received from the Blackboard Help Desk.

3. Send an email to your professor identifying: the date and time of the phone call, the work order number, the nature of the problem, the steps to resolution suggested by Blackboard and the outcome of the phone call. This email must be sent within 1 hour of contacting the Blackboard Help Desk.

*If in doubt, contact the Blackboard Help Desk if you are experiencing a problem. Students who do not follow the instructions above will not be able to resubmit work due to technical errors

IX. GRADING

A. Requirements:

In order to be able to continue in the course and have access to all of the modules, students must successfully complete <u>all tasks</u> in the "orientation module." This is to be completed by 11:59 pm on Thursday August 30, 2018, so that students may access the modules before the first due date. Once the student has successfully completed the mandatory tasks, the instructor will grant them access to all modules. Since the instructor must review each task, it may take two business days for students to be granted access to these modules. Any due dates or work the student misses because of a failure to successfully complete the orientation module CANNOT be made up. Any student who has not completed the orientation by _____will be dropped.

B. Total Points=   600 points

Orientation quiz	10 points
Orientation Assignment	10 points
Quizzes - 14 x 15-20 points each =	270 points
Discussion Boards-4 x 5 points each=	20 points
Relaxation Reflection- 4 x 5 points each=	20 points
Stress Management Plan =	60 points
Assignments 14 x 10-20 points each =	210 points

Grading standard
    A= 540- 600
    B= 480- 539
    C= 420- 479
    D= 360- 419
    F= 359 or less

C. <u>Deadlines and due dates are not negotiable</u>. Assignments are posted under the appropriate chapter modules. You can always turn the assignments in early. Once you

have completed the orientation tasks all assignments except the discussion boards will be available

- You will need to follow the assignment instructions or points will be deducted.
- Please proofread your assignments and run both spell and grammar checks. I must be able to read and understand your writing assignments.

D. Assignments-

- Each Chapter has assignments.

    - The assignments cover issues discussed in the textbook and the videos located within the assignments.

    - Your answers must be typed and submitted within the assignment submission link or as an attachment.

    - *All Assignments entries must use proper college-level English.*

    - *Points will be given based on the quality of the response, not necessarily the quantity (although responses must be at least five sentences long). Quality includes spelling and grammar. Points will be deducted for writing errors, including spelling and grammatical mistakes. Grading for writing errors is progressive, which means that the more mistakes that you make, the more points you lose.*

    - It is suggested that you type your assignment in a word document and then attach the document to the assignment. These attachments must be either a doc, docx, or PDF. DO NOT use pages or goggle doc.

- Points will be deducted for failure to follow directions, spelling, and grammatical errors. Therefore, proofread your paper as well as run spell and grammar check.

- Assignments must be written in paragraph format. Your response should be thought provoking and complete. Answers should be a minimum of 150 words for each question. Points will be deducted for answers that are too short.

- Papers will be graded on the thoughtfulness and thoroughness of your answers. Your answer needs to be clear and concise while convincing me that you not only understand but that you have spent some time thinking about the issue covered in the assignment. Reread your answers to make sure that what you wrote makes sense.

- You will need to explain with specific facts and by giving examples from both the textbook and the assigned videos to provide details to provide specific details which prove general statements. Your answers need to show that you have read the text, done any assessments, and watched the videos before answering the assignments. General statements, incorrect statements, or statements which are not connected to the rest of the answer will cause your grade to drop. *Example: One of my main*

stressors is school. One of the main reasons for that is that as soon as my classes are over, I need to go to work so I cannot stay on campus and do the required work in the computer labs.

- o These assignments do not require any outside research only the information from both the textbook and the assigned videos.

- o Assignments may be opened up more than once. Make sure that you "submit" all assignment work before the due dates. Assignments that are saved as drafts will not be graded

- o The assignments are manually graded and your grade will appear once it is graded

- o If you have questions concerning your grade, contact me immediately do not wait until the end of the semester

E. Discussion board

Discussion board topics will be posted throughout the semester. Each board will be available from Friday at 12:01 am until Thursday at 11:59 pm on the week of the corresponding module. There are four discussion board topics for the semester.

Discussion board links are listed under the individual modules. Each student is responsible for posting their original response to the question and replying to the question or statement, or other students' responses. The original post does not need to be a new thread. **At least one post must be a response to another student's post.**

 The contribution should be meaningful and contribute to the ongoing discussion. The responses should not repeat anything that was said in posts by other students, and should not just be an "I agree" or "me too" type of post that has no additional information or thoughts.

Points will be given based on the quality of the response, not necessarily the quantity (although, your posts should be more than five sentences). Quality includes spelling and grammar. **Points will be deducted for spelling and grammatical mistakes.** Grading for spelling/grammatical mistakes is progressive, which means that the more mistakes that you make, the more points you lose.

Once a question is removed, you cannot receive credit for it. All discussion board postings must be posted on the discussion board under the appropriate topic. Replies that are e-mailed to me will not receive any credit.

You are expected to read all posts that go up before yours. Do not simply read the initial post and respond to that. Your post should differ from other people's

posts and not simply repeat the information/opinion that has been posted by another student. If someone else has already stated your opinion, then you need to figure out something else to say, or state your opinion using different reasons to support it. If you simply repeat what others students have said you will lose points. You may post as often as you like per board, but only your first two posts per discussion board will be graded. The first two posts can earn a maximum of 2.5 points each, for a maximum of 5 points per discussion board.

IT IS YOUR RESPONSIBLILITY TO KEEP TRACK OF YOUR GRADE.
Unless I hear from you, I will assume that you have read and comprehend the syllabus including assignments and due dates. You can always make an appointment to discuss your grades or assignments. Your grades will be posted on Web course site so that you will know your grade at any time.

KEEP A COPY OF YOUR SYLLABUS

The course schedule is on the next page.

HLTH 212 Controlling Stress and Tension Distance Education Schedule

Module Dates	Assignments *All module assignments are due by 11:59pm on the scheduled due date.* *Discussions have 2 due dates per discussion.*
Orientation Activities	**Read Start Here module.** **Read Academic Integrity Tutorial.** Complete quiz posted on Blackboard. Complete orientation assignment, quiz and discussion assignment.
Module 1	**Read Chapter 1** **Chapter 1 assignment** ***Chapter 1 quiz*** **Relaxation reflection assignment**
Module 2	**Read Chapter 2** **Chapter 2 assignment** ***Chapter 2 quiz*** **Module 2 Discussion**
Module 3	**Read Chapter 3** **Chapter 3 assignment** ***Chapter 3 quiz*** **Relaxation reflection assignment**
Module 4	**Read Chapter 4** **Chapter 4 assignment** ***Chapter 4 quiz*** **Module 4 discussion**
Module 5	**Read Chapter 5** **Chapter 5 assignment** ***Chapter 5 quiz*** **Relaxation reflection assignment**
Module 6	**Read Chapter 6** **Chapter 6 assignment** ***Chapter 6 quiz*** **Module 6 discussion**
Module 7	**Read Chapter 7** **Chapter 7 assignment** ***Chapter 7 quiz*** **Relaxation reflection assignment**

Module 8	**Read Chapter 8** **Chapter 8 assignment** ***Chapter 8 quiz*** **Module 8 discussion**
Module 9	**Read Chapter 9** **Chapter 9assignment** ***Chapter 9 quiz*** **Relaxation reflection assignment**
Module 10	**Read Chapter 10** **Chapter 10 assignment** ***Chapter 10 quiz*** **Module 10 discussion**
Module 11	**Read Chapter 11** **Chapter 11 assignment** ***Chapter 11quiz*** **Relaxation reflection assignment**
Module 12	**Read Chapter 12** **Chapter 12 assignment** ***Chapter 12 quiz*** **Module 12 discussion**
Module 13	**Read Chapter 13** **Chapter 13 assignment** ***Chapter 13 quiz*** **Relaxation reflection assignment**
Module 14	**Read Chapter 14** **Chapter 14 assignment** ***Chapter 14 quiz*** **Module 14 discussion**
Module 15	**Final Assignment** - Stress Management Plan