**HUMAN SERVICES PROGRAM**

***HUS 1019 - INTRODUCTION TO STRESS MANAGEMENT***

**Fall 2023**

**LOCATION: ONLINE 3 CREDIT HOURS / 47 CONTACT HOURS**

**INSTRUCTOR:** Dr. Michael Culligan

**OFFICE HOURS:** M: 9:15-10,11:15-12; T/TH: 11:30-2; W: 9-10, 11:15-12,1:15-2; F:10-2.

**PHONE:** (727) 791-2583

**If you have an emergency, please call the Human Services Program Director, Dr. Latresha Bighem-Moore at 497-5015 or email:** bighemmoore.latresha@spcollege.edu**. Dr. Bighem-Moore will get your urgent message to me.**

**EMAIL:** Please email me within the MYCOURSES course (faculty) or culligan.michael@spcollege.edu

**I am available and will respond to students Monday through Friday (regular business hours).**

**TEXT:** *Coping with Stress in a Changing World*, 5TH ED. Richard Blonna (book is embedded in course)

**COURSE DESCRIPTION:**

HUS 1019: Introduction to Stress Management, is an overview of the field of stress management for students in the Human Services and related helping fields. Emphasis is on the application of practical techniques of stress management. Students will gain a greater understanding of the mind-body relationship, how to employ various approaches to stress management and how to adopt effective cognitive, coping and relaxation techniques to use in the field and also on a personal level.

**MAJOR LEARNING OUTCOMES**:

1. The student will demonstrate an understanding of the basic principles of stress management.

2. The student will apply stress management techniques in a human services or related helping field.

**COURSE OBJECTIVES STATED IN PERFORMANCE TERMS:**

1. The student will demonstrate an understanding of the basic principles of stress management by examining the following:

a. Psychological effects of stress

b. Physiological effects of stress

c. Role of stress as a factor in chronic disease condition

d. Relaxation techniques: guided imagery, autogenic training, etc.

e. Biofeedback and self-regulation techniques

f. Time management

g. Lifestyle assessment

h. Preventative health care methods

i. Role of nutrition in stress management

j. Utilization of stress management techniques in professional settings

2. The student will apply stress management techniques in a human services or related helping field by:

a. Experiencing the use of stress management techniques as a participant and observer

b. Demonstrating basic skills through the completion of a project dealing with stress management

**GRADING POLICY**

Grading will be based on weekly participation in discussion assignments, reflection assignments, lesson reviews, active participation, and projects (1. Personal Stress Management; 2. Working with Stan)

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

0 - 59% = F

***\* A minimum grade of “C”*** is required for successful completion of this class as well as all other General Education courses, Support courses, and Major courses for the Human Services program.

**Preparation of Assignments:**

**Students must submit their assignments in Word document or RTF (Rich Text) format - with 12-point font.**

**If submitting in MYCOURSES in a drop box, create your assignment in a Word document and submit in the assignment box, or as an attachment.**

**Attendance Policy**

Class attendance (both face to face and online) and full participation is ***required***of all students in all classes. A student may be withdrawn for excessive absences (both unexcused and excused) and/or not actively participating in the course.

An absence may be excused by the instructor only if it is determined to be an extenuating circumstance, some of which could include a death in the family, hospitalization or emergency room visit.  If you are requesting an excused absence due to an extenuating circumstance, you must submit the proper documentation to verify the reason for the absence.  The instructor must be notified as soon as possible, preferably before missing the class.

Communication with your instructor is required for any absence.

The documentation must be provided to the Human Services program office via fax (727-444-6097) or email.

The instructor has the discretion to determine if the excuse and documentation meet the criteria for an approved excused absence or an extension on an assignment.

Active participation requires your attendance in face-to-face class meetings and online lessons.

* Online Classes:  Active participation in online classes includes completion of all lesson assignments (reflections, discussions, exams, quizzes, research papers, etc.) by the due date.

The program has PLO’s and MLOs for each course. In order to accomplish the PLOs of the program and MLOs of each course, all assignments must be completed.   Zero grades are not acceptable.   All coursework must be completed to remain in the courses and successfully complete them.

**Academic Support / Life Issues Resources:**

The college has many methods in place to assist students with a myriad of academic and personal challenges.  The following is a list of support programs that are available to all students:  Accessibility Services, BayCare Student Assistance Program, Student Support Services, Tutoring, and Career Services.  The following link contains additional information on all these programs and more:  [Student Support Resources](https://go.spcollege.edu/pages/dynamic.aspx?id=2147484119)

**IMPORTANT DATES TO REMEMBER: Semester is Aug. 14.-Dec. 7**

Aug. 18**– Last day to drop, receive a refund, or change to audit status**

Oct. 28**– Last day to withdraw with a grade of “W”**

Financial Aid: <http://www.spcollege.edu/pages/dynamic.aspx?id=792>

**DISCIPLINE SPECIFIC INFORMATION:**

**Please familiarize yourself with the college wide Student Rights and Responsibilities:** <https://go.spcollege.edu/Addendum/>**and the Syllabus Addendum:** <http://www.spcollege.edu/addendum/>

If you completely withdraw from the college anytime on or before the dates of your session, you may incur repayment of Financial Assistance funds. See [financial aid withdraw deadlines](https://go.spcollege.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=793&libID=811).

**\*\* Refer to the course Calendar in MyCourses for due dates for all assignments.**

**\*\* Also refer to the SPC College Academic Calendar for important dates:**

[**http://www.spcollege.edu/academic-calendar**](http://www.spcollege.edu/academic-calendar)

**\*\* Please see the Syllabus Addendum for more information: (link included as well as the entire content is copied and pasted below)**

[**https://go.spcollege.edu/Addendum/**](https://go.spcollege.edu/Addendum/)

*In the event that topics listed in this addendum also appear in your syllabus, please note that you should rely on the addendum information as this information is the most current.*

**How to Be a Successful Student**

**SUCCESS FACTORS**

**Attending class** is vital to your success, particularly the first few days of class as you are introduced to the requirements and topics you will be covering. Therefore, the college limits when you can **add classes**. Please [check our registration page](https://go.spcollege.edu/register) regarding when classes **can be added**. You may **drop a course** through Friday of the first day of class and be eligible for a refund although withdrawing may affect your **financial aid**. If you are thinking of withdrawing, please speak with your instructor first and then a financial aid counselor – [www.spcollege.edu/getfunds](https://go.spcollege.edu/getfunds).

Showing up is the first step in ensuring your academic success. **Active participation** is the next step – whether you are in a classroom or taking classes online. Each of your faculty will give details in the syllabus about their **attendance** policies. If you are going to miss a session, or be offline for any reason, please let your instructor know in advance. If you don’t attend during the first two weeks of a term you will **automatically be withdrawn** from the class, and this can cause serious **problems if you receive financial aid**. In fact, if you withdraw prior to completing 60% of a class and receive any form of federal financial aid (grants or loans) you will be required to repay a portion. So if you are thinking of withdrawing, please speak with your instructor or a financial aid counselor – [www.spcollege.edu/getfunds](https://go.spcollege.edu/getfunds).

St. Petersburg College is supported by the state of Florida so it’s important for you to know the **state rules** that affect your academics. If you’ve completed a class with a grade of “C” or higher you can’t take that class again. This gives other students an opportunity to enroll in the classes they need. If you earned less than a “C”, you may repeat the course one time without a penalty but on the third attempt your **costs will be higher**. Make sure you talk to your advisor if you need to repeat a class. The third attempt will be the final attempt allowed and you can’t receive a grade of incomplete, withdrawn, or audit but must receive the letter grade earned.

Your **grade point average** is used to determine financial aid eligibility, entrance into certain programs, and warnings, probation, and suspension. If you repeat a course, at SPC or another college, only the last attempt will be used in computing the grade-point average.

The **Office of Accessibility Services** is available to assist you if you have a documented disability or think that you may have a disability. Please make an appointment with the Accessibility Coordinator on your campus or online. Registering with Accessibility Services is especially important if you are on campus and will need assistance during an emergency classroom evacuation. For contact information, please see the Accessibility Services website

**STUDENT EXPECTATIONS**

It is important that all your attention be focused on the content to be learned so when you are in class you shouldn’t be using your **computer, cell phone, and tablet** for casual use, only academic purposes. Any use of these devices (including **texting**) for non-academic purposes draws your attention away from the course work and is therefore subject to disciplinary action.

Whether you are taking a course online, blended, or in the classroom, you may be required to have discussions of class assignments and share papers and other class materials with instructors and classmates online. The learning management system, **MyCourses**, will be used for this purpose and you should complete the Introduction to *MyCourses* so that you are comfortable with the system and can complete your assignments.

Whether you are in an online class or a physical classroom, certain **behaviors** are expected when you communicate with your peers and your instructors. You need to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No one has the right to interfere with the teaching/learning process.

Below are the traits of a **successful student**. These guidelines pertain whether your course is online or in the classroom.

When communicating, you should always:

        treat everyone with respect in every communication

        use your professor’s proper title: Dr. or Prof., or if you are in doubt use Mr. or Ms.

        use clear and concise language

        remember that college level communication should use correct grammar, whether written or spoken. Avoid slang.

        use correct spelling and avoid texting abbreviations

        avoid using the caps lock feature as it can be interpreted as yelling online

        be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and, even when spoken, your message might be misunderstood

        be cautious with personal information (both yours and others’)

When you send an email to your instructor, department chair, dean, or classmates, you should:

        use a subject line that describes what you are writing about

        avoid attachments unless you are sure your recipients can open them

        be clear, concise, and courteous

        sign your message with your name

        use your SPC email account to ensure delivery. Sometime emails from non-SPC accounts are stopped by the spam filter and the recipient may not receive it.

Your faculty member will include in the syllabus expectations for response times on email.

When posting to a discussion board, you should:

        write posts that are on-topic and within the scope of the course material

        take your posts seriously; review and edit your posts before sending

        be as brief as possible while still making a thorough comment

        always give proper credit when referencing or quoting another source

        read all messages in a thread before replying

        avoid repeating someone else’s post without adding something of your own to it

        avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point

        always be respectful of others’ opinions, even when they differ from your own

        express any differing opinions in a respectful, non-critical way

        not make personal or insulting remarks

        be open-minded

The instructor has the **authority** to ask a disruptive student to leave a classroom or lab. The instructor may also delete posts or materials from an online or blended class and/or take disciplinary action if disruptive behavior continues. This ensures that all students in the class have an opportunity to learn.

We expect you to be **honest** in all your academic work. By enrolling at the College, you agree to obey all the standards of **academic honesty and integrity** and you should understand that failing to observe the rules may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, you also have an ethical obligation to report violations of the SPC academic honesty policies you may witness.

The academic honesty policy is available online ([/academichonesty/](https://go.spcollege.edu/academichonesty/)) and includes details on what is meant by:

        Cheating

        Bribery

        Misrepresentation

        Conspiracy

        Fabrication

        Collusion

        Duplicate submissions

        Academic misconduct

        Improper calculator, computer or online use

Some of your courses may include online material that is protected by **copyright**. This means that the work is available for you to use in your studies but you can’t copy and share the materials ([http://www.copyright.gov](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.copyright.gov%2F&data=02%7C01%7CStodart.Tracy%40spcollege.edu%7C6e5c47e1a01a4341f31a08d6d5975121%7C575038c8ac704295810e0df79c005f41%7C0%7C0%7C636931243217879096&sdata=VDpGu8T8QoZWTcZd4bocBv%2Bleo2TodT8mbZ4tx7bAdA%3D&reserved=0)).

It’s your responsibility to be academically honest in all your work.

**SAFETY AND SECURITY**

We want to make sure that you are comfortable on campus and feel secure in your learning environment. The SPC campuses are very safe, but you should be aware of your surroundings, just as you are anytime you are in a public space. In each classroom there is an Emergency Response Guide to help you during an emergency. It is also a good idea to be familiar with evacuation routes in buildings that you use frequently.

**If you have an emergency, dial 911 immediately.**

For information on campus safety and security policies, please call 727-791-2560. More information is also available on the Campus Safety website - [/safety/](https://go.spcollege.edu/safety/).

The college website ([/](https://go.spcollege.edu/)) is the best source of information in the event of an **emergency**. It’s possible for something like a hurricane to disrupt classes on campus; if this happens there are plans on how to help you continue your education. You should be comfortable using MyCourses as the learning management system will be key in communicating with faculty about course materials and assignments. Make sure you complete the Introduction to MyCourses so that you are familiar with sending and receiving emails, participating in discussion posts, navigating through course materials, and submitting assignments. It is important to be able to use MyCourses for learning activities if your campus is closed.

Federal and state law requires a person designated as a **“sexual predator or offender”**to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to notify the college if the person attends, or is employed, by a college or university. You can find out more information by calling the FDLE hotline (1-888-FL-PREDATOR) or by visiting [http://offender.fdle.state.fl.us/offender/](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Foffender.fdle.state.fl.us%2Foffender%2F&data=02%7C01%7CStodart.Tracy%40spcollege.edu%7C6e5c47e1a01a4341f31a08d6d5975121%7C575038c8ac704295810e0df79c005f41%7C0%7C0%7C636931243217889105&sdata=14emtuYkZnqlYNEZbb3AAmpLo%2FkGZmNw5Bq%2FDuyVrxk%3D&reserved=0). A list of sexual offenders or predators registered for classes at SPC is also available - [/pages/pb\_3col.aspx?pageid=6170#tab=5](https://go.spcollege.edu/pages/pb_3col.aspx?pageid=6170#tab=5)

**STUDENT CONCERNS**

St. Petersburg College wants to make sure that you can receive **prompt and fair resolutions** to any concerns that you might have. If you feel that you have had a bad experience with a college employee, or you have a concern about college facilities, please bring it to our attention. Begin by speaking directly to the person responsible for the department; direct conflict resolution is an important skill to develop and usually brings about the best results. If you aren’t satisfied with the outcome, or are not comfortable approaching the person directly, you may submit the information using an online form – <http://webapps.spcollege.edu/survey/13002/>. If you’re not able to submit the form online yourself, feel free to ask a college employee to submit the form on your behalf.

**OTHER SUPPORT SERVICES:**

**COLLEGE CALENDAR** - [www.spcollege.edu/calendar/](https://go.spcollege.edu/calendar/)

**M.M. BENNETT LIBRARIES**- [www.spcollege.edu/libraries/](https://go.spcollege.edu/libraries/)

**CAREER SERVICES**- [www.spcollege.edu/careerservices/](https://go.spcollege.edu/careerservices/)

**INTERNATIONAL STUDENT SERVICES** - [www.spcollege.edu/internationalstudents/](https://go.spcollege.edu/internationalstudents/)

**LEARNING SUPPORT COMMONS (Tutorial Services)** - [www.spcollege.edu/tutoring/](https://go.spcollege.edu/tutoring/)

**SPC VETERAN AFFAIRS** - [www.spcollege.edu/veterans/](https://go.spcollege.edu/veterans/)

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| **ACCESSIBILITY:**This course is designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.If you have documentation of a disability or feel you may have a disability:St. Petersburg College recognizes the importance of equal access to learning opportunities for all students. Accessibility Services (AS) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with AS, who are requesting accommodations, are encouraged to contact their instructor by the first week of the semester.  Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact the Accessibility Coordinator (AC) that serves your campus for a confidential discussion. To find your AC for your specific campus, please go to the college-wide Accessibility Services website: [**https://www.spcollege.edu/accessibility**](https://www.spcollege.edu/accessibility)**This syllabus is subject to revision. You are responsible to attend each class and note** **any changes announced by instructor.  This syllabus is only a guide and may be** **changed during the course.  The schedule and procedures in this course are subject to** **change in the event of extenuating circumstances.**  **You are responsible to be aware of and make a note of any changes announced by the** **instructor.  Please attend all classes to stay informed of any changes.**  **\*\* Please see assignments/due dates in the MyCourses calendar** **\*\* This course is not a self-paced course.  It is the expectation that the class will** **work through each lesson together one week at a time.** **\*\* To successfully complete a weekly lesson, you must complete the assignment,** **post to the discussion forum, respond to one other student's post and complete** **the weekly journal assignment.**   |

**SYLLABUS ACKNOWLEDGEMENT**

I have thoroughly read the course syllabus and understand the requirements of this course, I have read the syllabus and carefully reviewed the course calendar. I have made note of the due dates for assignments and will check the calendar tab in the course if I need clarification regarding a due date.

I understand that I must earn my grade in this course and that includes submitting quality and relevant responses regarding the lesson for the week. All submissions (whether in class or online) including discussion question posts, responses/feedback to classmates; reflection assignments, exams and quizzes must demonstrate that I have an understanding of the lesson content. I understand that I will receive the grade that I earn. I will keep in touch with my instructor throughout this course and will advise him/her on a timely basis if I have difficulties in this course.

**Now please go to the lessons tab and complete the brief survey "Syllabus Acknowledgement”**