

“You have to decide what your highest priorities are and have the courage — pleasantly, smilingly, non-apologetically — to say “no” to other things. The way you do that is having a bigger “yes” burning inside”

“Time management” is really a misnomer—the challenge is not really to manage time, but to manage ourselves.

Steven R. Covey The Seven Habits of Highly Successful People

**“Whether you believe you can, or you can’t,
You’re right!”** Henry Ford

“Be careful when you are in a hurry.”

Jamaican Proverb

PE 130 Stress Management Activities Spring, 2013

Instructor: Dr. Penelope England

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Office Hours in Pool: MWF 9:05 – 9:30; 10:20 – 10:45

Office Hours in Office: MW 3 – 4. TTH 11:30 – 12:30 **and by appointment**

Roll is taken at 10:00 a.m./1:40 pm TTH. Class is dismissed at 11:15 am/2:50 pm TTH.

Physical activities for this class include vigorous movement. Whenever there is a medical condition that would cause you undue risk or prevent your full participation in this class, it is your responsibility to inform me immediately. If you have a chronic condition which limits your potential for fulfilling the requirements for this class, have your physician FAX a letter stating what you cannot do and her/his recommendations for physical activities you can use to achieve the goals of this course.

Student work submitted as part of this course may be reviewed by Oxford College and Emory College faculty and staff for the purposes of improving instruction and enhancing Emory education.

Course Objectives:

1. Learn to relax the mind
2. Learn to relax the body
3. Learn the mind and body are not two different things,
but different conditions of being aware of the whole.

Course Activities:

Meditation, tai chi chuan, sun salutations, restorative yoga, qi gong, progressive relaxation, visualization, journal-keeping, music therapy, art therapy, juggling, cognitive therapy skills, communication skills, relaxation techniques, anger management, breathing techniques, cardiovascular and flexibility exercise

Text: Managing Your Mind Butler and Hope – required each day of class until discontinuation is announced by the instructor; also bring your journal each day of class throughout the semester.

Evaluation:

Personal Practice Paper (40%): As you read **any ten different** text chapters and participate in class, you will find suggestions for managing stress that you put into “practice” as you try to achieve two personal improvement goals for this semester. The first of those goals **must** be “Improve Personal Communication Skills”. You choose the other goal. Use the SMART goals handout as you write this paper.

Outline: (10%) **Due– Thursday, February 7**

1. Statement of goal
 - a. listing of steps toward goal
 - b. motivation for the goal
 - c. obstacles to achieving your goal
 - d. plan for assessing your stepwise progress toward the goal
 - d. plan for assessing your goal achievement at the end of the semester

Final Paper: (30%) **Due – Thursday, April 25**

Page One of your final paper will be:

Your Full Name

Date

Class day/time

Word count

List of your two personal improvement goals for the semester. Each goal listed must be followed by a list of three quotes gleaned from class sessions, the text, or class handouts that most influenced your efforts to achieve the goal. Citations for quotes must include date, name; chapter, page number; handout title, page.

Page One will not be included in the word count for your paper.

Your name must be typed at the top of each page and your paper must be stapled.

After page one your paper (400 – 800 words) will describe your thinking and reflections across the semester as you try to achieve each of the personal goals you have set for yourself. These words should reflect how you have “put into practice” the quotations you listed for each goal and how your “practice” may have changed your thinking. It must be type-written in paragraph form, **double-spaced and 12 point font**. It must demonstrate clear, concise, college-quality writing that is free of grammar and spelling errors. Your writing should reflect critical thinking and reflection on your experience achieving your goals in this class. You are encouraged to ask your peers to check your paragraphs for clarity, conciseness, and for grammar and spelling errors. It is a violation of the Oxford College Honor Code for anyone to correct your writing for you. Your peer may note where imprecision is and mark grammar and spelling errors, but may not make corrections for you. The paper must reflect your thinking alone and your corrections alone. At the end of your paper type **Honor Pledge** and write your signature. This signifies that you have “neither given nor received unauthorized information on the work, nor [have you] condoned the giving or receiving of unauthorized information by others.”

Journaling and Journal Summary: 10%

Keep an in-class journal. You will be expected to read and reflect on your journals periodically. **I will never see these journals.**

Due April 23, type a short paragraph describing what you learned about yourself through your journal writing, include a passage of your choice from your journal and write why you chose that particular passage.

In Class Personal Workout : 30%

We will do tai chi chuan, sun salutations, restorative yoga, qi gong, progressive relaxation in class. You will also choose eight exercises that you consider to be beneficial to you personally. I will give you handouts

describing various exercises. You may also use these websites for suggestions as you choose your own exercises:

acefitness.org/exerciselibrary

mayoclinic.com/health/core-strength

cdc.gov/physicalactivity

In Class Participation and Contribution: 20%

You must be PRESENT in class to earn your grade for these workouts; therefore this 20% of your grade represents the quality of your in class participation as well as being highly correlated to the number of times you are absent. Missing more than two classes will affect this grade very negatively.

Being present means not only being “in class,” but actively attending to one's inner self while class is **in silence**, and actively attending to others when we are not in silence. In other words, you could be absent while being “in” class.

Evaluation Summary:

**affected by absences

Personal Practice Paper – 40%

Journaling and Journal Summary – 10%

In Class Personal Workout – 30%

In Class Participation - 20%

Grading Scale: 100-90% A

89-80% B

79-70% C

69-60% D

<60% F

Grade Appeal Process: If you wish to appeal your final grade, submit to me in writing (via email attachment) a list of reasons I should re-examine your grade; include an attached copy of the course syllabus. Include in your email a list of times you would be available to meet with me. I will not respond to informal e-mail. Once we have met to talk about your appeal, if you wish to appeal further, submit your appeal, in writing (with course syllabus) to Dr. Guibao Yang, CHL Course Coordinator. If you wish to appeal further, submit your appeal, in writing (with course syllabus) to Dr. Meggan Arp, Associate Dean of Academic Affairs. If you wish to appeal further, submit your appeal, in writing (with course syllabus) to Dr. Kenneth Anderson, Dean of Academic Affairs.

Divisional Attendance Policy

A. Religious holidays approved by the college may be observed without penalty but your instructor must be informed of your intention to do so in writing and in advance of the holiday.

B. You are expected to attend all classes at the scheduled time; therefore tardiness and absences affect your final grade. A maximum of two absences are allowed without penalty. **There are no excused absences in this class.** If you have to miss a class due to unusual circumstances (serious illness/emergencies), you must communicate your reasons to your instructor prior to the absence via email or voice message; if that is impossible, you must communicate with your instructor as soon as you are able. **If you miss three consecutive days it is the instructor's responsibility to report your name to the Office of Academic Services.

C. After the two allowed absences, each following absence will result in a 5% reduction of your final grade, e.g.,

TTH: 3 absences = 5% reduction; 4 absences = 10% reduction; 5 absences = 15% reduction; 6 absences = 20% reduction; 7 absences = 25% reduction; 8 absences = automatic final grade of F.

D. You are expected to be on time for class. If you arrive after roll call, you are responsible to confirm your presence with your instructor.

E. At the end of the semester, MAKE UP work may be provided at the instructor's discretion. For make up work to be considered, 1) all absences must be valid 2) you must provide acceptable medical documentation or a reasonable explanation regarding an exceptional circumstance must be provided 3) you must schedule an appointment in a timely manner for the purpose of presenting a record of missed classes and your justification for the absences. Your instructor will decide whether make-up opportunities should be granted and will set a deadline for the completion of such work before final grades are due.

Come to class! Even if you do not feel well enough to participate there are other ways you can contribute so that your grade will not be penalized.

There will be NO MAKE UPS for written work or skills tests unless you have medical documentation or you make prior arrangements with me regarding an exceptional circumstance.

It is expected that you arrive for class on time. Every third time you are late (not in class at roll call) you will be penalized an absence. If you are late, you must see me **at the end of that class** to remind me to change your absence to a late. If you do not, **you may be counted absent even when you were in class.**

Dress Code: Since you will be doing cardiovascular and flexibility exercise, be sure to wear clothing that allows freedom of movement and supportive athletic shoes.

Additional Important Information:

Reasonable accommodation for students with disabilities: If you have a disability that may require assistance or accommodation, or you have questions related to any accommodations for testing, note takers, readers, physical activity, etc., please speak with me as soon as possible. Students may also contact the Office of Disability Services (404.727-6016) with questions about such services. It is the student's responsibility to initiate considerations; all students must self-disclose to ODS and complete the registration process. Students with identified or suspected writing disabilities of any kind should contact the Writing Center located in Language Hall (770. 784-4722).

Reminder: Class activities may include vigorous physical activity. If you have any medical condition or physical problems to prevent you from full participation in such activity, it is your responsibility to inform me of its nature and provide documentation from your physician stating 1) the medical condition, 2) limitations of the condition, and 3) recommendations that would help you meet the requirements of the course. Students may also contact the Office of Disability Services (404.727-6016).

Banned Materials: PDAs, cell phones, or any other items that could distract the student, other students, or the instructor must be **turned off** during class. *If you have a need to have a cell phone on, please let me know. Otherwise, if I become aware of the phone, you will be asked to leave class and will receive an absence.*

Email: I will read and answer e-mail only between 10 a.m. and 4 p.m. each class day. If you need to communicate with me at other times, leave a voice message on my office phone.

HONOR CODE: I expect that you will have read the Honor Code and that you will abide by its dictates. Whenever you take a written test or skills test for this class you are under the dictates of the Honor Code. If you have questions regarding my expectations, do not hesitate to ask. Ignorance will not be an acceptable plea.

Please see <http://www.college.emory.edu/students/honor.html>