

Chapter Summaries
Managing Your Mind, Butler & Hope
PE 130 Spring 2007

From each assignment quote one (1) idea, concept, technique, view, and/or perspective that prompted you to "think again" or to see from a different viewpoint. For each item cite the page number(s), e.g., "Changing our reactions to external events is one of the most effective ways we can change our experience of life." (22) Beneath your citation

- 1) Explain how you might apply it to the way you live by
 - a) Using examples from your past experience, and
 - b) Giving your plan with, two examples, for future use of the item

You may use no more than 250 words, type-written, 12 point font, TOTAL to explain the item.

Your paper must be in paragraph form, double-spaced. Your paragraphs should show clear, concise, college-quality writing. Your writing should be free of grammar and spelling errors. Your writing should reflect critical thinking and reflection on your assignments and on your journal.

ASSIGNMENTS	DUE DATES
Stress Packet, Chapter 5 & 6	1/31, 2/1
Chapters 7, 8, 9 & 11	2/14, 15
Chapters 13, 18, 32 & 33	2/28, 3/1
Your choice	3/21, 22
Your choice	4/4, 5
Your choice	4/18, 19
Journal summary	4/25, 26
Haiku	4/30, 5/1

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 paragraphs must reflect your thinking alone and your corrections alone.

Email your summary to me prior to 6 a.m. the date it is due. At the end of your response type Honor Pledge followed by your name in ALL CAPITAL LETTERS, example: Honor Pledge PENNY ENGLAND. This signifies that you have "neither given nor received unauthorized information on the work, nor has condoned the giving or receiving of unauthorized information by others."

PE 130 Stress Management Activities
Spring, 2007

Instructor: Dr. England

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Office Hours: MWF 11:30-noon; 3:30-4. TTH 2:30-3:30 p.m. and other times by appointment

Course Objectives:

1. Develop cognitive therapy skills
2. Develop effective communication skills
3. Develop relaxation techniques
4. Develop problem-solving skills
5. Develop meditation techniques
6. Develop anger management techniques

Course Activities:

Meditation techniques, tai chi chuan, yoga, progressive relaxation, visualization, journal-keeping, music therapy, art therapy, Pilates, exercise, Breathing techniques

Text: *Managing Your Mind*, Gillian Butler & Tony Hope and class handouts

Evaluation:

Chapter summaries: 40%

Journals: 10%

Participation in daily activities: 10% Haiku: 10%

Personal moving meditation (one minute): 10%

Personal moving meditation (ten minutes): 20%

Grading Scale: **A – 90 – 100**

B – 80 – 89

C – 70 – 79

D – 60 – 69

F - < 60

no plus or minus scale

Grade Appeal Process: If you wish to appeal the final grade you receive in this class you are to put your request to me in writing within 5 days of final grade posting. Your request must address the specific reasons as to why I should re-examine your grade. I will not respond to informal e-mail messages or appeals submitted after the 5-day deadline.

Class Participation and Contribution:

In order to pass this course you must actively participate and contribute during each class meeting. Missing more than two classes will result in a **5-point reduction** in your grade **per additional absence**. If you believe you have justification for an absence to be excused you must discuss this with me in person and authentic documentation must be provided on the first day back to class. There will be no exceptions. **If you miss two consecutive days it is my responsibility to report your name to the Office of Academic Services. **If you accumulate a total of six absences your final grade will result in an "F"**

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.

Lateness will not be tolerated! Every third time you are late (not in class within two minutes of the start time) you will be penalized an absence. I will provide a daily sign-in sheet for you to write the name you wish to be called in class. If you are late, the clipboard will be turned face down. In that case, put your initials in the "late" column instead of putting your name in the "name" column.

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.*

Learnlink: 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>

“You have to decide what your highest priorities are
And have the courage—pleasantly, smilingly,
Nonapologetically—to say “no” to other things.
And 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