

PE 130 Stress Management Activities
Spring, 2011

Instructor: Dr. Penelope England

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Office Hours: MW 11:30 - noon; 3:30 - 4. TTH 1 – 3 pm; **and by appointment**

Roll is taken at 10:00 a.m TTH. Class is dismissed at 11:15 am 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.

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 ways 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 through out the semester.

Evaluation:

Managing My Mind:

(1) 10%) Read **any** ten (10) chapters in your textbook that you believe would be helpful to you. You will need to read two chapters a week as reflected in the due dates. On each due date, type the following information onto 8.5 X 11 paper:

First and Last Name Class day/time Date

Chapter Numbers read previously

Current Chapter Numbers (non-repeatable)

Three quotes from each of the two chapters (six quotes in all). Follow each quote with its chapter number/page number. Designate with a double asterisk the quotation you plan to use for your Personal Practice.

An example follows:

- 1) In order to deal with anger, start by focusing on yourself, rather than on the person who made you angry, and work out the ways that anger affects you. 16/173
- 2) ****Be fair to yourself, balance your own needs and wishes with those of others. Saying "no" is not being callous and uncaring, but treating your needs and wishes as equally important as those of others. 13/142**
- 3) ...and so on.

In class on the due dates you may be asked to read and share with the class why you chose your quotes.

Due dates: 1/20; 1/27; 2/3; 2/10; 2/17

(2) (30%) Personal Practice Paper: Write a an 800 -1200 word paper describing your "best practices." As you read the text chapters and participate in class, you will find suggestions for managing stress that you put into "practice." Your paper will describe 1) three practices you practice, 2) two examples of how and under what circumstances you practiced them, and 3) what difference these practices make in "managing your mind"-- your mental fitness.

Details and format for this paper will be posted on Blackboard.

Due April 21

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 19, 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.

Participation in Daily Activities: 10%

See **Class Participation** below. This grade is based primarily on being present in class. ***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. That would negatively affect your participation grade. Also, your participation grade is lowered **three points each** day that you miss a class.

Personal Core Workout : 30%

A) Magnificent Seven (provided by instructor) **or a core workout approved by the instructor**. An approved workout must include the following components:

- 1) can be done in a space no larger than the approximate width and length of your body
- 2) elevate heart rate to “training” level
- 3) must induce abdominal/back/arm/leg strength
- 4) must involve abdominal obliques and back extensors
- 5) must be no less than five minutes in duration

Once your workout is approved by the instructor, you will turn in pictures and adequate description of your workout on **Feb. 22**.

B) Sun Salutation (provided by instructor) **or another sun salutation approved by the instructor**. Once your sun salutation is approved by the instructor, you will turn in pictures and adequate description on **Feb. 22**.

Note: You must be PRESENT in class to participate in these workouts; therefore this 30% of your grade represents the quality of your workouts 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.

Personal Communication Practice: 10%

Every two weeks, write in your journal of a different communication technique that you will practice. Choose these techniques from the Communication document on Blackboard or from Managing Your Mind. On **April 19** turn in a type-written paragraph (no more than 200 words) stating the two techniques you found most effective and why you think each was so effective.

Evaluation Summary:

****affected by absences**

Managing My Mind Index cards– 10%

Personal Practice Paper – 30%

Journaling and Journal Summary – 10%

Participation in Daily Activities – 10%

Personal Core Workout – 30%

Personal Communication Practice – 10%

Grading Scale: 100-93% A

92-90% A-

89-87% B+

86-83% B

82-80% B-

79-77% C+

76-73% C

72-70% C-

69-60% D

<60% F

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.

[Divisional Attendance Policy](#)

TTH (2) attendance policy

Class 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 three (MWF)/two (TTH) 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 allowed absences (3/2), each following absence will result in a 5% reduction of your final grade, e.g.,

MWF: 4 absences = 5% reduction; 5 absences = 10% reduction; 6 absences = 15% reduction; 7 absences = 20% reduction; 8 absences = 25% reduction; 9 absences = automatic final grade of F.

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.*

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

“Be careful when you are in a hurry.”
Jamaican Proverb