

**TAS 4900—Managing Stress in the Workplace**  
**Three Semester Hours**

DB  
8/19

**PREREQUISITES:**

None

**COURSE DESCRIPTION:**

This three-credit course will introduce techniques for calming the body and mind in an overstimulated world. It will assist students in identifying specific stressors and offer proven techniques for dealing with them. Students will learn the newest, most effective way of taking control of their lives, preventing disease, and enhancing their well-being. Since stress is multifaceted, this course will introduce a comprehensive approach as a powerful way to manage it.

**METHODS OF COURSE INSTRUCTION:**

All material for this course is print-based. Instructor and students communicate and exchange materials through postal mail.

**E-PRINT OPTION:**

In this course, an option exists to use e-mail to submit your lesson assignments. Your assignment will be returned to you either as an e-mail attachment or as a hard copy sent through the postal mail, depending on the preferences of the instructor and/or program.

**TEXTBOOKS AND SUPPLIES:**

Davis, M., E. Eshelman, and M. McKay. *The Relaxation & Stress Reduction Workbook*. 7th ed. California: New Harbinger Publications, 2019.  
[ISBN: 9781684033348]

**Note: This is a workbook, so it must be purchased new.**

**NUMBER OF LESSONS:**

The course has six lessons complete with graded assignments and no course examinations. The lessons include:

- Lesson 1: Graphic on Stress and Its Causes
- Lesson 2: Workbook Exercises
- Lesson 3: Calendar/Checkbook Log Comparison and Contrast Paper
- Lesson 4: Journal Entries
- Lesson 5: Paper on Stress Management Resources
- Lesson 6: Reflection Paper on Stress Management and Well-Being

## TYPES OF WRITING ASSIGNMENTS:

Specific instructions are given in each lesson. You can submit your assignments by mail, e-mail, or fax. To do the writing assignments well, you need first to complete the reading assignments and have a good understanding of all new concepts, definitions, and so on.

Handwritten assignments are acceptable for some assignments, but the preferred method is a typed assignment, double-spaced using 12-point font and one-inch margins. They should be typed using Microsoft Word or in a PDF format. As with all assignments, good grammar and standard written English are paramount.

## GRADING CRITERIA:

Your final grade will be determined by your grades on the submitted writing assignments as follows:

Lesson 1: Graphic on Stress and Its Causes	100 Points
Lesson 2: Workbook Exercises	200 Points
Lesson 3: Calendar/Checkbook Log and Comparison & Contrast Paper	100 Points
Lesson 4: Journal Entries	200 Points
Lesson 5: Reflection Paper on Stress and Its Causes	200 Points
<u>Lesson 6: Paper on Stress Management and Well-Being</u>	<u>200 Points</u>
<b>TOTAL</b>	<b>1,000 Points</b>