

## Course Information

Semester & Year: FALL 2020  
Course ID & Section #: WORK 221 E1408  
Instructor's name: Wendy Butler  
Number of units: 0.0

## Instructor Contact Information

Office location:  
Office hours: By appointment, phone, email, Canvas and ConferZoom.  
Phone number: (707) 502-9711  
Email address: Wendy-Butler@Redwoods.edu

## Catalog Description

A study of the key elements of stress management. Topics will include the recognition of stress, causes of stress and the benefits of stress management. Various stress management techniques will be covered.

## Course Student Learning Outcomes (from course outline of record)

1. Describe stress and its impact on the workplace.
2. Identify and examine ones own sources of stress, both internal and external.
3. Apply various stress management techniques as needed.

## Accessibility

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Students who discover access issues with this class should contact the instructor.

College of the Redwoods is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or Disability Services and Programs for Students (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1<sup>st</sup> floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

During COVID-19, approved accommodations for distance education classes will be emailed to the instructor by DSPS. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the first test so that necessary arrangements can be made. Last-minute arrangements or post-test adjustments cannot usually be accommodated.

## Evaluation & Grading Policy

WORK 221 is a free, noncredit course which helps students identify the causes of stress and the benefits of stress management with emphasis on a variety of ways to handle stress for a more productive professional and personal life. This class will additionally help you learn and develop reading, writing and critical thinking skills that are needed for the college's credit sequence, other courses of study at CR and, in general, for your life. This course will not include exams; therefore, proctoring will not be part of this course. WORK 221 does not include official letter grades. You and I will assess your reading-writing skills development throughout the course. With noncredit courses you will receive a

satisfactory or “S” for your grade if you attend at least one time during which I encourage you to actively participate. There is no Drop/Withdrawal procedure other than if you do not attend any of the classes I will take steps to officially withdraw you from my class roll.

### **Student feedback policy**

WORK 221 includes regular instructor-student communication. I will provide prompt feedback on all assignments. Student and class inquiry and discussion will be integrated throughout the course. I am available through email, Canvas and phone for your questions and to provide you with additional instruction for and clarification of assignments. I will also be available to schedule optional individual and whole-class ConferZoom sessions during which we will read and review assignments and your questions about classwork.

### **Student Resources (student services links)**

1. CR-Online (Resource for online students): <http://www.redwoods.edu/online>
2. Canvas Orientation: <https://redwoods.instructure.com/courses/6781>
3. Academic Support Center (and testing center): <http://www.redwoods.edu/asc>
4. Counseling Services: <http://www.redwoods.edu/counseling/>
5. CR Orientation: <http://www.redwoods.edu/orientation/>
6. DSPS (Disabled Students Programs and Services): <http://www.redwoods.edu/dsps>
7. Library (including online databases): <http://www.redwoods.edu/library/>
8. Veterans’ Resource Center: <http://www.redwoods.edu/vets>

**Class Materials** An email account, a computer with Internet access, and also a phone.

**Necessary Computer Skills** You should be able to use your **CR email, Web Advisor** and the CR Learning Management system also known as **Canvas**. You should know how to navigate and publish on Canvas. You should know how to open and download PDF and Microsoft Word (docx) files. You are responsible to meet the technological demands of this course. Tutorial resources are available. Also, I am available for all of your questions and to help familiarize you with the technology.

### **WORK 221 Routine and Expectations**

I will teach our two-week class using Canvas. Please check your email and on your Canvas dashboard visit our Canvas classroom WORK-221-E1408-2020F Stress Management at least once a day for Announcements, new assignments and feedback on your current assignments. Your commitment to this online class will require at least as much time as you dedicate to a traditional class. At the start of each week, I will post a variety of readings, a video and corresponding writing assignments. Our class will include a variety of discussion forums as well. Please carefully read all assigned texts, complete the writing assignments and participate in our whole-class discussions.

Please be respectful to your classmates. Be kind, considerate, and forgiving in all of your postings and responses within our discussion forums. You are not expected to know all the answers. But I expect you to be honest, including when you honestly do not understand an assignment. Your responses and your questions about class reading and writing assignments and about this class are a valuable part of this classroom community.

**2020F-WORK221-E1408-BUTLER**