Managing Stress at Work
Psychology 490/590
Summer 2004

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Website: http://mavweb.mnsu.edu/perezl/courses.htm

Class Dates: July 6, 2004 - July 16, 2004
Class Time: Monday thru Friday 10:00 am – 1:30 pm
Location: Wiecking Center 332B
Required texts:

Other readings as assigned

Course Objective: In this course, we will begin with an overview of the nature of job stress, its causes and its effects on individuals and organizations. Then, we will focus on primary prevention strategies. These will include organizational interventions that can reduce the amount of stress experienced by employees. Finally, we will discuss secondary prevention strategies or methods that individuals can use to reduce the stress they experience or to mitigate the effects of that stress. Throughout the workshop, an effort will be made to focus on empirical research regarding the effectiveness of various stress management techniques (organizational and individual).

Course Requirements:
Exams: There will be one exam worth 100 points (one-third of your course grade). This exam will be a combination of multiple choice, short-answer, and longer essays.

Written Assignments and Presentations: There will one project/presentation worth 100 points (one-third of your grade). This exam will require you to apply what you have learned in this course to your personal experiences. Details will be provided in a separate handout.

Attendance: Given the short, intensive nature of this course, regular attendance is mandatory. Students are responsible for all information presented in class lectures and discussions as well as
readings. There is a strong participation component to this course and it is in the best interests of all students to be at every class. There will be a penalty for missed classes.

**In-class participation:** This is an upper-level course. I expect you to come to class each day with the readings prepared and ready to discuss the topics critically. If it reaches a point where I feel that you are not prepared or participating adequately, I will institute daily quizzes over the readings. I would prefer NOT to do this, but I will resort to this if my expectations are not being met. At this level, we should be learning from one another. We should all benefit from sharing critical analysis of the readings, from expressing our opinions about the relevant issues, and from respectfully listening to the viewpoints of your classmates and the instructor.

**Grading:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>1 exam</td>
<td>100</td>
</tr>
<tr>
<td>Attendance &amp; Participation</td>
<td>100</td>
</tr>
<tr>
<td>Assignments/Presentations</td>
<td>100</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>300</strong></td>
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**Grading Scale:**

- **A** 90 – 100%: 270-300 points
- **B** 80 – 89%: 240-269 points
- **C** 70 – 79%: 210-239 points
- **D** 60 – 69%: 180-209 points
- **F** 59 – 0%: 0-179 points

**Academic Issues:**

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see me as early in the semester as possible to discuss the necessary accommodations, and/or contact the Disabilities Services Office at (507) 389-2825 (V) or 1-800-627-3529 (MRS/TTY).

Academic misconduct (e.g., cheating, plagiarism) will lead to a grade of zero on the exam or assignment in question.
# Managing Stress at Work

## Tentative Class Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 7/5</td>
<td>NO CLASS</td>
<td></td>
</tr>
<tr>
<td>T 7/6</td>
<td>Overview of Occupational Stress &amp; Common Job Stressors</td>
<td>C &amp; C Ch 1</td>
</tr>
<tr>
<td>W 7/7</td>
<td>Buffering the Effects of Stress: Social Support, Control, and Coping</td>
<td></td>
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<tr>
<td>TH 7/8</td>
<td>Organizational Stress Management Programs</td>
<td></td>
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<tr>
<td>F 7/9</td>
<td>Coping with Organizational Culture &amp; Change</td>
<td>C &amp; C Ch 2 &amp; 3</td>
</tr>
<tr>
<td>M 7/12</td>
<td>EXAM Dealing with People</td>
<td>C &amp; C Ch 4</td>
</tr>
<tr>
<td>T 7/13</td>
<td>Managing Everyday Stressful Events</td>
<td>C &amp; C Ch 5</td>
</tr>
<tr>
<td>W 7/14</td>
<td>Balancing Work and Life</td>
<td>C &amp; C Ch 6</td>
</tr>
<tr>
<td>TH 7/15</td>
<td>Individual Stress Management Techniques</td>
<td></td>
</tr>
<tr>
<td>F 7/16</td>
<td>FINAL PROJECTS due</td>
<td></td>
</tr>
</tbody>
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**Tuesday July 6, 2004**  
Overview  
Cartwright & Cooper Chapter 1

**Wednesday July 7, 2004**  
Buffering the Effects of Stress  

**Thursday July 8, 2004**  
Organizational SMIs  

**Friday July 9, 2004**  
Culture & Change  
Cartwright & Cooper Chapters 2 & 3  
Monday July 12, 2004  Dealing with People

EXAM

Cartwright & Cooper Chapter 4


Tuesday July 13, 2004  Everyday Stressful Events

Cartwright & Cooper Chapter 5


Wednesday July 13, 2004  Balancing Work and Life

Cartwright & Cooper Chapter 6


Thursday July 14, 2004  Individual Stress Management Techniques


Friday July 15, 2004  FINAL PROJECTS

Presentations