



Course Syllabus – Winter 2025
HUMA 30 – Understanding & Managing Stress
Instructor: Shireen Luna Woo

HUMA 30 Course Description: The study of stress as the interaction between the individual and the environment, viewed from psychological, sociological, and physiological perspectives, including gender, physical and psychological disabilities, sexual orientation, multicultural and global concerns.

Advisory for HUMA 30: English Writing 1A, or English as a Second Language

Credit: Transferable to UC and CSU & De Anza General Education applicable

Important Course Highlights:

-This is a fully online 4 unit course with no class meetings; all coursework is to be submitted online via CANVAS. Remember, with online learning, it is your responsibility to turn in assignments by the assigned due date.

-Check the CANVAS announcements page regularly (once to twice a week). I normally post once, and sometimes twice a week to remind students of when assignments are due.

-Contact E-mail: The canvas Inbox e-mail is the fastest way to get a response from me, since I have the CANVAS app through my phone; It is located on the far left navigation bar. Please always include HUMA 30 in the subject line. I typically respond to e-mails sent via CANVAS within 24-48 hours. However my response time is slower on holidays and weekends.

-You MUST log in to CANVAS -AND- attempt the course guidelines quiz in Module 1 at least once within the first 2 days of the Winter quarter (by 11:59pm on Tuesday) so I know you are still interested in this class. If you can not log in by then, please email me. Failure to do so, and you may be dropped from the class the following day.

-Please note, you will have unlimited attempts on the quiz, up until the end of the second week, and you highest score will automatically be counted, but you still MUST attempt it once during the first few days of the quarter.

-Also, though I prefer students to submit their posts weekly by the initial due date posted in Canvas, every student will be granted an extra week beyond the deadline to turn in assignments. For example, if discussion post 1 is due Saturday, January 11th, you will still have until January 18th to submit it. This is the same extension granted to students with disability accommodations.

-Keep in mind, this extension is the "Late Submission Deadline", so extensions needed beyond this second deadline will ONLY be granted if you send me an e-mail prior to the due date with supporting medical or legal documentation.

-All assignments must be typed in Canvas and submitted online via canvas; no hand written assignments, or screen shots of hand written work will be accepted. Also, remember, with online learning, it is your responsibility to turn in assignments by the assigned due date, so PLEASE use the CANVAS calendar to keep track of your assignments.

Course supplies/materials needed for this course are as follows:

- A computer with internet access. Please do not depend on your cell phone!
- Pens or pencils
- 6 to 8 sheets of 8.5 x 11 inch or larger blank white paper
- A pack of crayons or colored pencils
- A quiet place to practice your stress reduction techniques, or noise cancelling headphones
- Your cell phone timer, or an egg timer

Recommend Reading (Note: there is no required text):

1. Gordon, James S. "The Transforming Trauma: A Path to Hope and Healing." Harper One, 2021
2. **Gordon, James S. "Unstuck: Your Guide To The Seven-Stage Journey Out Of Depression." Penguin Books, 2009
3. **Kabat-Zinn, Jon, "Full Catastrophe Living: Using the wisdom of your body and mind to face stress, pain, and illness." Bantam Books, 2013
4. Olpin, Michael and Hesson, Margie. "Stress Management for Life." 5th (or any) edition. Cengage Learning, 2020
5. Thich, Nhat Hanh. "Taming the Tiger Within." Riverhead Books, 2004

** Highly recommended

Office Hours: I am available for virtual appointments weeks 2 through 11 on Wednesdays and Thursdays between 11am -12pm, often with additional flexibility on Thursdays. Please note, times may vary during holiday weeks.

Note: All appointments are 1st come 1st serve, so please e-mail me "at least" 24+ hours in advance to schedule. Once you receive your zoom invitation, you must accept the invite for the meeting by 11:59pm the evening before your appointment, but always feel free to e-mail me with any pressing questions or concerns.

If you have other academic, career, or personal concerns: I have in person appointments on Tuesdays between 11 and 2:30pm. Keep in mind, counseling appointments are normally scheduled 1 to 2 weeks in advance. You can schedule by going to the counseling and advising center webpage at: www.deanza.edu/counseling

Links to an external site. then to the "make an appointment link" and search for my name and my available times. After you schedule, you will receive a reminder with a zoom URL link to paste into your browser.

I am also available for virtual drop-in (via the same link) on Wednesdays between 12:00 and 2:00pm. Drop in is first come, first serve, limited to about 10 minutes, so I recommend you sign into the wait list no later than 1:30pm .

Remember, there are other counselors and advisors available throughout campus and in the counseling center for virtual and in-person drop in/appointment, Monday through Friday. Times vary, so please see the above website link for the specifics.

Student Learning Outcome (SLO):

1. Distinguish physiological symptoms when under stress and critique its impact on the body.
2. Develop and apply stress management strategies that can be used to reduce the physiological symptoms of stress.

SLO Assessment:

Application and analysis of various stress management techniques, written midterm and the final exam, will determine how well the students have met the SLO's.

Grades:

Grades will be calculated on a 200 point scale, based the course assignments (*for more detailed information, please see "Grading Guidelines" in module 1*). Remember, CANVAS does not always calculate correctly, so you should calculate your own grade.

Class Policies:

1. *Academic Honor Code* – Academic dishonesty, cheating and plagiarism in writing research papers or taking exams is unacceptable in this class. This includes paraphrasing a classmates canvas posts, or part of their work, as if it were ones own. Remember, this class is about "YOU," so answers should be about your experience, thoughts and feelings, not the general population. Students committing these violations will be reported to the Office of Judicial Affairs, and will receive zero points for that assignment. Depending on how the failed assignment affects ones overall points, students could fail the the course.
2. *Using ChatGBT and other AI sources* - I will allow up to 25% of your work to be AI generated. What this means is, you should be using AI sources like Grammarly to check your grammar, help you clarify your thoughts, and structure your paper, but not to write your paper for you. Remember, this class is about you, so there is no wrong answer.

Students with a high percentage of AI usage will only receive the amount of credit for what was their "own work" (not AI generated) plus the allowable 25% AI usage. For example, let's say your paper is worth 40 points, and after run through an AI detection program, it verifies that 75% was AI generated. This means 25% was your own work + 25% allowed for AI gives you 50% credit = 20 points

3. *Assignments* – All assignments are to be completed by their assigned due date and submitted via canvas. There are NO re-writes, so please double check your work before submitting. Late assignments will be accepted for one week beyond the deadline without a penalty. Thus, it is the expectation is that everyone will complete their posts by published due date stated in the CANVAS weekly modules, and NO LATER THAN one week after the initial published due date.

There are 6 assignment areas, and the maximum possible points in each area are as follows:

- Brief True/False course guidelines Quiz (20 points),
- Weekly Posts (90 points),
- Midterm Paper (32 points),
- Mini Project: Teaching your favorite technique (20 points),
- Multiple Choice Final (38 points)

-Here is an example of how you should view this additional week to turn in assignments: "you were either ill, or overwhelmed with other assignments a particular week and could not make the initial due date of April 13th, so you then turn it in on April 20th. This extension should not be used for those that wait till the last minute, or a day before the late submission deadline, then something happens and now you need an additional extension on top of the extra week you were already given. These additional extensions beyond the second week are rare and granted on a case by case basis with supporting documentation. With that said, I understand that sometimes things happen that are beyond our control, so please keep me informed.

If for any reason, you will not be able to meet the late submission deadline, I will require an email before the assignment is due, (preferably by 11:59pm the Thursday prior), letting me know what's going on and why you will not be able to make the late submission deadline, --AND-- a legal or medical note from a doctor with dates, supporting your request for a specific time frame.

4. *CANVAS Announcements* - I will communicate with the entire class by posting important course information on the Canvas Announcements page located at the top of the left navigation bar. I recommend that that you make it a priority to check for new announcements every time you log in to Canvas.

Note: Do not rely on the announcements page to keep track of the assignment deadlines, but instead USE your Canvas calendar.

5. *Class Participation*- Participation is demonstrated by submitting your weekly discussion posts and other assignments on time.

6. *Mutual Respect/Behavior* - students must respect one another and views that differ from their own. This means you should respond appropriately in your weekly posts, and not comment on others posts. Commenting on classmates posts is not acceptable or required in this course. Your responses should always be positive and relevant to the course content, not on what another student posts. Also, it is expected that students behave appropriately according to the community standards (in person and virtual) at De Anza College (*please see the course catalogue for more information*).
7. *Additional Resources* - Please keep in mind that this class is NOT a substitute for personal counseling. Although you will learn various stress management techniques to apply to your life, sometimes this is not enough. If you think you need additional support, please let me know. I recommend the following campus services:

MENTAL HEALTH & WELLNESS SERVICES (Phone: 408.864.8868)

<https://www.deanza.edu/mhwc/>

Contact: mhwc@deanza.edu

HEALTH SERVICES (Phone: 408.864.8732)

<https://www.deanza.edu/healthservices/>

Contact: deanzahealthservices@deanza.edu

DISABILITY SUPPORT SERVICES (Phone: 408.864.8753)

<https://www.deanza.edu/dsps/>

Contact: dss@deanza.edu