

Course Syllabus

Course Information

This course is offered collaboratively through the UW-MBA Consortium.

Course Title: MBA 757: Managing Workplace Stress

Credit Hours: 1.0

Course Term: Winter 2025

Course Section: 840

Delivery Mode: Online

Course Dates: January 6, 2025 - January 24, 2025

If you are considering dropping this course, having a conversation with your academic advisor is a good place to start. You should also let the instructor know what your plans are. Click the following links, based on your home campus, to learn more about dropping this course: [Consortium/UW-Eau Claire](#)Links to an external site. | [UW Oshkosh](#)Links to an external site.

Instructor Information

Instructor: Dr. Nancy Hanson-Rasmussen

Home Campus: UW-Eau Claire

Email: hansonrn@uwec.edu

Phone: (715) 836-5833

Course Description

Workplace stress costs organizations millions of dollars annually in lost productivity and turnover. In this course, we will examine the major theories of stress, causes of stress, and consequences of stress. We will take a hands-on approach to develop action plans to address stress in your workplace. Note that this class is not focused on self-help. It focuses on how to reverse the burnout your employees are experiencing and reengage them in their work.

Learning Outcomes

Through this course, students will have the opportunity to:

- Identify the role of stress in the workplace.
- Create an action plan to manage stress in an organization.

Required Course Materials

Textbook

Title: The Burnout Epidemic (2021)

Author: Jennifer Moss

ISBN: 978-1-64782-036-7

Please note that this ISBN may differ from what appears on the UWEC bookstore website. If ordering from a source other than the UWEC bookstore, be sure to use the ISBN provided here to ensure you get the correct text.

[Click here to learn more about ordering textbooks.](#)[Links to an external site.](#)[Links to an external site.](#) Contact mba@uwec.edu with any textbook-related concerns.

Maslach Burnout Inventory Toolkit

Also required is the Maslach Burnout Inventory (MBI) Toolkit for General Use, which you can [purchase here](#)[Links to an external site.](#). You can purchase ahead of time, or wait until you are doing the assignment that requires its completion.

When you purchase the MBI general survey, you are purchasing a single license and a report on your individual results. The license and report for an individual are more expensive than licenses bought as a set for research collection purposes. You are effectively paying for the license to use the survey, along with two individualized reports (MBI and AWS) based on your results, along with the survey platform by which you take the survey. There are other options where you could score it yourself or purchase in bulk.

Technology Requirements

Access to a computer and high-speed Internet connection that is capable of accessing Canvas is a requirement of this course.

Please review the minimum technology requirements and recommendations in the **Online Course Resources** link in the left-hand Course Navigation menu. To set yourself up for success, pay special attention to the sections on *Your Responsibilities*, *Strategies for Success*, *Tech Tips*, and *Tech Support*.

Course Topical Outline

- Unit 1: Understanding Workplace Stress & Burnout
- Unit 2: Addressing Stress in Ourselves & Our Workplaces
- Unit 3: Planning to Reduce Stress in Your Workplace

Assignments and Activities

This section of the syllabus outlines the course assignments, how they will be graded, and how they will be used to determine your grade. I will grade assignments within one week of their due date.

Your grade in this class will be calculated based on the number of points you earn out of the total points possible: 325. The (graded and ungraded) assignments and activities are included in the list below:

- Introduction: (20 points total)
 - Introduction Discussion (20 points)
- Unit 1: (100 points)
 - Individual practice using a self-test
 - Asynchronous class activity posting to Padlet
 - Unit 1 Assignment | Considering Industry Stress Reflection Paper (50 points)
 - Unit 1 Assignment | The Maslach Burnout Inventory and the Six Causes of Burnout (50 points)
- Unit 2: (100 points)
 - Asynchronous class activity posting to Padlet
 - Unit 2 Discussion | Stress in Our Industries (35 points)
 - Unit 2 Assignment | Interpreting the MBI and AWS Results (65 points)
- Unit 3: (105 points)
 - Unit 3 Discussion | Sharing Helpful Ideas (25 points)
 - Unit 3 Assignment | Action Plan (80 points)

The due dates for all assignments are included in the Course Summary (below) and Canvas Calendar. Additionally, details about each assignment are provided on the **Home** page of the course where each unit is listed.

Final Letter Grades Scale

Your grade for this course will be calculated as a percentage of total points. Rounding will not be used in calculating course grades. The grading scale is:

Percentage	UWEC/Consortium	UW-Oshkosh
93-100%	A	A
90-92.9%	A-	A-
87-89.9%	B+	B+
83-86.9%	B	B
80-82.9%	B-	B-
77-79.9%	C+	C+
73-76.9%	C	C
70-72.9%	C-	C
67-69.9%	D+	F
63-66.9%	D	F
60-62.9%	D-	F
0-59.9%	F	F

Consortium's Excused Absence Policy

An absence will be considered excused or authorized according to the following institutional policies:

- The student's home campus policy on excused absences will apply.
- - [UW – Oshkosh Links to an external site.](#)
- UW MBA Consortium students will follow the [UW – Eau Claire Authorized Absence Policy. Links to an external site.](#)

If your absence falls into the excused absence category, please contact me as soon as possible. I may request that you provide documentation, and I may need time to make alternative assessments available to you.

Late Work Policy

Since this is a short course with a structured timeline, you will experience the most success by following the deadlines established.

What You Can Expect From Me

I will grade your assignments in a timely manner.

What I Expect From You

I want you to log in at least once every day and check the Announcements for any updates. Do your readings and be prepared so that you can contribute fully in group work and discussions. Make your first discussion post(s) early so that there can, in fact, be a discussion.

Please contact me if you are having difficulty understanding any of the material or if you are having difficulty accessing it. I want you to succeed in this course and I can help you do so.

If you have a class-related question, please use the [Ask the Class](#) discussion board. Questions of a private or personal nature can be directed to me through email or phone. To ensure a timely and accurate response to your message, remember to keep your communication positive, constructive, and relevant to the course.

Please remember to be professional in your written messages and discussion posts: use standard capitalization, punctuation, and appropriate language, use spell check, and be sure that you include all the information required. At the end of your message/post, also include your name. Be sure to always follow [Netiquette guidelines](#)[Links to an external site.](#)

Academic Conduct

To foster a productive learning environment, all students are required to accept and adhere to the [Student Code of Conduct](#) agreement in order to participate in this course.

Academic Integrity Policy

All class materials are the intellectual property of the instructor and may not be shared outside of this course (e.g., to commercial "study sites") without my permission.

Unless I specify otherwise, all work that you turn in to me should be an individual effort. The sentence structure, wording, and content for your assignments and discussions must be your original work. Academically dishonest behaviors include (but may not be limited to) the following:

- Intentionally or unintentionally presenting someone else's ideas or words as your own, either as a direct quote or paraphrased or summarized material, without the proper citation. All quotes and direct references must include citations. Remember

to use APA format for citations. See the [OWL website from Purdue](#) for APA citation guidelines.

- Submitting work that is identical to or so similar to that of another's in its wording, sentence structure, and content that it cannot be considered original.
- Plagiarizing yourself by submitting work for evaluation in this course that was previously graded or otherwise evaluated in another course. You can cite your previous work. If you want to use your previous work, contact me first.
- Making up data or citations.
- Consulting resources to complete a graded course assessment other than those allowed in the assessment directions. If you are unsure what is considered an authorized resource, consult with your instructor.
- Helping someone else engage in academically dishonest behavior, including posting course materials online.
- Violating copyright laws. In some cases, citing a source is not sufficient; you also have to obtain permission from the original source for the materials you use. Likewise, if you use any materials from this course outside this course, you may need permission to use them (e.g., in your company's training manuals, publications, or style guides).

Any investigation into any form of academic misconduct will result in a report to the dean of students and in student academic disciplinary sanctions as established by the UW System Board of Regents ([UWS Chapter 14](#)[Links to an external site.](#)).

The disciplinary procedures from the student's home campus dictate the disciplinary action against students who engage in academic misconduct.

Generative AI Use

To create a shared understanding regarding the use of generative AI in this course, this course's policy on the "Generative AI Use" page is available in the Course Information module. Keep in mind that other instructors may have different expectations based on their course outcomes, so be sure you always check before you use generative AI in your classes.

Please note that the UW MBA Consortium owns the copyright to all course and program materials. You may not share program or course materials in any way in any generative AI platform. Likewise, this course will not require you to share program or course content or

your work in a generative AI platform. You are encouraged to ask any questions you have regarding the policy.

Accommodations for Students with Disabilities

In order to ensure that all of our students have equitable access to our online course materials, we strive to meet the guidelines set by Section 508 of the Rehabilitation Act, which requires the public to provide reasonable accommodations to individuals with disabilities when posting web-based materials. Canvas is [compliant with W3C's Web Accessibility Initiative](#) and with [Section 508](#) guidelines. Additionally, Canvas was certified as a [substantially conformant LMS](#) by WebAIM, a third-party authority in web accessibility. If you find that course materials are not posted in a format that meets your needs, or you need testing accommodations, please contact Online Course Support at BIZHelp@uwec.edu and we will work with you to find a reasonable accommodation.

Course Summary:

Date	Details	Due
Mon Jan 6, 2025	Calendar Event Complete the Code of Conduct	12am
Tue Jan 7, 2025	Discussion Topic Introduction Discussion	due by 11:59pm
Fri Jan 10, 2025	Page Complete Padlet Activity in Commentary 1.2	to do: 11:59pm
Sun Jan 12, 2025	Assignment Unit 1 Assignment Considering Industry Stress Reflection Paper	due by 11:59pm
Sun Jan 12, 2025	Assignment Unit 1 Assignment The Maslach Burnout Inventory and the Six Causes of Burnout	due by 11:59pm
Tue Jan 14, 2025	Discussion Topic Unit 2 Discussion Stress in Our Industries	due by 11:59pm

Date	Details	Due
Fri Jan 17, 2025	Page Complete Padlet Activity in Commentary 2.1	to do: 11:59pm
	Page Unit 2 Discussion Replies	to do: 11:59pm
Sun Jan 19, 2025	Assignment Unit 2 Assignment Interpreting the MBI and AWS Results	due by 11:59pm
Tue Jan 21, 2025	Discussion Topic Unit 3 Discussion Sharing Ideas from Your Action Plan	due by 11:59pm
Thu Jan 23, 2025	Page Unit 3 Discussion Replies	to do: 11:59pm
Fri Jan 24, 2025	Assignment Unit 3 Assignment Action Plan	due by 11:59pm
	Page Final Course Evaluation	to do: 11:59pm
	Assignment Final Grade	