

**Course Number, Title, and Description:**

EDU 50012-KA, Balance Work and Life (2 Credit Hours)

Prior to the pandemic educators often struggled to find enough hours in the day. Now, with the increased stress and the constant changes impacting the lives of educators and students, work and life balance has become even more important. Supporting the social and emotional needs of students is a focus of all school districts. But, to support students, staff members must also be able to take care of themselves. This session will focus on self-care and time management strategies and skills to help you give the most to your students and family while maintaining a healthy you!

**Class Meeting Days, Times, and Dates and Ending Date:**

This class will be conducted online with follow-up assignments to be completed via blackboard.. The interactive component will be **June 4, 2024** via an online meeting format and the online blackboard activities will be completed by **June 25, 2024**.

**Attendance:** Attendance for the entire class time is required. Due to the condensed class time, students who don't attend class all day will not be able to pass the course.

**Contact Information:**

[justin.henry@ottawa.edu](mailto:justin.henry@ottawa.edu)

785-248-9233

**Instructor Bio**

Dr. Henry received his undergraduate degree from Sterling College, Master's from Emporia State University and Doctorate from the University of Kansas. He has served as the Superintendent of Goddard Public Schools since 2011 and was named the Kansas 2021 Superintendent of the Year. Previously, Dr. Henry served as the Superintendent of Schools for the Southeast of Saline School District and as a high school principal in Ottawa, Kansas. He has had the opportunity to teach for Ottawa University for more than 16 years working with both graduate and undergraduate students.

**Course Prerequisites:** Other courses and/or knowledge and skills necessary to complete the class.

**Course Objectives:**

1. Participants will be introduced to a variety of resources to help provide balance between "work and life".

2. Participants will collaborate and identify the barriers that many educators face when trying to support the needs of all students plus taking care of themselves.
3. Participants will review and reflect on a variety of topics and create two reflective journal entries related to their “work-life” balance planning process.

**Kansas Education Systems Accreditation Framework:**

***Responsive Culture*** is the focus area for this course.

**Course Methods and Procedures:**

As indicated above, this class will be presented in a blended learning model. One day of an interactive format in an online meeting with all class participants and follow-up activities and reflections completed through blackboard.

**Assignments At-A-Glance**

Assignment/Activity	Qty.	Points	Total Points
Attendance and Class Participation June 4, 2024	1	100	100
Reflective Journal Activities	2	50	100
<b>TOTAL POINTS</b>			<b>200</b>

**Assignment Descriptions**

Reflective Journal - During the in-person component of the class, participants will review / discuss a variety of resources related to the challenges educators face in reaching “balance” between work and life responsibilities. Each participant will then select two topics to review in more detail and submit two reflective journal entries (no more than 500 words per reflection).

## Grading Scale

Grade	Percentage	Points
A	90 to 100%	180-200
B	80 to 89%	160-179
C	70 to 79%	140-159
D	60 to 69%	120-139
F	< 60%	

## University Policies and Procedures

**University Policies and Procedures:** Students are to review the Student Handbook for all policies and procedures. Student Handbooks can be found on the Ottawa University website ([www.ottawa.edu](http://www.ottawa.edu)) and on the flash drive you received at orientation.

**Academic Dishonesty and Plagiarism:** Academic dishonesty will result in failure on a particular assignment or possible failure in the course. Dishonesty includes such actions as cheating on examinations or assignments, turning someone else's work in as if it were your own, and plagiarism. Plagiarism includes failing to adequately cite sources of information, using someone's ideas, information, and/or words as if they were your own, etc.

The Ottawa University Student Handbook states, "The penalty for plagiarism or any other form of academic dishonesty will be failure in the course in which the academic dishonesty occurred."

**Instructional Variance:** Course content and schedule may vary from outline to meet the needs of a particular group of students. The instructor will explain the rationale for any variance as it occurs.

**Homework requirement information:** Homework for accelerated courses requires 4-8 hours of independent work each week (outside of class). Some students may conclude homework study in fewer hours and some students may require additional hours beyond this estimate. Careful consideration should be given to this estimate when planning your personal schedule for this course. Online students should also follow this expectation beyond the time he/she spends interacting within the online course .

**Information Literacy:** Ottawa University supports the information literacy of its faculty and students. Faculty and students will receive ongoing training in the use of academic resources through its library personnel. Faculty members are advised to utilize the Myers' Library online databases for class preparation and student

assignments. Students are encouraged to incorporate research materials from the Myers' Library online databases in fulfilling course assignments. Each database in the Myers' Library collection offers a tutorial for its use. Additionally, an online tutorial regarding research for all academic disciplines will be available.

**Special Accommodations:** If you are a student with a disability that may affect your learning, please contact the campus ADA Coordinator, Kristen Moore, [kristen.moore@ottawa.edu](mailto:kristen.moore@ottawa.edu) or 913/266-8604), immediately to evaluate your request and implement any special accommodations required. The following is the procedure for requesting accommodation:

1. Students must declare their disabilities and request related classroom accommodations by: (a) completing an Accommodations Request Form, and (b) submitting recent documentation of a disability.
2. Requests for accommodation, along with documentation, must be received for evaluation at least one to two weeks prior to implementation of accommodations (that is, 1 – 2 weeks prior to the term start).
3. Additional information is available in the "General Policies" section of the Student Handbook at [www.ottawa.edu](http://www.ottawa.edu) under "**General Policies.**"

## Ottawa University

### Mission Statement

The mission of Ottawa University

Building on its foundation as a Christ-inspired community of grace and open inquiry, Ottawa University prepares professional and liberal arts graduates for lifetimes of personal significance, vocational fulfillment, and service to God and humanity.