

Work-Life Balance Syllabus

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Course Description

Welcome to the Work-Life Balance Minicourse! This is an asynchronous course that can be accessed at any time but will have specific due dates. Through this minicourse, you will gain a deeper understanding of what a work-life balance entails by engaging in interactive scenario-based activities, learning to identify stress triggers, applying stress-reducing techniques, setting realistic boundaries, analyzing your daily routine to see where adjustments are needed, and implementing activities that align with personal needs.

Course Prerequisites

This minicourse is open to all learners interested in improving their work-life balance. There are no formal requirements for this course, but the following will help you get the most out of the experience:

- **Willingness to Self-Reflect** - Open to examining your habits, routines, and mindset.
- **Basic Awareness of Time Use** - Have a general sense of how you currently spend your time in and out of work.
- **Commitment to Personal Growth** - Be open to trying new strategies, making small adjustments, and tracking your progress.

Course Learning Outcomes



The following are course learning outcomes that the student will focus on during the minicourse:

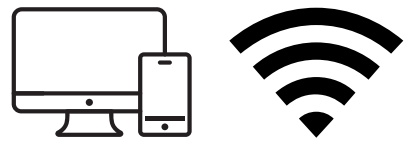
- Create a sustainable work-life balance by making adjustments of personal and professional demands through analyzing their daily routine.
- Identify stress triggers in their personal and professional lives.
- Apply stress reducing techniques such as mindfulness exercises or deep breathing to reduce stress levels.
- Set realistic boundaries between their work and personal lives by establishing clear work hours and implementing a shut down ritual.
- Implement activities that align with personal needs, such as watching your favorite show uninterrupted, reading a chapter of a book or doing some self-care.
- Document their progress to see where adjustments are needed by doing a weekly journal to see what challenges and successes were experienced, in order to do better the following week.

Course Schedule



Module	Date	Activities	Due Date
Module 1: Introduction & First Step Towards Balance	08/13/25 - 08/19/25	- Welcome & Course Overview - Assigned Reading - Discussion 1 - Assignment: Work-to-Home Transition Journal	08/19/25
Module 2: Identifying Personal and Professional Stressors	08/20/25- 08/26/25	- Assigned Reading - Stress trigger mapping activity - Discussion 2 - Assignment: Start a stress log	08/26/25
Module 3: Applying Stress Reducing Techniques	08/27/25 - 09/02/25	- Assigned Reading - Discussion 3 - Activity: Learn the Techniques - Assignment: Activity Tracker	09/02/25
Module 4: Boundaries Between Work and Home	09/03/25 - 09/09/25	- Interactive Module via Articulate 360 - Activity: Design your boundary blueprint - Assignment: Creating your own shutdown ritual	09/09/25
Module 5: The Importance of Implementing Self-Care	09/10/25 - 09/16/25	- Assigned Reading - Two discussions - Activity: Brainstorm a self-care menu - Assignment: Creating your self-care routine - Journal Reflection	09/16/25
Module 6: Putting It All Together	09/17/25 - 09/23/25	Assignment: Final reflection + personal balance plan	09/23/25

Technology Requirements



To access this minicourse, the learner will need to have the following:

- **Reliable Internet Access** - Please make sure you have internet access since this is a fully online course.
- **Access to Canvas** - This will be the platform that the minicourse will be housed in. Please create a Canvas account to access the minicourse.
- **A Computer, Tablet, or Smartphone** - Any device that allows you to access online course materials to complete assignments, watch videos, and access digital tools.
- **PDF Reader or Word Processor** - For viewing course documents.

Inclusion	Participation
Our minicourse will have adults of various backgrounds, and this is a space where all learners all welcome. All interactions will be respectful of diversity: culture, nationality, race, ethnicity, disability, economic status, religion, gender identity, and sexuality. Disrespect of any kind will not be tolerated and will be grounds for being removed from the course.	This course does require participation to be able to have a meaningful experience. You are encouraged to participate in weekly discussions, which will include readings, activities, and assignments. Failure to do so will reflect in your grade and will also prevent you from getting the full experience of this minicourse.



Grading Scale

100% - 90% = A
89% - 80% = B
79% - 70% = C
69% - 60% = D
59% - 50% = F

Grading Policy

You will be grade based on the following:

Course Component	Weight
Weekly Journal Reflections (6 total)	30%
Module Assignments (6 total)	30%
Final Project: Personal Work-Life Balance Plan	30%
Participation (discussions)	10%
Total	100%

Late Policy

I understand that life can happen, and some weeks may be more difficult than others. Please contact me if you are going to be turning in an assignment late. I am willing to work with you if you communicate with me. Work that is turned in late with no prior arrangements with the instructor will be deducted 10% the first day it's late, 20% the second day it's late, and after the second day it will be a 0%. Again, please make sure to communicate any concerns with me. I want you to be successful and gain the most that you can out of this course.

Academic Integrity

All work in this class is expected to be your own. For any work that is not your own, please indicate it on the assignment and cite the source using APA citation. If you are ever unsure about whether you have correctly given credit to a source, please ask, and I will help you. Failure to do so will result in a grade of 0% for the specific assignment and possible removal from course.

AI Usage

We will embrace the responsible use of AI as a learning tool while maintaining academic integrity. AI can assist you in further developing your ideas and can be used as a thought partner. When AI is used, you must always cite the assistance, provide links to AI interactions, and include your original work.

Accommodations

Please make sure to contact me before the start of the class to discuss any accommodations needed.

The following will be provided:

- Captioned videos with transcripts.
- Extended time for completion of assignments.
- Alternative formats (audio, printed, large font, digital-only)
- Private journaling instead of sharing in discussions for those with privacy concerns.
- Flexibility with deadlines.
- Optional check-ins via email or video chat for additional support.

Instructor Information

I am available via email, mar.diaz.2695@gmail.com. You can also schedule a video chat to discuss any questions or concerns you may have. My office hours are Monday - Thursday from 1000-1400.

I want you to be successful, and I will be here to assist as best as I can.