

**BAD 52 · Human Relations · fall 2020**

**Section 0226 · online**

Instructor: Katie Seder

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Office hours: M, T and TH 9:00a.m.-12:p.m. via email or by appointment via Zoom

Live office hour: W 10:30a.m.-12:00p.m. via TechConnect Zoom in Canvas

Zoom meeting room: 321 624 5125

Welcome to Human Relations! *This course will be held entirely online. There will not be any mandatory class meetings.*

**Course Description**

Human relations addresses issues of self-esteem, values, attitudes, motivation, communications, team dynamics, change, creativity, conflict, stress, diversity, ethics, and health. This course is an exploration of the awareness and self-understanding of how interpersonal skills influence relationships with others and how to enhance those skills to be more successful as a member of a work environment and society.

**Student Learning Outcomes**

Upon completion of this course, you should be able to:

1.   Demonstrate an understanding of self-esteem, values, attitudes, and motivation, in the context of organizational behavior within a diverse society.

2.  Examine communication styles and recognize how different styles affect individual behavior.

3.  Describe the issues that influence effective teamwork and the process for resolving conflict.

**Course Communications**

I am available for live office hours, weekly on Wednesdays 10:30a.m.-12:00p.m. via Zoom. Click on the TechConnect Zoom link in Canvas to meet with me during the live office hour times. Other ways in which I will communicate with you are: to engage in dialogue via online discussion boards, by offering feedback on student work and, by sending weekly announcements with reminders, updates and other important information. Be sure to read announcements as they are posted.

**Textbook**

Human Relations: Strategies for Success, Lamberton & Minor, 5th Ed**.**, ISBN: 9780073524689

**Assignments**

Course assignments are case study responses- written responses to Human Relations scenarios and weekly class discussions- written responses to a question(s). I do not accept late assignments, however, life happens and so you may take one (1) “late assignment pass” during the semester. This means you may turn in one late assignment within one week of the original due date. You may opt to use this pass at any time- just let me know when you would like to use the pass. The late assignment passes do not apply to the mid-term, or the final exam.

**Participation/Teamwork**

Participation in the weekly discussions and assigned teamwork is essential for success in this course. Since this is an online class, most of your participation grade points will be your contributions to weekly discussions in Canvas. *Missing more than three classes (three discussions) could affect your grade.* If you are falling behind then come and speak with me so that we may create a plan for your success in this course. **Note:** It is your responsibility to drop. Consult the semester calendar for drop deadlines: <https://admissions.santarosa.edu/academic-calendar>

Teamwork involves two group projects and a presentation. Details of the team projects can be found in the Team Projects module in Canvas.

**Student Conduct**

Respectful and courteous behavior is expected of all students. You are to abide by the SRJC polices for conduct and ethical student behavior. You are also expected to maintain academic honesty and integrity while in this course and you responsible for the authenticity and content of the work that you submit. View the student conduct and rights policies at <https://studentlife.santarosa.edu/rights-and-responsibilities>

## Accommodations

## If you already have an accommodation, send me your letter as soon as possible. If you believe you need accommodations in this class, contact Disability Resources (527-4278).

**Grading Structure**

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| --- | --- |
| **Course Work** | **Percentage Breakdown** |
| Assignments: Case Study Responses (See assignment details in Canvas) | 40 |
| Midterm; written (10%) and final exam; team project (15%) | 25 |
| Participation: Weekly discussions and team projects | 35 |
| **Total** | **100** |

**Course Schedule**

***NOTE: This schedule is tentative and may be changed. Always refer to the Canvas course site for current assignment details and due dates.***

| **Week of** | **Topic** | **Assignments** |
| --- | --- | --- |
| August 17 | Class Orientation | -Purchase/rent textbook  -Review syllabus/schedule  -Class discussion: Introductions |
| August 24 | Intro. Human Relations  Self-Concept  Self-esteem | - Read Ch. 1 and Ch. 2  -Class discussion  -Ch. 1 and Ch. 2 case study response due: August 31 |
| August 31 | Self-Awareness  Self-Disclosure | -Read Ch. 3  -Class discussion  -Ch. 3 case study response due: September 7 |
| September 7 | Attitudes  Values | - Read Ch. 4  -Class discussion  - Ch. 4 case study response due: September 14 |
| September 14 | Motivation | -Read Ch. 5  -Class discussion  - Ch. 5 case study response due: September 21 |
| September  21 | Communications | -Read Ch. 6  -Class discussion  - Ch. 6 case study response due: September 28 |
| September 28 | Groups and Teams | - Read Ch. 7  -Class discussion  - Ch. 7 case study response due: October 5 |
| October 5 | Emotional Intelligence | - Read Ch. 8  -Class discussion  -Ch. 8 case study response due: October 19 |
| October 12 |  | Mid-term exam |
| October 19 | Individual & Organizational Change | -Read Ch. 9  -Class discussion  - Ch. 9 case study response due: October 26 |
| October 26 | Creativity | - Read Ch. 10  -Class discussion  - Ch. 10 case study response due: November 2  -In class activity: Team project |
| November 2 | Conflict Management & Stress Management | - Read Ch. 11 and Ch. 12 -Class discussion  -In class activity: Team project |
| November 9 | External & Internal Customers and Diversity | -Read Ch. 13 and Ch. 14  -Class discussion  -In class activity: Team project |
| November 16 | Business Ethics and Productive Workplace | - Read Ch. 15 and Ch. 16  -Class discussion  -In class activity: Team project |
| November 23 | Thanksgiving Week-Break! | |
| November 30 | Team project work  Team dynamic presentation outline (rough draft) due: November 30 | |
| December 7 | Final Exam: Team chapter presentations  Team dynamic papers due: December 7 | |