



## **BAD 52 · Human Relations · spring 2021**

### **Section 4250**

**Hybrid-online, mandatory class meetings Mondays 9:00a.m.-10:30a.m. and online via Canvas**

Instructor: Katie Seder

[kseder@santarosa.edu](mailto:kseder@santarosa.edu) or Canvas message, response within 24 hours

Live Office hours: Mondays 12:00p.m. – 1:00p.m. via TechConnect Zoom in Canvas

or by appointment via Zoom

Zoom meeting room: 321 624 5125

### **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.

### **Class Meetings**

This course will meet weekly on Mondays, 9:00a.m.- 10:30a.m. via Zoom for lecture, discussion and teamwork. You can enter class through the TechConnect link in Canvas. Or, you may join by going to [zoom.com](https://zoom.com) and entering the meeting room number: 321 624 5125. A device (computer, tablet or smartphone) with camera and microphone access is required for success in this course.

### **Course Communications**

Throughout the semester I will be communicating with you through various formats:

- Every Monday from 12:00 p.m. – 1:00p.m., you have the option to meet with me for a live office hour via TechConnect Zoom in Canvas.
- Weekly announcements in Canvas that contain important information
- Feedback on your written assignments
- And, I will be responding to your Canvas messages and emails

### **Textbook**

Human Relations: Strategies for Success, Lamberton & Minor, 5<sup>th</sup> 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: project.

## Participation/Teamwork

Participation in the weekly class meetings, discussions and assigned teamwork is essential for success in this course. Mandatory class meetings will be held on Mondays 9:00a.m.-10:30a.m. (section 4250) and Mondays 10:30a.m.-12:00p.m. (section 4254). Please arrive to class on time and ready to participate in class discussion with your camera on. *Missing more than three class meetings 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.

## Student Conduct

Respectful and courteous behavior is expected of all students. You are to abide by the SRJC policies 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

Course Work	Percentage Breakdown
Assignments: Case Study Responses, approximately 9, and written exercises (See assignment details in Canvas)	40
Midterm; written (10%) and final exam; team project (15%)	25

Participation: Weekly class attendance, discussions and team projects	35
<b>Total</b>	<b>100</b>

### 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. No class meetings on February 15 or March 22**

Week of	Topic	Assignments
January 20	Class Orientation	-Purchase/rent textbook -Review syllabus/schedule -Class discussions: Introductions
January 25	Intro. Human Relations Self-Concept Self-esteem	- Read Ch. 1 and Ch. 2 -Class discussion - Ch. 2 case study response due: February 1
February 1	Self-Awareness Self-Disclosure	-Read Ch. 3 -Ch. 3 case study response due: February 8
February 8	Attitudes Values	- Read Ch. 4 - Ch. 4 case study response due: February 16
February 16	Motivation	-Read Ch. 5 - Ch. 5 case study response due: February 22
February 22	Communications	-Read Ch. 6 - Ch. 6 case study response due: March 1
March 1	Groups and Teams	- Read Ch. 7 - Ch. 7 case study response due: March 8
March 8	Emotional Intelligence	- Read Ch. 8 -Ch. 8 case study response due: March 29
March 15	Mid-term exam	
March 22	Spring Break!	
March 29	Individual & Organizational Change	-Read Ch. 9 - Ch. 9 case study response due: April 5
April 5	Creativity	- Read Ch. 10 - Ch. 10 case study response due: April 12
April 12	Conflict & Stress Management	- Read Ch. 11 and Ch. 12 -Ch. 11 & 12 case study response due: April 19
April 19	External & Internal Customers	-Read Ch. 13 -In class activity: customer experience
April 26	Business Ethics	- Read Ch. 15 -In class activity: Team project

May 3	Productive Workplace	-Read Ch. 16 -In class activity: Team project
May 10 & May 17	Team project work Final exam: present team projects and team dynamic paper due: May 17	