



BAD 52 · Human Relations · fall 2021

Section 2788- Online

Instructor: Katie Seder

kseder@santarosa.edu or Canvas message

Office hours: M and T 12:00p.m.-2:00p.m. via Zoom and email or by appointment via Zoom

Zoom meeting room: 321 624 5125

Welcome to Human Relations!

This course is entirely online with no 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 Monday and Tuesday 12:00p.m.-2:00p.m. via Zoom. Click on the TechConnect Zoom link in Canvas to meet with me during the live office hour times, or via Zoom.com and enter my meeting room ID listed above in my contact information. If you are not able to meet during these hours, contact me to set an appointment. 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. 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 pass does not apply to the final exam (project).

Participation

Participation in the weekly class discussions is essential for success in this course. *Missing more than three class discussion 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>

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: 3 Case Study Responses (See assignment details in Canvas)	30
Exams; 4 exams; multiple choice questions and short answers (40%) and final exam; project (10%)	50
Participation: Weekly class meetings and online discussions	20
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 16	Welcome To Class!	-Purchase/rent textbook -Review syllabus/schedule -Class discussion: Introductions
August 23	Intro. to Human Relations	- Read Ch. 1 -Class discussion
August 30	Self-Concept Self-esteem	- Read Ch. 2 -Class discussion - Case study response 1 due: September 13
September 6	No class-holiday	
September 13	Self-Awareness Self-Disclosure	-Read Ch. 3 -Class discussion
September 20	Attitudes Values	- Read Ch. 4 -Class discussion
September 27	Test 1	Test 1 (Chapters 1-4) due: September 27
October 4	Motivation	Read Ch. 5 -Class discussion
October 11	Groups and Teams	- Read Ch. 7 -Class discussion - Case study response 2 due: October 11
October 18	Emotional Intelligence	- Read Ch. 8 -Class discussion
October 25	Test 2	-Test 2 (Chapters 5, 7, 8) due: October 25
November 1	Individual & Organizational Change	-Read Ch. 9 -Class discussion
November 8	Conflict & Stress Management	- Read Ch. 11 and Ch. 12 -Class discussion -Case study response 3 due: November 8
November 15	External & Internal Customers	-Read Ch. 13 -Class discussion -Test 3 (chapters 9, 11, 12) due: November 15
November 22	Thanksgiving Break	
November 29	Business Ethics and Social Responsibility	-Read Ch. 15 -Class discussion
December 6	Test 4	Test 4 (chapters 13, 15) due: December 6
December 13	Final Exam	Final exam; project due: Wednesday, December 15