



## **BAD 52 · Human Relations · spring 2022**

### **Section 6777, 4216 & 4254- Online**

Instructor: Katie Seder

[kseder@santarosa.edu](mailto:kseder@santarosa.edu) or Canvas message

Office hours: M & W 10:30a.m.-1:30p.m.- via Zoom, email or by appointment

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.

### **Textbook**

Human Relations: Strategies for Success, Lamberton, Minor and Zeigler, 7th Ed., McGraw Hill  
ISBN: 9781264071043

Purchase/rent any format of the 7th edition. **Note:** different formats may have different ISBN numbers.

### **Assignments and Participation**

This course is set up as weekly modules with assignments due each week on the following Monday. Because some students like to work ahead, I will make every attempt to release 2 modules at a time (2 weeks of class work). See schedule for additional assignment details. *Assignments are due within 1 week of the original due date.* Additional time to complete assignments will be at my discretion. Contact me if you are falling behind so that we may create a plan for your success in this course.

Participation in the weekly class discussions is essential for success in this course. *Missing more than three class discussion could affect your grade.* **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.

## 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 (707-527-4278).

**Grading Structure-** Grades will be updated weekly in Canvas

Course Work	Percentage of Grade
Written Assignments: 3 Case Study Papers; 2 page response to human relations scenario	30
Exams: 3 open-book exams; 30 questions/exam; multiple choice questions and 1 short answer question, final exam presentation (10%)- Applying human relations concepts to a business	50
Participation: Weekly discussions in groups	20
<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.

Week of	Topic	Assignments
<b>January 19</b>	Welcome To Class!	-Get textbook -Review syllabus/schedule -Class discussion: Introductions
<b>January 24</b>	Intro. to Human Relations	- Read Ch. 1 -Class discussion: Introductions
<b>January 31</b>	Self-Concept Self-esteem	- Read Ch. 2 -Class discussion

<b>February 7</b>	Self-Awareness Self-Disclosure	-Read Ch. 3 - Case study response 1 due: February 7 -Class discussion
<b>February 14</b>	Attitudes Values	-Read Ch. 4 -Class discussion
<b>February 21</b>	Test 1	Test 1 (Chapters 1-4) due: February 22 (Holiday on February 21)
<b>February 28</b>	Motivation	Read Ch. 5 -Class discussion
<b>March 7</b>	Groups and Teams	- Read Ch. 7 -Class discussion - Case study response 2 due: March 7
<b>March 14</b>	Emotional Intelligence	- Read Ch. 8 -Class discussion
<b>March 21</b>	Spring Break!- No assignments due	
<b>March 28</b>	Test 2	-Test 2 (Chapters 5, 7, 8) due: March 28
<b>April 4</b>	Individual & Organizational Change	-Read Ch. 9 -Class discussion
<b>April 11</b>	Conflict & Stress Management	- Read Ch. 11 and Ch. 12 -Class discussion -Case study response 3 due: April 11
<b>April 18</b>	External & Internal Customers	-Read Ch. 13 -Class discussion
<b>April 25</b>	Business Ethics and Social Responsibility	-Read Ch. 15 -Class discussion
<b>May 2</b>	Test 3	Test 3 (chapters 9, 11, 12, 13, 15) due: May 2
<b>May 9</b>	Final Presentation	Work on final Presentation
<b>May 16</b>	Final Presentation	Work on final Presentation
<b>May 23</b>	Final Presentation	Final exam presentation due: Monday, May 23