



BAD 52 · Human Relations · fall 2022

Section 2293, 2788- Online

Instructor: Katie Seder

kseder@santarosa.edu or Canvas message

Office hours: M & W 12:00p.m.- 2:00p.m.- in-person, 2721 Maggini hall, by email, or by appointment

Welcome to Human Relations!

This course is held entirely online with no mandatory class meetings.

This course addresses 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.

Communications

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

Office Hours: Monday and Wednesday from 12:00p.m.-2:00p.m., you have the option to meet with me for office hours in-person, via TechConnect Zoom in Canvas or by appointment.

Weekly announcements: Canvas announcements that contain important information about the current module, assignments, updates and so forth.

Feedback: on assignments/presentations

Textbook

Human Relations: Strategies for Success, Lamberton, Minor and Zeigler, 7th Ed., McGraw Hill
ISBN: 9781260681345

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 (discussion postings and case studies) due on the following Monday. Exams will be due on Wednesdays. 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 discussions 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. 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 (707-527-4278).

Assignments and Grading

Grades will be updated weekly in your Canvas gradebook. For assignment details see Canvas.

Assignments (30%): 3 Case Study Papers; 2- page response to human relations scenario

Exams (40% of grade): 3 exams **(30%)**; 30 questions/exam; multiple choice questions and 1 essay question, Final exam presentation **(10%)**- Applying human relations concepts to a business

Participation (30% of grade): Class attendance and participation in weekly discussion postings and responses

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 15	Welcome to Class!	-Purchase/rent textbook -Review syllabus/schedule -Class discussion: Introductions
August 22	Intro. to Human Relations	- Read Ch. 1 -Class discussion
August 29	Self-Concept Self-esteem	- Read Ch. 2 -Class discussion
September 5	Self-Awareness Self-Disclosure	-Read Ch. 3 - Case study response 1 due: September 6
September 12	Attitudes Values	- Read Ch. 4 -Class discussion
September 19	Test 1	Test 1 (Chapters 1-4) due: September 21
September 26	Motivation	Read Ch. 5 -Class discussion
October 3	Communications	Read Ch. 6 -Class discussion
October 10	Groups and Teams	- Read Ch. 7 -Class discussion - Case study response 2 due: October 10
October 17	Emotional Intelligence	- Read Ch. 8 -Class discussion
October 24	Test 2	-Test 2 (Chapters 5-8) due: October 26
October 31	Individual & Organizational Change	-Read Ch. 9 -Class discussion
November 7	Stress Management	- Read Ch. 11 -Class discussion -Case study response 3 due: November 7
November 14	External & Internal Customers	-Read Ch. 13 -Class discussion
November 21	Business Ethics and Social Responsibility	-Read Ch. 15 No class/no assignments due- Thanksgiving Break
November 28	Test 3	-Test 3 (chapters 9, 11, 13,15) due: November 30
December 5	Final Exam Presentation	-Work on final exam presentation
December 12	Final Exam	Final exam; presentation due: Wednesday, December 15