

Santa Rosa Junior College

BAD 52

Human Relations, Success in Organizations

Joy Hermesen, MBA, Spring 2018

Course Description:

Changes in technology, workers values, economic constraints, diversity and a number of other factors have increased the need to understand how people interact in organizations. This course focuses on concepts and theories of human behavior that occur in private/public organizations. The purpose of the class is to provide you with knowledge and skills in analyzing, reinforcing and in some cases changing behavior in yourself and others. Objectives include improved communications, more effective relationships, strategies for successfully planning and achieving goals in groups and increased success in work environments.

The course is divided into four parts, based on the required text:

- Part One: Human Relations and You (Chapters 1 – 5)
- Part Two: Human Relations in Groups (Chapters 6 – 8)
- Part Three: Building Your Human Relations Skills (Chapters 9 – 13)
- Part Four: Thriving in a Changing World (Chapter 14 – 16)

Text: Required

- Lamberton and Minor, *Human Relations: Strategies for Success*, 5th Edition, Glencoe McGraw Hill

Reading Assignments:

The reading assignments in the course will involve 16 chapters from the text and additional articles distributed in class. Class discussion, assignments and feedback (tests and quizzes) will come from the readings, so it is imperative that students **read the assigned material before the class period.** Specific reading assignments are shown in the Course Outline.

Insight Pages (160 +10 = 170)

Chapter Insight pages will be submitted 4 times throughout the semester. Work on these assignments weekly. Each chapter insight paper should be 20 lines of typed text in length, single-spaced (12 point font, 1 inch margins all around). You will not receive credit if you do not meet the length requirements. Write a Chapter Insight Paper for each chapter of the book. These assignments are worth a total of 160 points (10 per chapter). You will also submit one final Team Dynamics Insight paper, worth up to 10 points, in which you will submit a paper about the Team Project (see details below).

Classroom Activities (90)

For each chapter 1-14, you'll be given in-class activities, worth 5-10 points each, for a total of 90 points.

Quizzes (160)

There will be 16 quizzes worth 10 points each. Quizzes will be given as noted on the course syllabus. Quizzes will be a combination of true/false and multiple choice. If you know of a date you'll be missing a class, you may arrange ahead of time to get an assignment to stay on track, and also arrange to take the quiz early. **No make-up quizzes will be given if you miss a quiz.**

Team Project Assignments (120) As part of our class experience, students will have an opportunity to work in teams preparing and delivering the content of one of chapters 13-16. The experience is designed to allow students to develop an understanding of team dynamics. After all teams have presented the assigned chapter, each team will prepare a group presentation on their team's performance, what they learned and how their team functioned. There are three parts within this Team Project:

Part 1 (20 points): Presentation outline/team strengths (early October)

Part 2 (50 points) : Present chapter on assigned date (mid-November to December)

Part 3 (50 points): Team dynamics presentation (focusing on chapters 7-10). This is a creative team presentation in which all team members must participate to earn any points for the Team Project.

This portion takes place on the final exam day. All members of the team must participate in all three parts of the project to receive **any** points for the entire team project.

Attendance at Class Meetings:

Attendance will be taken at the beginning of each class. A bonus of 15 points will be given to students who have had perfect attendance as demonstrated by attending all classes (not arriving late or leaving early and) and by signing the attendance sheet each class period.

Academic Dishonesty

This is a college class and as such you are expected to arrive on time, be prepared and participate in the class activities and discussions. As a student of the SRJC, you are expected to conduct yourselves in accordance with the student Code of Conduct, available in the College Catalog. The quality of your educational experience depends on active participation, not only for your benefit but that of your fellow students.

In addition, students are expected to exhibit professional, business-like behavior at all times in the class and in all dealings with faculty and staff of SRJC and fellow students. Students will not display any Academic Dishonesty, which includes in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. Students caught in any of these methods of academic dishonesty will be given a grade of F (0%) on that assignment and referred to school officials for possible further discipline.

Points Possible

Quizzes	160
Insight Papers	170
Classroom activities	90
<u>Team Projects</u>	<u>120</u>
Total Possible	540

Grading: Total available points 540+ 15 for perfect attendance

A	=	486-540
B	=	432-485
C	=	378 - 431
D	=	324 - 377
F	=	<323
CR	=	378 or greater
NC	<	<377

Contact Information for Joy Hermsen

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Office Hours in classroom: 8:30 – 9:00 a.m. Thursdays or by appointment

SRJC BAD 52 – Human Relations - Section 4253 Tuesday/Thursday 9:00 - 10:20 a.m., Santa Rosa Campus
Class Schedule/Course Outline*

Date	Lecture/Activity
18-Jan	Class Orientation/Introductions
23-Jan	Chapter 1: Human Relations, A Background (Quiz)
25-Jan	Chapter 2: Self-Concept & Self-Esteem (Quiz)
30-Jan	Chapter 2: Self-Concept & Self-Esteem, cont'd.
1-Feb	Chapter 3: Self-Awareness and Self-Disclosure (Quiz)
6-Feb	Chapter 4: Attitudes & Values (Quiz)
8-Feb	Chapter 4: Attitudes & Values, cont'd.
13-Feb	Chapter 5: Motivation: Increasing Productivity (Quiz); Chapters 2-5 Insight Papers Due
15-Feb	Mandatory Professional Development Day at SRJC (No Classes)
20-Feb	Chapter 5: Motivation: Increasing Productivity
22-Feb	Chapter 6: Communication and Human Relations (Quiz)
27-Feb	Chapter 6: Communication and Human Relations, cont'd., Team Meeting
1-Mar	Chapter 7: People, Groups & Teams (Quiz)
6-Mar	Chapter 7: People, Groups & Teams, cont'd.
8-Mar	Chapter 8: Achieving Emotional Control (Quiz)
13-Mar	Chapter 8: Achieving Emotional Control, cont'd., Team Meeting; Chapters 6-8 Insight Papers Due
15-Mar	Chapter 9: Individual & Organizational Change (Quiz)
19-25 March	SPRING BREAK - NO CLASSES MEET
27-Mar	Chapter 10: Creativity and Human Relations (Quiz)
29-Mar	Chapter 10: Creativity and Human Relations, cont'd., Presentation Skills
3-Apr	Team Meeting - Email link to presentation draft of Team Presentation with Outline of Team Strengths
5-Apr	Business Etiquette
10-Apr	Chapter 11: Conflict Management (Quiz)
12-Apr	Chapter 11: Conflict Management, cont'd.
17-Apr	Chapter 12: Stress & Stress Management (Quiz); Chapters 9-12 Insight Papers Due , Team Meeting
19-Apr	Chapter 12: Stress & Stress Management, cont'd.
24-Apr	Chapter 12: Stress & Stress Management, cont'd.
26-Apr	Team Meeting
1-May	Chapter 13 Team Presentations (Quiz)
3-May	Chapter 14 Team Presentation (Quiz)
8-May	Chapter 15 Team Presentation (Quiz)
10-May	Chapter 16 Team Presentation (Quiz)
15-May	Team Dynamics Presentations (ALL Team Dynamics Papers Due)
17-May	Team Dynamics Presentations (continued)
Thursday, May 24	Final Course Activities & Potluck (original start time 7AM, changed to 8:30 AM) 8:30 - 9:45AM

*subject to change with notice

Grade Tracking for BAD 52

Quizzes (160 points possible)	Chapter	Points earned (10 each)
	Ch. 1	
	Ch.2	
	Ch. 3	
	Ch.4	
	Ch. 5	
	Ch. 6	
	Ch. 7	
	Ch. 8	
	Ch. 9	
	Ch. 10	
	Ch. 11	
	Ch. 12	
	Ch. 13	
	Ch. 14	
	Ch. 15	
	Ch. 16	
Quiz Total	160	
Chapter Insight Papers (160 points possible)	Chapter	Points Earned
40 points possible	Ch.2	
	Ch. 3	
	Ch.4	
	Ch. 5	
40 points possible	Ch. 6	
	Ch. 7	
	Ch. 8	
40 points possible	Ch. 9	
	Ch. 10	
	Ch. 11	
	Ch. 12	
40 points possible	Ch.13	
	Ch. 14	
	Ch. 15	
	Ch. 16	
Response Total	160	

In Class Assignments (10-20 each)	Chapter	Points Earned
5	Ch. 1	
5	Ch.2	
5	Ch. 3	
5	Ch.4	
5	Ch. 5	
10	Ch. 6	
10	Ch. 7	
5	Ch. 8	

5	Ch. 9	
5	Ch. 10	
5	Ch. 11	
5	Ch. 12	
5	Ch. 13	
5	Ch. 14	
5	Ch.15	
5	Ch. 15	
Total	90	
Team Project (120 points possible)	Assignment	Points Earned
	Team Presentation Outline & Strengths (20 points)	
	Team Presentation of Assigned Chapter (50 points)	
NOTE: You <u>must</u> complete the All three parts of the Project to Earn Any points: Team Presentation on Group Dynamics AND submit the Group Dynamics Paper to get <u>any</u> points for the ENTIRE Team Project	Team Presentation on Group Dynamics (50 points)	
	Team Dynamics Insight Paper (10 points)	
Total	120	
Total before Extra Credit: Quiz+Insight Papers +Activities+Team Project= Total (out of 540 points)		
Extra Credit		
Final Grand Total: Total before Extra Credit+ Extra Credit=		

Extra Credit opportunities:

Perfect Attendance: 15 pts.

+ Other opportunities throughout semester 10-30 Pts.

Grading: Total available points 540+ 15 for perfect attendance

A = 486-540

B = 432-485

C = 378 - 431

D = 324 - 377

F = <323

CR = 378 or greater

NC < <377