

BAD52: Human Relations in Organizations

Section 0228: Nazario K

BAD 52	Human Relations in Organizations
Section #:	0228
Instructor:	Karolina Nazario
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Course Description:

I am looking forward to spending this semester learning about human relations in business with you. 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)

I will provide lots of prompt feedback, resources and support to help you succeed. I will hold you accountable and I hope you will do the same for me.

Text: Required

ISBN 978-0-07-352468-9

[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 materials 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.

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 Including Pop Quizzes (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 a combination of true/false and multiple choice. Quizzes will be taken in canvas and due dates are listed. 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

Part 2 (50 points) : Present chapter on assigned date

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 by signing the attendance sheet each class period.

Academic Integrity

You are expected to be honest. In this course, that primarily means you should never turn in work that is not your own. This does not mean that you are not allowed to work with other students. Quite the opposite, this is a business course, and in business, you almost never work alone. I encourage you to collaborate in class, on homework, and final project. However, once you collaborate with other students you should complete your own work. Take pride in the fact that you are learning a lifelong skill.

I expect you 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](#). 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.

Points Possible:

Quizzes 160 - 30%

Insight Papers 170 - 31%

Classroom activities/pop quizzes 90 - 17%

Team Projects 120 - 22%

Total Possible 540

Grading:

Total 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

Course Catalog 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:

Students will 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 Meeting	Class Date	Week	Topic	Quiz Due	Insight Paper Due	In Class Assignments	Team Project
1	21-Aug	1	Class Orientation	22-Aug			
2	23-Aug	1	Chapter 1 Human Relations Background			23-Aug	
3	28-Aug	2	Chapter 2: Self Concept and Self Esteem	27-Aug			
4	30-Aug	2	Chapter 2: Self Concept and Self Esteem			30-Aug	
5	4-Sep	3	Chapter 3: Self-Awareness and Self-Disclosure	3-Sep		4-Sep	
6	6-Sep	3	Chapter 4: Attitudes and Values	5-Sep			
7	11-Sep	4	Chapter 4: Attitudes and Values			11-Sep	
8	13-Sep	4	Chapter 5: Motivation & Productivity	17-Sep	17-Sep		
9	18-Sep	5	Chapter 5: Motivation & Productivity			18-Sep	
10	20-Sep	5	Chapter 6: Communication & Human Relations	19-Sep			
11	25-Sep	6	Chapter 6: Communication & Human Relations			25-Sep	
12	27-Sep	6	Chapter 7: People, Groups & Teams	26-Sep			
13	2-Oct	7	Chapter 7: People, Groups & Teams			2-Oct	
14	4-Oct	7	Chapter 8: Achieving Emotional Control	3-Oct			
15	9-Oct	8	Chapter 8: Achieving Emotional Control			9-Oct	
16	11-Oct	8	Chapter 9: Individual & Organizational Change	10-Oct		11-Oct	
17	16-Oct	9	Chapter 10: Creativity & Human Relations	15-Oct	15-Oct		
18	18-Oct	9	Chapter 10: Creativity & Human Relations			18-Oct	
19	23-Oct	10	Team Meeting				23-Oct
20	25-Oct	10	Business Etiquette				
21	30-Oct	11	Chapter 11: Conflict Management	29-Oct			
22	1-Nov	11	Chapter 11: Conflict Management			1-Nov	
23	6-Nov	12	Chapter 12: Stress Management	5-Nov			
24	8-Nov	12	Chapter 12: Stress Management				
25	13-Nov	13	Chapter 12: Stress Management		12-Nov	13-Nov	
26	15-Nov	13	Presentation Skills				
27	20-Nov	14	Team Meeting				
28	22-Nov	14	Thanksgiving				
29	27-Nov	15	Team Meeting				
30	29-Nov	15	Chapter 13: Team Presentation	28-Nov		29-Nov	29-Nov
31	4-Dec	16	Chapter 14: Team Presentations	3-Dec		4-Dec	4-Dec
32	6-Dec	16	Chapter 15: Team Presentations	5-Dec		6-Dec	6-Dec
33	11-Dec	17	Chapter 16: Team Presentations	10-Dec	10-Dec	11-Dec	11-Dec
34	13-Dec	17	Team Dynamics Presentations				13-Dec
35	18-Dec	18	Team Dynamics Presentations				
36	20-Dec	18	Final Course Activities				