

HUMAN RELATIONS IN MANAGEMENT - BUS 136
SYLLABUS
Imperial Valley College

INSTRUCTOR INFORMATION:

Name: AJ Gaddis

Contact Information: email: aj.gaddis@imperial.edu

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Office Hours: Instructor can meet after class for brief assistance; appointment required for one-on-one support.

Course Title: Human Relations in Management

Credits: 3 Room: 810

Course Number: 20040 Schedule: Tuesday

Time: 0630 – 0940 PM

REQUIRED TEXT:

Human Relations, 8th Edition, Lussier

Gung Ho, 1st Edition, Blachard

CATALOG DESCRIPTION:

Students study Human Relations as they apply to management.

EDUCATIONAL PHILOSOPHY:

My responsibility is to ensure that students comprehend the subject matter with confidence and know how to apply concept and theory into practice as well as utilize suggestions and tools that were discussed during the course for personal and professional growth. To reinforce reading materials, students will engage in classroom activities, group projects, and research that allow them to not only understand the author's viewpoints but also question or prove how it relates to their own professional and personal development.

COURSE OBJECTIVES:

Upon satisfactory completion of the course, the student should be able to demonstrate that they have the following:

1. Experienced personal growth, increased self awareness, and the development of human relations skills through classroom assignments, exercises, and projects;
2. Describe models of organizational behavior, social systems and organizational culture;
3. Demonstrate communications management techniques;
4. Explain the performance appraisal process and importance of regard systems;
5. Describe employee attitudes and their effects.
6. Explain the importance of inter, intra and leadership skills and why they are so important in an organization.
7. Engage in collaborative learning, team building, and skill-building exercises and case studies;
8. Explain the concept of Equal Employment Opportunity;
9. Discuss stress reduction and counseling techniques.

STUDENT COURSE LEARNING OUTCOMES:

Upon satisfactory completion of the course, successful students will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Describe different employee attitudes and analyze the consequences of those attitudes on a business.
2. Explain the importance of interpersonal dynamics by applying the Gung Ho! approach.
3. Apply human relations techniques in their workplace and personal lives.

ATTENDANCE POLICY

Student who fails to attend the first meeting of the class will be dropped. Attendance and in-class participation will have a direct bearing on grades and assignments, and are vital for this course since this is a human relations class, and much of the learning and practice will take place through peer interactions during class. Students are responsible for following up on assignments or other information if they are unable to attend class.

GRADING SYSTEM:

Grades will be determined as follows:

40% Assignments (Book/Written/Quizzes)/ 30% Exams / 20% Final Exam / 10% Participation.

There will be opportunities for extra credit assignments.

GRADING OUTLINE:

Students' grades are determined by several individual and group assignments/projects to help apply the materials students are learning. Students will be asked to write a journal, documenting all of their daily human relations interaction and experiences. The journal will also allow students to document how they utilize the human relation skills they learned in class and reading materials when tackling daily life experiences both at work and home. Additional points may be added for classroom and extra-credit participation.

Student journals will be collected and reviewed periodically through the semester.

ATTENDANCE STATEMENT:

Attendance and in-class participation will have a direct bearing on your grade. Participation of in-class assignments are very vital for this course since this is a human relations class, and much of the learning and practice will take place through peer interactions during class. The activities and information you may miss will also have a bearing on your grade. Students are responsible for following up on assignments or other information if they are unable to attend class.

ACADEMIC HONESTY POLICY:

Students are expected to conduct themselves in an adult, ethical, honest and professional way on assignments, research papers, and exams.

CLASSROOM CONDUCT POLICY:

Students are expected to conduct themselves in a courteous, responsible, mature manner in the classroom.

JOURNAL OUTLINE

Students will be asked to keep a journal, documenting all of their daily human relations interaction and experiences. The journal will also allow students to document how they utilize the human relation skills they learned in class and reading materials when tackling daily problems both personal and professional. Students will be asked to submit their Journals a minimum of three (3) times during the semester for review.

TENTATIVE COURSE OUTLINE:

The following schedule represents a plan for the semester. Since this class involves discussion, classroom activities, and other material that may alter this schedule, it should not be interpreted as written in stone. If there are changes to assignment due dates, students will be notified in class. Students missing class are responsible for knowing this information.

Adjustments for holidays are reflected.

Course Outline/ Assignments, Time and Dates are Subject To Change

COURSE OUTLINE*

Week 1 - Chapter 1: Understanding Behavior, Human Relations and Performance
Week 2 - Chapter 2: Personality, Learning, and Perception
Week 3 - Chapter 3: Attitude, Self-Concept, Values, and Ethics
Week 4 - Test /Chapter 4 – Time and Career Management
Week 6 – Chapter 4 /Chapter 5 Interpersonal Communication

Week 7 – Chapter 6/ Chapter 7 Dealing with Conflict
Week 8 – Test / Chapter 8 Leading and Trust
Week 9 – Chapter 9 Motivation Performance/Chapter 10
Week 10 – Chapter 11 Networking and Negotiation
Week 11 – Test /Chapter 12 Team Dynamics and Leadership / Chapter 13 Team & Creative Problem Solving & Decision Making – (Group Presentations).
Week 13 – Chapter 12/13 Group Presentations/Chapter 14 Organizational Change and Culture
Week 14 – Chapter 15 – Global Diversity
Week 15 – Gung Ho Group Time / Presentation
Week 16 - Final Exam
*Subject to change

NEED ASSISTANCE:

If you have any condition, such as physical or learning disability for which you need extra assistance, reasonable accommodation, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made.

