



Basic Course Information

Semester:	Spring 2021	Instructor Name:	Beckley
Course Title & #:	BUS 136—Human Relations in Management	Email:	jeff.beckley@imperial.edu
CRN #:	20831	Webpage (optional):	Canvas
Classroom:	Online	Office #:	207
Class Dates:	16 Feb – 11 Jun 2021	Office Hours:	3 – 5pm Thursdays; 1-4pm Fridays
Class Days:	Online	Office Phone #:	760-355-6324
Class Times:	Online	Emergency Contact:	Tisha Nelson, Dept. Secretary, 760-355-6161
Units:	3	Class Format:	Online

Course Description

Study of Human Relations as they apply to management. Topics covered include model of organization behavior social systems and organizational culture, communications management, motivation, performance appraisal, employee attitudes and their effects, leadership and supervision, nature of participation, interpersonal dynamics, management of change organizational development ethics, social responsibility, labor relations, equal employment opportunity, stress and counseling. Collaborative learning and team-building approaches are employed to enhance interpersonal skills. (CSU)

Course Prerequisite(s) and/or Corequisite(s)

N/A

Student Learning Outcomes

Upon course completion, the successful student 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. (ILO1, ILO2, ILO3, ILO5)
2. Explain the importance of interpersonal dynamics. (ILO1, ILO2, ILO3, ILO4, ILO5)
3. Apply human relations techniques in their workplace and personal lives.(ILO1, ILO2, ILO3, ILO4)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Describe the models of organizational behavior.
2. Describe social systems and organizational culture.
3. Demonstrate communications management techniques.
4. Explain the mainsprings of motivation and how to motivate employees.
5. Explain the performance appraisal process and importance of regard systems.
6. Describe employee attitudes and their effects.
7. Explain the roles of leadership and management in Human Relations.
8. Explain the nature and uses of participation for the purpose of acquiring information.
9. Explain the importance of interpersonal dynamics.
10. Engage in collaborative learning, team building, and skill-building exercises and case studies to enhance interpersonal skills.
11. Explain how to manage change.
12. Describe the organizational development process.
13. Explain the classical approach to organizational change.
14. Explain the role of ethics and social responsibility in an organization.
15. Describe the importance of the concept of quality of life work and sociotechnical system.
16. Explain the steps involved in working with unions.
17. Explain the concept of equal employment opportunity.
18. Describe stress reduction and counseling techniques.



Textbooks & Other Resources or Links

The course textbook is *Human Resource Management*, published by the University of Minnesota Libraries. It is an open source textbook and is free to use. The text, and all other necessary course materials, are available on, and/or accessible through, the course website on Canvas.

Course Requirements and Instructional Methods

There are 16 weeks in the Spring 2021 semester: 14 weeks of instruction and two weeks with exams. Each week of instruction has two activities: (1) a *discussion* to participate in, and (2) a *project* to complete.

On the due date(s) each week, the projects and discussions will close and cease to be accessible, so don't get behind. No make-up or late assignments are accepted in this course. This schedule is necessary to keep us on track in the course. Students who get behind in their coursework often end up failing or dropping an online course as a result.

PROJECTS

Each instructional week has a project for you to complete. Projects can be found in the **Projects** module on the course home page. Projects can also be found by clicking on the “Assignments” link on the Course Menu. The projects are based on the material covered during the week. Most projects require preparation activities before the project can be completed, so it is recommended that you begin the project as early as possible in the week. **Projects are typically worth 30 points each. However, please note that the projects in the first two instructional weeks are worth 20 points each. Grading rubrics are included with each project. Projects are typically due each week by Sunday night at 11:59pm. (Please note that the Introductory Project is due Sunday, February 21 by 11:59pm.) Starting with Week 2, projects will open each week on Fridays at 12am and be open for approximately ten days**

until due. Projects must be submitted by the due date as no late work is accepted in this course.

DISCUSSIONS

Each instructional week has a discussion activity for you to participate in with **both** an original posting to the discussion prompt **and** at least two responses to postings by other students. Discussions can be found in the **Discussions** module on the course home page. Discussions can also be found under both the “Discussions” link, and the “Assignments” link, on the Course Menu located on the left side of any course page. The discussions are based on the material covered during the week.

The ***original discussion post*** must be **at least ten sentences long and be based on the reading material, and any other appropriate resources**, for the week. ***Discussion responses*** must be **at least five sentences long and contain meaningful and relevant comments based on the original post to which you are responding**.

Discussing things means interacting with your fellow students, so it is important that you read all the other student responses and respond to your fellow students with meaningful comments. Don't just respond by saying "I agree with you." If you agree or disagree, you must have a reason why, and explain that reason in your response. You are required to post responses to postings by at least two other students in each weekly discussion.

I will be monitoring each discussion, reading each discussion post and will participate when I feel it is appropriate to do so. However, I want you to feel empowered to really engage in a conversation with your fellow students and not be afraid that your instructor will be critiquing everything you write. Have fun with this. However, if any student uses inappropriate language or is disrespectful to another student, that student will lose points and need to have a personal conversation with the instructor. Remember, this is a college class and the discussion should be academic in nature, so don't get off topic or you will also lose points.

Discussions are worth twenty points each, 10 points for the original post and 10 points for replies. Grading rubrics are included with each discussion activity. *Original discussion posts* are typically due each week by Thursday at 11:59pm and *discussion replies* are typically due each week by Sunday at 11:59pm. *(However, please note that both the original posts and the replies to the Introduction Discussion Activity are due Sunday, February 21 by 11:59pm.)* Starting with Week 2, discussions will open each week on Fridays at 12 am and be open for approximately ten days until due. All discussion postings must be submitted by the due date as no late work is accepted in this course. Original discussion posts that are submitted late may be subject to a point penalty.

Obviously you will be writing throughout this class, in both the projects and in the discussions. That is the nature of an online course. Remember, this is a college class and you should take care to present college-level work. This includes checking your spelling and grammar. (By the way, spell check alone is not enough. You must also proofread because spell check does not and cannot catch many different types of errors.) If your writings contain several grammar and/or spelling mistakes, points may be deducted.

EXAMS

There will be **two exams in this course: (1) a Mid-term Exam, and (2) a Final Exam.** The exams can be found in the **Exams** module on the course home page under the and also under the “Quizzes” link on the left side of the Course Menu. **Each exam is worth 80 points and will consist of forty multiple-choice questions worth two points each. The exams will be taken online. You will have 80 minutes to complete the exams. You will have one attempt to take each exam. The Mid-term will be held during Week 7 of the course and will cover Chapters 1, 2, 3, 4, and 5 in our course textbook. The Final Exam will be held during Finals week and will cover Chapters 6, 7, 8, 9, 10, 11, 12, and 13. There are no make-up exams and exams must be completed by the due date as no late work is accepted in this course.**

Course Grading Based on Course Objectives

There are 14 weeks of instruction in this class this semester. There are 40 points available in the first two weeks and 50 points available in the other 12 weeks. That is a total of 680 points in the instructional weeks. There will also be 2 exams worth 80 points each for a total of 160 points. The grand point total for the course is 840.

Course Grade: Course grades are based on total points earned during the semester, and total points available. As detailed above, there is a total of 840 points available in this class this semester.

Grades are determined by dividing the total points earned by the total points available.

I will use the Grade tab in Canvas to keep track of grades but it is always a good idea to keep your own records to compare with your instructor's records. Final course grades are based on the following percentages and point values:

- A = above 90% (or 756 points and above)
- B = 80 - 89% (or 672 - 755 points)
- C = 70 - 79% (or 588 – 671 points)
- D = 60 - 69% (or 504 – 587 points)
- F = below 60% (or 503 points or below)

Course Policies

IVC ATTENDANCE POLICY

A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. **The activities for the Introductory Week, including the Introductory Discussion and the Introductory Project, are due by 11:59pm on Sunday, February 21.** Following this policy, any student failing to complete these activities on time will be dropped from the course.

Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. After the first week's drops for nonattendance and nonparticipation, it is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.

Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped. However, as noted above, it is ultimately the student's responsibility to drop a class.

Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

What does it mean to "attend" an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:

- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters.
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

Other Course Information

Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.

Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an

examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

How do I show academic honesty and integrity in an online “classroom”?

- **KEEP YOUR PASSWORDS CONFIDENTIAL.**
 - You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.
- **COMPLETE YOUR OWN COURSEWORK.**
 - When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and will do so without the assistance of others (unless directed by the instructor).

Examples of Academic Dishonesty that can occur in an online environment may include:

- Copying from others on a quiz, test, examination, or assignment;
- Allowing someone else to copy your answers on a quiz, test, exam, or assignment;
- Having someone else take an exam or quiz for you;
- Conferring with others during a test or quiz (if the instructor didn’t explicitly say it was a group project, then he/she expects you to do the work without conferring with others);
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own;
- Excessive revising or editing by others that substantially alters your final work;
- Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class);
- Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Week 1	Introduction
Week 2	Chapter 1
Week 3	Chapter 2
Week 4	Chapter 3
Week 5	Chapter 4
Week 6	Chapter 5
Week 7	Mid-term Exam
Week 8	Chapter 6
Week 9	Chapter 7
Week 10	Chapter 8
Week 11	Chapter 9
Week 12	Chapter 10
Week 13	Chapter 11
Week 14	Chapter 12
Week 15	Chapter 13,



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Review

Week 16

Final Exam

*****Subject to change without prior notice*****