

COURSE SYLLABUS

HRPO 1311 (3:3:0)

HUMAN RELATIONS

Business

Business Administration

Technical Education Division

Levelland

SOUTH PLAINS COLLEGE

Lauren Gregory
Assistant Professor

FALL 2018

COURSE SYLLABUS

COURSE TITLE: Human Relations
INSTRUCTOR: Lauren Gregory
OFFICE LOCATION
AND PHONE/E-MAIL: Technology Center 104B - Levelland, 806-716-2249,
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OFFICE HOURS: To be Posted on Office Door

SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE

I. GENERAL COURSE INFORMATION:

- A. Course Description: This course is a study of practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. The course is designed to help students understand themselves and improve efficiency on the job, to gain knowledge of human relations and motivation theory, to learn the supervisor's role in building good human relations, and to develop leadership qualities and techniques.
- B. Course Learning Outcomes: The student will evaluate human relations including diversity, attitudes, self-esteem, and interpersonal skills to promote career success; identify and evaluate the causes and effects of stress in the workplace; develop individual and group communication, listening, and decision-making skills; analyze how theories of motivation and human behavior impact strategies of change management.
- C. Course Competencies: The student will be able to recognize and articulate competent knowledge of: Supervisor's role in building desirable human relations. Identify attitudes of people and habits that enhance effectiveness on and off the job. Recognize and implement the techniques of successful business leaders. Recognize that effective management is a learned skill and thus is attainable to the student. The principles of business ethics and provide proper ethical conclusions.
- D. Academic Integrity: It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly

performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

1. **Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well as to final examinations, to daily reports and to term papers.

2. **Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

3. **Professionalism:** The courses in your program of study are designed to prepare you for employment in the work world. Businesses require you to behave in a professional manner so you are expected to practice professionalism in class. This includes everything from being courteous to your instructor and fellow students to the use of cell phones in class and other electronic devices.

II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

- A. Textbook and Other Materials: Effective Human Relations Interpersonal and Organizational-Applications, Reece- Cengage, 13th edition, WITH Cengage MindTap access code!

Textbook and Supplies: All that is needed for the course is a Cengage Unlimited Card for \$119. This will get you the access code to this class with E-Book and also the access code and E-Book for ALL Cengage textbooks you will use in other classes! If other instructors use a Cengage product in your other classes, you DO NOT need to buy anything else!!



The materials required for this course are included in [Cengage Unlimited, a subscription service providing access to ALL Cengage](#) ebooks and digital learning products—over 22,000—for \$119.99 per semester (extended subscriptions also available). One Cengage Unlimited subscription can be used across all courses where Cengage products are assigned, at no additional cost. You can purchase access to Cengage Unlimited in the bookstore, or through my Blackboard course during the first week of class.

To access your course materials and explore Cengage Unlimited, log in to Blackboard and click on the link that says **Cengage MindTap**. When prompted, log in with your Cengage account and follow the prompts to complete the registration process.

REMINDERS FOR STUDENTS

- **What to purchase:** You should NOT purchase BOTH individual course materials AND a Cengage Unlimited subscription—only ONE purchase is required. Cengage Unlimited is typically the best value.
- **Start at the bookstore:** Check the bookstore first when purchasing Cengage Unlimited. If it's not sold there, it can be purchased at cengage.com/unlimited.
- **When digital is required:** You will get free trial access to both the digital product in use for your course and Cengage Unlimited.
- **Financial aid:** You can purchase Cengage Unlimited with financial aid through the bookstore.
- **Print books:** For every Cengage digital course activation (i.e. *MindTap*, *WebAssign*, *OWL*, *SAM*, *CengageNOWv2*, etc.) within Cengage Unlimited, you will be offered a print rental—they pay just \$7.99 + free shipping. Print rentals can be redeemed only within Cengage Unlimited and shipped direct to you. Alternatively, discounted looseleaf options will be made available if you are enrolled in digital products.

Additional Registration/Purchasing Support

Should you need additional guidance, please visit www.cengage.com/start-strong.

B. I will contact you throughout the semester through your Blackboard email – I will also use Remind 101 as needed for text/email. We will go over Remind 101 as a class during the first class week and sign up for this text based service – I will text you often, for important reminders, or if I am ill etc. –

C. **Class Attendance:**
Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.
When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance

requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

A student who stops attending class must take the responsibility of contacting the Registrar’s Office to drop the class. (see college catalog) If the student fails to do this, the instructor will administratively withdraw the student after two weeks of absences (consecutive or not – **on the 5th absence/you are allowed 4 absences**) with a grade of “X” or “F”.

Student will be counted absent for an entire class period (after 1 warning) for the following:

- Texting during class
- Instant Messaging during class
- Sleeping during class
- Excessive Tardiness (After 2nd)
- Leaving class early
- Off topic/disruptive, excessive discussion with other students

This classroom is a PROFESSIONAL environment, and I treat it as such. Business students in particular must understand how to conduct themselves in a professional environment. I expect exceptional behavior from ALL of my students! I consider this course to be your job – and I expect behavior to reflect that – if you are late to your job, or turn in work late in the real world, you would be terminated from that job/career – I take on the same assumptions in this course. Please be mindful of the attendance policy, and the “NO LATE WORK ACCEPTED” policy, as I do NOT make ANY exceptions to these rules!

D. Assignment Policy: Students are responsible for all class work and notes covered during absences from class with no exceptions. Students are also responsible to be adequately prepared before each class—all reading assignments, cases, etc. If absent, student should contact immediately another student in the class and/or the instructor to receive notes and assignments.

E. Syllabus Summary Assignment (due 9/3/18)
Submit an approximate one-page summary of this syllabus to me using the Blackboard course email. Be sure to use the E-Mail feature within Blackboard (on left side menu of Blackboard homepage). The subject line of the email should read “Syllabus summary—Your name”. Do not include in the summary such things as my contact information, etc. that I already know. Include things you feel most

important to remember during the semester. This assignment may be keyed in the body of the email or saved as a Word or rich text format file and attached to your email. At the bottom of your summary, please state that you agree to the syllabus guidelines and put the current date by your name.

- F. Grading Policy/Procedure and/or methods of evaluation: The student's grade will be determined upon performance on examinations and/or other course work as assigned by the individual instructor.

Tests	50%
Final Exam	10%
Assignments (HW/Daily/Groupwork etc.)	40%

III. COURSE OUTLINE:

- I. Human Relations: The Key to Personal Growth and Career Success
- II. Career Success Begins With Knowing Yourself
- III. Personal Strategies for Improving Human Relations
- IV Working Together
- V Special Challenges in Human Relations
- VI Planning for Success

IV. ACCOMMODATIONS

EQUAL OPPORTUNITY: South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age.

ELECTRONIC ASSIGNMENTS: This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order to complete the objectives of this class. Topics assigned by the instructor will be relevant to the objectives of this course.

DISCLAIMER: “This is to notify you that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

DIVERSITY STATEMENT: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

DISABILITITES STATEMENT: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

HRPO 1311 Learning Outcomes

Total Person Approach focuses on skills needed to be well-rounded and thoroughly prepared to handle a wide range of Human Relations problems and issues

Develop communication skills for enhancing integrity in both parties

Explore how personal values influence ethical choices

Learn techniques for high self-esteem and positive attitudes

Explain/apply motivation theories and leadership styles at home and at work

Identify and evaluate team building and conflict resolution strategies

Improve effectiveness and efficiency on the job through self-awareness and self-disclosure