



HRPO-1311-02112-FA2024

Human Relations

Fall 2024

2nd 8-Weeks

Internet

Instructor Information:

Maritsa Andre, MBA

Adjunct Business Instructor

mandre1@com.edu

Student Hours & Location:

TEAMS, Bongo virtual classroom tool, D2L chat, or by email appointment. Every Tuesday I will have a Zoom opened for Open Office Hours during the scheduled time below.

Monday	by appointment only
Tuesday	4:30 pm- 5:30pm and 7:00pm- 8:00pm
Wednesday	by appointment only
Thursday	by appointment only
Friday	by appointment only

Required Textbook:

An inclusive textbook is required for this course and available through VitalSource digitally.

Effective Human Relations: Interpersonal and Organizational Implications, 13e or 14e

Reece, Brandt & Howe

ISBN-13:978-1-133-96083-6, ISBN-10: 1-133-96083-9

Textbook Purchasing Statement:

A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Course Description:

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. Offered fall only.

Course Requirements:

The course is divided into six parts (areas of study).

1. Human Relations: The key to personal growth and career success (Ch 1-2)
2. Career success begins with knowing yourself (Ch 3-7)
3. Personal strategies for improving human relations (Ch 8-11)
4. If we all work together (Ch 12-13)
5. Special challenges in human relations (Ch 14-16)
6. You can plan for success (Ch 17)

For all tasks, please refer to the **Schedule of Activities** for due dates, point values, and other information.

Discussion Board

Ten (10) **Discussion Board forums** participation (in BrightSpace) will be required. You will prepare your response to the questions posed and then respond to others. Be sure to use the rubric attached within the course. These are meant to keep you engaged in the class weekly, and an opportunity to apply the material to real world scenarios. The discussion posts should be easily completed in 1-2 paragraphs. The content should show the application of knowledge learned through reading the textbook, drawing on life experiences, drawing on professional experiences, and a small amount of research. **Be sure to respond to 2 other classmates in each discussion.** Short words and/or phrases such as, "I agree" and "good point" do not qualify as discussion responses.

Your original discussion forum post must be posted by Thursday at 11:59 p.m. CT of each Week with Peer Responses to 2 other classmates posted by Sunday 11:59 p.m. CT.

Tests

Two tests (in BrightSpace) will be covering the chapters in the textbook. The tests will be used to reinforce your Chapter learning on key terms and how to apply them. They will consist of fill in the blank, multiple choice, matching, and essay questions. **Face-to-face students will be administered these tests in the classroom using BrightSpace D2L.** A list of the chapters covered by each test is provided in the Schedule of Activities. Once you have started the test it cannot be stopped and restarted no matter what the circumstance. **The test will automatically close at the time shown in the schedule of activities. It is your responsibility to monitor your time while taking the test.** Only one attempt will be allowed per test. No retakes are allowed.

Assignments

There are **six (6) Assignments (in BrightSpace)**. These assignments are designed to be a study aid to help you prepare for the tests. Your textbook is your primary resource and acts as a field manual to the world of human relations in the workplace. Generally, the assignments will require a written response and college level writing is required. For assistance in understanding the aspects of college level writing, please review the College Writing Resources available in the COM Tutoring Center at [Writing Resources \(com.edu\)](http://WritingResources.com.edu). **Be sure to use the rubric attached within the course.**

Projects

There are 2 Projects (in BrightSpace). A **Communication Style Assignment (in BrightSpace)** will be required. It will be uploaded to the BrightSpace assignment area. This covers chapters 1-3 in the textbook. In this assignment you will solicit help from your friends, family, and co-workers to determine your Sociability style, Dominance style, and then your Communication style. Submission of this assignment must include all documents used for ratings. This assignment maps directly to the Critical Thinking Skills and Communication Skills Core Objectives. Instructions and details found in the BrightSpace Assignment section. **Be sure to use the rubric attached within the course.**

A **Life Plan Assignment (in BrightSpace)** will be required. A final life plan assignment will be due near the end of the 8 week semester. See schedule of activities for exact deadlines. In this assignment, you will plan your career and family life in three-year increments. Special consideration

will be given on your career and how you will take the proper steps to make your career flourish. Special attention will also be given to the financial aspects of having a family and how you will fund the major financial obligations in your life. Instructions and details found in the BrightSpace Assignment section. **There will be no late work accepted for this project.** Be sure to use the rubric attached within the course.

Determination of Course Grade/Detailed Grading Formula:

Six (6) Assignments (50 points each).....	300 points
Ten (10) Discussion Forums (20 points each).....	200 points
Communication Style Assignment.....	150 points
Life Plan Assignment.....	150 points
Two Tests (100 points each).....	200 points
Total Possible Points.....	1000 points

The final grade will be based on the following scale:

A = 90+% of the total points	>= 900
B = 80% - 89% of the total points	800-899
C = 70% - 79% of the total points	700-799
D = 60% - 69% of the total points	600-699
F = less than 60% of the total points	<= 599

Only one attempt will be allowed per examination. No retakes are allowed. Three attempts are allowed for each chapter quiz. The highest grade is automatically accepted.

Late Work, Make-Up, and Extra-Credit Policy:

Missed work immediately receives a "0". Students are responsible for contacting the instructor about making it up. Make-up work will be determined on a case-by-case basis in a manner that the instructor deems fair and equitable to the entire class. Late work normally receives a 20% penalty.

- **If accepted**, the final day for auto-graded late work will be the day prior to the last day of class.
- **If accepted**, the final day for manually graded late work will be the Sunday prior to the last day of class.

If you have a personal or emergency situation, please contact me as soon as practical (in advance when possible) and I will do my best to work with you in a fair and equitable manner. Supporting documentation may be requested.

Extra Credit/Bonus Points:

40 bonus points (4% of final grade) are available for scheduling (online or face-to-face) and completing a 1-hour meeting with the Tutoring Center on APA format citing. Bonus points will be added in the gradebook **once the student forwards the confirmation email** to the instructor, received from the Tutoring Center, confirming that a worthwhile and successful APA format learning session has taken place. Students may schedule more than one learning session, but the bonus points will only be applied once. Writing Resources, including appointment scheduling for Tutoring Center, are located at: <https://www.com.edu/tutoring/writing-resources.html> APA format templates are available through the College of the Mainland Office 365 tools (<https://www.com.edu/sso>).

Any bonus points, make-up work, or other accommodations beyond those offered by COM are at the sole discretion of the instructor.

Graded Assignments/Feedback/Gradebook:

The following expectations apply to all Business/Accounting department courses regardless of modality.

Auto graded exams and quizzes should be available for immediate review by the students. **Manually graded assignments (discussion boards and projects) will typically be graded and returned within one week from the due date.** Feedback, if any, will be listed within the attached rubric. Accepted late work will be returned in a timely manner as instructor's availability allows.

Students should monitor their overall grade within the D2L gradebook for current point totals.

Attendance Policy:

Attendance in a classroom course is based on actual, physical classroom attendance which will be taken each class period. Students will receive credit for attending the class each week if present in the classroom. The last date of attendance will be the last date the student attended class in the physical classroom. Attendance will be tracked in the gradebook. Attendance in an Internet-driven course is based on the timely submission of weekly assignments. Attendance will be taken each week as determined by the reporting functions in BrightSpace D2L. Students will receive credit for 'attending' the class each week based upon the timely submission of an assignment. An assignment may be a discussion board post, a quiz, a test, a project, or any other assigned task within the week as noted on the Schedule of Activities. The last date of attendance will be the last date an assignment was submitted. Attendance will be tracked in the gradebook.

Communicating with your instructor:

All electronic communication with the instructor must be through D2L or COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means (no external email). The virtual classroom tool, D2L chat, office phone, and face-to-face meetings are other means of communication. ***Please allow the faculty 24 hours to reply to COM email communications. Student emails sent after 5pm on Friday should expect a reply by 12pm on Monday.***

General Education Core Objectives:

Students successfully completing this course will demonstrate competency in the following Core Objectives:

Communication Skills – to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.

Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.

Teamwork- to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Table Mapping SLO's, Core Objectives and Assignments:

Student Learner Outcome	Maps to Core Objectives	Assessed via this Assignment
Evaluate human relations including diversity, attitudes, self-esteem, and interpersonal skills to promote career success.	● Critical Thinking Skills	Discussion Posts and writing assignments
Identify the causes and effects of stress in the workplace.	● Teamwork	Discussion Posts and writing assignments
Identify individual and group communication and decision- making skills.	● Communication skills	Discussion Posts and writing assignments
Analyze how theories of motivation and human behavior impact strategies of change management.	● Critical Thinking Skills	Discussion Posts and writing assignments

Academic Dishonesty:

Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the online Student Handbook. <https://www.com.edu/student-services/student-handbook.html> Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material may receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

[10 Types of Plagiarism - YouTube](https://www.youtube.com/watch?v=EF5eFeJMplA) <https://www.youtube.com/watch?v=EF5eFeJMplA>

[How to Avoid Plagiarism in 5 Easy Steps - YouTube](https://www.youtube.com/watch?v=WV2-cmi19sg) <https://www.youtube.com/watch?v=WV2-cmi19sg>

[What is Self Plagiarism - Research Prospect](https://www.researchprospect.com/what-is-self-plagiarism/#:~:text=%20Types%20of%20Self%20Plagiarism%20%201%20Republishing,from%20their%20previous%20work%20as%20they...%20More%20) <https://www.researchprospect.com/what-is-self-plagiarism/#:~:text=%20Types%20of%20Self%20Plagiarism%20%201%20Republishing,from%20their%20previous%20work%20as%20they...%20More%20>


Student Concerns:

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Andrew Gregory, Department Chair, Business and Accounting at 409-933-8339 or agregory2@com.edu

Technology Outage:

Occasionally the college may experience emergency technology outages. Should this occur during a Quiz/Exam, you will need to notify the instructor that you will need the Quiz/Exam to be reset. In the case of this or a personal technology issue, students are expected to contact the instructor as soon as reasonably possible. Students are responsible for completing all other course work such that due dates can be met.

Course Outline/ Schedule of Activities:

Human Relations					HRPO-1311-02112-FA2024	
Schedule of Activities (8-week course)						
Class Dates	Required Reading	Tests	Discussion Boards	Assignments	Projects	Due Date (Midnight)
Week 1 (Oct 14-Oct 20)	Chapters 1-2		Chapters 1-2	Communications		10/20/24
Week 2 (Oct 21-Oct 27)	Chapters 3-4		Chapters 3-4	Critical Thinking		10/27/24
Week 3 (Oct 28-Nov 3)	Chapters 5-6	Test 1 (Ch. 1-6)	Chapters 5-6		Communication Style	11/03/24
Week 4 (Nov 4-Nov 10)	Chapters 7-8		Chapters 7-8	Self Assessment		11/10/24
Week 5 (Nov 11-Nov 17)	Chapters 9-10		Chapters 9-10	Morale		11/17/24
Week 6 (Nov 18-Nov 24)	Chapter 10-12		Chapter 10-12	Personal Branding		11/24/24
Week 7 (Nov 25-Dec 1)	Chapters 13-14	Test 2 (Ch. 7-14)	Chapters 13-14		Life Plan	12/01/24
Week 8 (Dec 2-Dec 5)	Chapter 15-17		Chapter 15-17	Stress Management		12/05/24
Point Values			Important Notes			
Activity	Point Value	# of Activities	Total Points	Late Work, if accepted, normally receives 20% penalty (See Syllabus for Limitations)		
Assignments	50	6	300	Due Sunday by 11:59pm		
Discussion Boards	20	10	200	Discussion Board-respond to original post by Thursday by 11:59pm and then 2 responsive posts to peers by Sunday by 11:59pm.		
Projects	150	2	300	Communication Style and Life Plan		
Tests	100	2	200	Test - 1 attempt only; <i>online by Sunday.</i>		
Total Possible Points			1000	Any bonus points are at the discretion of the instructor. (See Syllabus)		

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student in the student handbook https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students with the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement:

Any student with a documented disability needing academic accommodations is requested to contact:
 Kimberly Lachney, Student Accessibility Services Coordinator
 Phone: 409-933-8919
 Email: AccessibilityServices@com.edu
 Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law.

Last date to withdraw from Fall 2024 with a “W”:

1st 8-week session- October 2nd

2nd 8-week session- November 26th

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program, you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.