

BUSAD 377-Human Relations in Business

Spring 2021-Section 0165-Online

Instructor: Linda Kropp



Required Text:

Human Relations, Strategies for Success, 6/e with **CONNECT** access code. Lowell H. Lamberton, Leslie Minor, McGrawHill Publishing Company. Bundle ISBN: #9781260675603

Students will require an *access code for McGrawHill Connect to accompany the text.*

This package is available for purchase at the Pirate's Bookstore. *The price at the MJC bookstore is less expensive than purchasing only the etext from the publisher's website.*

Course Description:

Study of people and their roles in the business and non-profit community. The nature of work, the work environment, personal skills and performance, work groups, and solving human relations problems.

Prerequisites:

There are no prerequisites for this course.

Here is my plan for maintaining [Regular Effective Contact](#) with you throughout the course:

- I will usually post at least one announcement per week with reminders and other notifications about what is happening in the course and/or on campus.
- I may occasionally participate in discussion board assignments with you but usually, I leave those for you to discuss and give my feedback in the grading comments.
- I will provide you with feedback on your assignments. My goal is to do this within one week but occasionally it may take a little longer. Be sure to check the gradebook for my feedback.
- I may message you if I see you are falling behind or if you miss a major exam. Please let me know if you run into difficulties that prevent your submitting your work in a timely fashion.
- I may reach out to you in other ways as well including phone messages and/or email.

Here are the ways you can make contact with me outside of the Canvas learning environment:

Instructor Contact Information:

Regular contact throughout the semester will occur via the Announcement tool in Canvas. Be sure to check the Announcement section in Canvas as least one per week for important information. I can also be reached via phone, email and/or in person during office hours.

Email:

Communication through Canvas is preferred. If you choose to contact me through MJC email (kroppl@mjc.edu), please put "Busad 377" in the **subject line** to ensure your email does not get lost in the shuffle. Emails will be returned within 24-48 hours, Monday through Friday, 48 hours on the weekend. If you do not hear back in a timely fashion, please resend your message and/or leave a voicemail.

When communicating via email please include the following information:

Your CLASS and SECTION, Your NAME. It is difficult to answer your question if I don't have this information.

Phone:

You can call my office phone at 209.575.6168 to leave a voicemail. This voicemail goes directly into my MJC email which is checked consistently throughout the day.

Office Hours: Founders Hall 120-D

See Canvas course for Office Hours. Office Hours are kept current in the **Course Introduction Module** under "**Contact your instructor and peers.**"

Course Learning Objectives:

Upon successful completion of the BUSAD 377 course:

1. List the steps involved in the process of analyzing conflicts.
2. List six areas that are related to employee happiness and reduced job burnout.
3. Discuss four basic rationalizations that prompt unethical behavior in the workplace.

Other learning goals include:

1. Identify and assess the scope of human relations problems in a variety of instructional settings.
2. Identify and prescribe strategies for the individuals' effective contributions to the organization.
3. Utilize problem identification and analysis skills and applications of these techniques.
4. Access and implement effective communication techniques.
5. Appraise management and labor employee relations techniques and philosophies.
6. Examine individual and organizational standards.
7. Maintain individual work attitudes and habits productive for both employee and organization.
8. Appraise international human relations approaches and assumptions in a contemporary context.
9. Demonstrate individual planning, time management and human coping skills.

Diversity and Disability:

Disabled Students Services can be found on the web at <http://www.mjc.edu/student-services/disability> . Call 209-575-6225, Fax 209-575-6852 or TTY 209-575-6863. The office can also be reached by email at: mjcdsps@mjc.edu.

Policies and Procedures:

Coursework:

Weekly Schedule:

This course is set up in four Learning Units. Each Unit contains 4 chapters. One new chapter will be opened up each week. All assignments for each week will be listed in the learning module.

Students are expected to submit assignments on a regular schedule throughout the semester. All assignments are due by 11:59 pm on the Tuesday after they are assigned. This allows a week to complete the chapter assignments.

SmartBook/LearnSmart Assignments and Quizzes will be submitted in Canvas using the publisher learning tool, Connect. SmartBook/LearnSmart Assignments prepare you for the chapter and should be the first assignment completed for the week. Scores will be available upon completion of assignments. The lowest Connect SmartBook/LearnSmart score will be dropped.

Discussions, Journals and Voice Thread will be available during the week that the chapter is assigned and require participation in a timely manner.

Four **Unit Tests** will be given after chapter 4, chapter 8, chapter 12, and chapter 16. Make-ups for these exams will be given only in extreme circumstances. Contact the instructor if a make-up is requested. Unit Tests will be available at the end of weeks 4, 8 and 12, due on Saturday of the following week overlapping the next chapter. The final Unit Test will be available until Friday of finals week. Check the schedule for exact dates on all four tests.

Late Work:

SmartBook/LearnSmart assignments may NOT be turned in late, as they are preparation for the chapter. Discussions are interactive and require participation in a timely manner. Discussions and Quizzes submitted late will automatically be discounted 10% for each day that they are late and can only be submitted late until the Unit Test on that chapter is due. Units will close after the Unit Test and make-ups will be available only under extraordinary circumstances. I do realize that life happens. To this end, the lowest Connect Quiz and Connect SmartBook/LearnSmart score for the semester will be dropped.

Grading Policy:

Grades will be based upon completion, timeliness and quality of assignments. Grades will be based on the following scale:

Percent	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

Assignment Category:	Points:	Percent:
SmartBook/Learn Smart (15 pts per chapter)*	225	23%
Chapter Quizzes (9 pts per chapter)*	135	14%
Chapter Discussions, Journals and VT (10-20 pts each)	260	27%
Unit Tests (4 @ 65 points each)	240	25%
Final Learning Journal	100	10%
Total *Low score in category dropped	960	100%

Academic Honesty:

Students caught copying, sharing work and/or plagiarizing will receive a failing grade on the assignment/test and in the course, as well as possible disciplinary action from the college.

Plagiarism

Some students have trouble understanding what plagiarism is, so let's get that straight right away. Plagiarism includes copying writing or merely ideas from the published or unpublished work of another person without full, clear acknowledgment of the source. If you paraphrase or summarize what someone else has said, you must acknowledge that source even when you put those ideas into your own words. You are plagiarizing if you cut and paste bits and pieces of writing from the Internet or any other source and make it appear as if you wrote those words (i.e. if you don't use quotation marks and cite the source). Plagiarism also includes copying from yourself--that is, turning in material that you wrote for another class.

In this course, plagiarism detection software may be used on assignments you submit. If you're not sure what plagiarism is, check out the [MJC Library "Avoid Plagiarism"](#) page. It includes brief videos and tutorials.

Any assignment where academic dishonesty is involved will automatically receive an F (zero points), which may result in the student failing the course. A report may be filed. For additional information, see the [MJC Standard of Student Conduct webpage](#).

Adding/Dropping/Participation:

Students may add with an online add code during the first two weeks of class. Any student who does not enter the online classroom and complete the Week One Assignments by Monday at 11:59 pm of the second week of class will be dropped. At any point during the semester where a student fails to participate in class-which is defined as "**turning in at least two written assignments (other than a quiz) over a two week period,**" they may be dropped from the course (i.e. just taking the quizzes is not enough).

Spring Important Dates:

January 18: Martin Luther King Jr. Day

January 24: Last day to drop without a "W"/Last day to drop and receive a refund

February 12-15: Presidents' Weekend (No School)

February 16: Last day to file for Pass/No Pass

April 5: Last day to drop with a "W"

April 26-May 1: Finals Week

A complete MJC Spring calendar can be found at: <http://mjc.edu/instruction/calendar.php>

Schedule at-a-glance:

Week 1--(Jan 11-19) – Chapter 1

Week 2– (Jan 19-26) – Chapter 2

Week 3--(Jan 26-Feb 2) – Chapter 3

Week 4--(Feb 2-9) – Chapter 4 and Test 1 (Test 1 due 2/13 midnight)

Week 5--(Feb 9-16) – Chapter 5

Week 6--(Feb 16-23) – Chapter 6

Week 7--(Feb 23-Mar 2) – Chapter 7

Week 8--(Mar 2-9) – Chapter 8 and Test 2 (Test 1 due 3/13 midnight)

Week 9--(Mar 9-16) – Chapters 9 and 10

Week 10--(Mar 16-23) – Chapter 11

Week 11--(Mar 23-30) – Chapter 12 and Test 3 (Test 3 due 4/3 midnight)

Week 12--(Mar 30-Apr 6) – Chapter 13

Week 13--(Apr 6-13) – Chapter 14

Week 14--(Apr 13-20) – Chapter 15

Week 15--(Apr 20-27) – Chapter 16 and Final Learning Journal (Final Journal Due Apr 24th)

Week 16--(Apr 27-30) — Test 4 (Test 4 due 4/30 midnight)

*Extra credit CareerXP assessment on Empathy due 4/29 midnight.

Trouble Accessing an Online Class?

If you should have trouble logging into Canvas once the semester has started, contact the Helpdesk by email: <mailto:onlinehelpdesk@yosemite.edu> or by phone: (209) 575-7900 for assistance with your account. The Helpdesk hours are as follows:

Student Helpline during regular MJC business hours: 209-575-7900

Nights and Weekends Helpline for Students: 844-303-8280

Further information can be found at the Helpdesk Webpage at:

<http://mjc.edu/current/studentservices/waystolearn/online/index.html>

This syllabus is subject to change as needed throughout the semester.