COURSE SYLLABUS

HRPO 1311 (3:3:0)

Human Relations

Business

Business Administration Department

Technical Education Division

Lauren Gregory-- Assistant Professor, Business Administration

SOUTH PLAINS COLLEGE

FALL 2020

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| **HRPO 1311 Fall 2020** |
| **Human Relations** |
| **(print for quick reference)** |

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| **Instructor**: | Lauren Gregory |
| **Office:** | Levelland Campus, Technology Center 104B |
| **Office Hours:** | By Appointment and posted on office door |
| **Course Address:** | http://southplainscollege.blackboard.com/ |
| **Blackboard E-mail Address:** | Please use the e-mail option on the “Homepage” Course Tools on the left hand side of screen in Blackboard. |
| **E-mail:** | [lwgregory@southplainscollege.edu](mailto:lwgregory@southplainscollege.edu) (**Use this address for an emergency backup only.)** |
| **Office Telephone:** | (806) 716-2249 |
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**Course Description:**  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.

**Course Objectives:** 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.

**How this Course is Conducted:**  This course is an online course, which means that you will access course information and respond to me and/or other students through the use of the Internet. Blackboard is used to deliver and manage this course, as well as Cengage Mind Tap. Blackboard and Cengage are software packages that are written to help manage online courses. You are encouraged to use the Blackboard course email to ask the instructor any questions you may have about the course etc.

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**Required Text**  -

**Effective Human Relations – Reece – 13th Edition – Cengage with MindTap Access Code**

Inclusive Access: All of you have the electronic textbook and digital homework already paid for through your tuition! Which is awesome!  You will have first day access to your E-Textbook and homework assignments through this Blackboard course!!

· Textbook: The textbook and resources for this course are available in digital form through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided in the Blackboard portion of the course from the first day of class. The fee for the e-book/resources is included in the student tuition/fee payment, so there is no textbook or access card to purchase for this course.

· E-book features: Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access. Visit https://solve.redshelf.com/hc/en-us/requests/new for e-book issues and support.

· Upgrading to a physical textbook: Students who prefer a printed textbook rather than an e-book may purchase or rent a textbook the textbook publisher or other independent retailer.

· How to opt out of Inclusive Access: As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. They should check the course syllabus to see if the instructor also requires course work to be done in an online platform (like Mindtap, CengageNow or Connect). If so, the student would be required to have access or purchase access to that platform in addition to acquiring the e-book. To opt out of the Inclusive Access e-book/resources, students will need to locate the RedShelf tool in their Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact their instructor or the SPC Bookstore. The Inclusive Access fee will be refunded to students who opt out after the twelfth class day.

To access your course materials and explore Cengage Unlimited, log in to Blackboardand 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.

**LOGGING INTO Course:**  Under no circumstances are you allowed to give your User ID and/or password to anyone. If someone, besides you, is logging into this course, I will drop you immediately with an ‘F’, regardless of the reason.

**Computer Requirements:**  I do not recommend any particular brand of computer. It is the responsibility of the student to make sure that they have the necessary computer resources and skills to take this class. Students are not required to purchase their own computer, but must have frequent regular access to one that meets specifications. There are computer labs available for student use on our Levelland, Lubbock Byron Martin ATC, and Reese Center campuses.

PLEASE make sure your computer is protected with current anti-virus software and spyware removal and prevention software. Most PC’s have Microsoft Office (Word, Excel, Access, PowerPoint, etc.), but if you do not have Office on your computer I would recommend using your Office 365 account (through your student e-mail at SPC) This allows you to use all programs for free, through the ‘cloud’.

**Check Your Internet Access**

The computer you are using must be able to connect to the Internet to access the Blackboard website.

**To be able to participate in this online course, a student needs to have the following abilities:**

         Typing and word processing skills.

         Know basic functionality of a computer and how to do basic troubleshooting.

         Know how to connect to the Internet.

         Know basics of how the Internet works and how to search and conduct research using the Internet.

         Know how to attach and open documents in an e-mail message.

         Have basic file management skills.

         Know how to save and delete documents.

**Attendance Policy:** Even though this is an online class, students still have to access the course on a regular basis. ***Minimum log in for the course is at least four (4) days per week.* Additionally, you should not let more than 72 hours pass without logging in.**

The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. Ideally, students should daily check the semester schedule, e-mail, and also check for announcements and fellow student discussions. This course is not 100% self-paced—there will be deadlines. You will feel more at ease with the materials if you stay in touch with what is going on. This course is 3 semester credit hours. For this reason, you should set aside a minimum of 6 hours per week to work on this course. One of the very first things you should do is set aside time each week to work on the class. It is very easy to put off attendance in an online course.

**A STUDENT IS RESPONSIBLE FOR INITIATING THEIR OWN WITHDRAWAL**, if that becomes necessary. If a student is administratively withdrawn from the class, the grade appearing on the transcript will be, at my discretion, an 'X’ or ‘F’. Administrative withdrawal may occur if the student has not logged into the course over a one (1) week period, consistently fails to meet deadlines, or if the student consistently misses logging into the course **at least 4 days** a week. I also reserve the right to determine excessive absences based on your progress throughout the course. If a student is not meeting requirements for the course, they will be denied access into the Blackboard course and should immediately get in touch with the instructor or withdraw from the course immediately. Being denied access into a course in Blackboard does not withdraw a student from that course—for a student to withdraw from a course, they must contact the Registrar’s/Admissions Office. If you are not active within the course for more than 2 weeks (not completing homework, exams, etc.) I will drop you from the course for non participation.

**PLEASE NOTE: The last day to drop this course is Thursday, November 19th, 2020**

**Response Times:**   You should expect responses from me within 48 hours to emails sent using Blackboard email. If you haven’t received a response within that time, communicate to me again either through email and/or telephone. It is possible your initial communication had not been received. I will not guarantee a response to email during SPC scheduled school holidays or on weekends.

**COURSE WORK EVALUATION:** Semester grade will be determined using the following scale:

      90-100      A

      80-89        B

      70-79        C

      60-69        D

      Below 60  F

 A minimum grade of “D” is required to pass HRPO 1311 -

Your grade for this course will be based on your performance in the following areas-

* Introduction/Syllabus Summary (5%) *(submitted in Blackboard, as noted below)*
* Cengage Mind Tap Homework (45%) *(submitted in Cengage Mind Tap)*
* Exams (40%) *(submitted in Cengage Mind Tap)*
* Final Exam (10%) (submitted in Cengage Mind Tap)

**Assignment Policy/Materials Requirements:**  It is extremely important to have read assigned online course content, the chapters in the textbook, and/or Internet readings prior to completing assignments. You should also find the resources in each Learning Module within Blackboard for each chapter helpful. Assignments will be given throughout the semester (see calendar link in Blackboard for duedates)

**All completed weekly chapter homework assignments will automatically be submitted through *Cengage Mind Tap—* sign on instructions for this website will be posted on Blackboard in the first week of the semester.**

**All assignments are due by 11:55PM on the date posted on the course schedule/calendar. LATE WORK/ASSIGNMENTS WILL NOT BE ACCEPTED.**

**Although, 1 homework grade will be dropped at the end of the semester.**

# Introduction Assignment (due 8/30/2020) (2.5%)

Post your introduction in the **Discussion** tool forum in Blackboard (under Course Tools to the left). In the discussion forum, post in the topic “your introduction.”  In the subject line put your name—example, “John Doe’s Introduction.” Please include the following in your introduction. This assignment will be keyed in the body of the message window, please feel free to say hello to your fellow classmates if you wish, and discuss anything that you might have in common.

* Name
* Major
* Spare time activities (or if you had spare time, what would you do?)
* Favorite class so far and why
* Least favorite class so far and why
* Business or work area interests or career goals

# Syllabus Summary Assignment (due 8/30/2020) (2.5%)

Submit an approximate one-page summary of this syllabus to me using the Blackboard **discussion tool forum**. The subject line of the discussion 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 discussion. At the bottom of your summary, please state that you agree to the syllabus guidelines and put the current date by your name.

**Chapter Homework Assignments (45%) --Submitted in Cengage Mind Tap**

Weekly homework in Cengage will be outlined in the semester schedule, opening Sundays at 6 AM and due the following Sunday at 11:55PM (you will have over a week to complete these assignments, remember that I do not accept late work). Please pay close attention to your semester schedule and the Cengage schedule for due dates etc.

**Exams (40%)\*\*\*:**   **There will be chapter exams covering 4-6 chapters each, over the major areas of study related to management listed under the course outline below plus the comprehensive final exam. Each exam will be released on Sunday mornings at 6:00 AM and will close on the following Sunday at 11:55PM in Cengage Mind Tap.  You will be able to click on the exam link and select the exam as soon as it is made available.  When you begin the exam, you will have 1 hour and 15 minutes (75 minutes) to complete and submit the exam.**

**\*\*\*** Exams will be conducted online within software called Cengage Mind Tap. (If you are not familiar with this software DO NOT WORRY! Guidelines and sign in procedures will be made clear in the first week of class. You will buy a code to take exams and homework through this website—see the textbook info. above in the syllabus if you have questions regarding this.) You do not have to come to campus to take these exams. Cengage will not allow printing of the exams when accessed. You will only be able to access the test once and you must take the test in one sitting—you will not be able to save and come back later to the test!

It will be very important for you to visit the Semester Schedule in Blackboard to see when exams are scheduled. \*\*\*

**Final Exam (10%) – 2 hours to complete this comprehensive exam**

**Make-up Exam Policy:**  **I do not give make-up exams or accept late exams**. The **final exam** will be **comprehensive** . All students will take the final comprehensive exam. If student does not take final comprehensive exam, final grade will be lowered by one letter grade at the end of the semester.

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 Succes

**Computer LabS**:  There are several computer labs with the locations, and hours of operation below. You will need to present your SPC student ID at some of these locations.

        Levelland campus: Technology Center, Monday – Thursday from 8 a.m. to 9 p.m. and Friday from 8 a.m. to 4 p.m.

        Reese campus library: Building 8, Monday – Thursday from 8 a.m. to 8 p.m. and Friday from 8 a.m. to 4 p.m.

        Reese campus: Building 8, Room 827. This lab is available first for students enrolled in computer classes then students enrolled in other courses. Hours will be posted on the door.

        Lubbock Center, Monday – Thursday from 8 a.m. to 7 p.m. and Friday from 8 a.m. to 4 p.m.

**Technical Problems/Support:**  If you are having computer problems, you have to let me know. I will try to help you in any way that I can. E-mail [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu) is your first contact with technical problems related to the Blackboard program. I am your contact with content issues for the course. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. If you lose your assignments due to bad flash drives, computer crash, or your dog ate your homework, there is nothing I can do about it. THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.

**PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN ASSIGNMENTS IN OR YOU MAY HAVE PROBLEMS!** Remember the saying “**TECHNOLOGY HAPPENS**”! So, it is strongly recommended to work on and submit assignments early before the date due. If an assignment is due and you are not able to access the Internet because the SPC server is down (which rarely happens), you have several options available:

1. Cengage will not be affected if Blackboard is down, so go ahead and complete your work in Cengage.

2.      If you have to email me attachments and Blackboard is down, you can email them to my SPC email (only in an emergency!) at lwgregory@southplainscollege.edu

Use these options only as a last resort. If you must use one of these options, email and call me to let me know.

**Special Services:** **Disabilities 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.

**Student Conduct:**  Expected student conduct is as outlined in the SPC catalog. Please note that this is an online environment and others will see your responses to questions. Please do not post any pictures or data that others may find offensive.

**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 their own work, which he or she has not honestly performed, is regarded as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism and for events defined as cheating and plagiarism (see “Academic Integrity” as well as “Student Conduct” sections in college catalog).

**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.

It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

(end of document—subject to revision or addendums)