

# VALENCIA COLLEGE

## COURSE SYLLABUS

### Course Information

**Course:** MAN 3101: Human Relations in Management

### Course Description

This course focuses on strategies and practices that motivate and empower employees to excel in the workplace through fostering social diversity and employee participation in decision-making processes. Other topics include individual personalities and behaviors, managing stress, conflict and negotiation, and communication in the workplace.

### Course Major Learning Outcomes

- Discuss how diverse personalities and behaviors can benefit workplaces.
- Evaluate the relationship between motivational strategies, morale, and productivity.
- Analyze sources of interpersonal stress within organizations.
- Examine communication strategies and barriers to effective communication.
- Differentiate the stages of conflict and negotiation processes and strategies.

### Required Text

You are not required to purchase a textbook for this course. Instead, we will discuss current events and use free supplemental resources such as academic journals, videos, and case studies in addition to the following free Open Education Resources ebook:

[Organizational Behavior and Human Relations](#) [Links to an external site.](#)

This resource was developed by Lumen Learning.

### Course Organization

The course assignments will be divided into four categories that will comprise the final grade.

## Assignment Type Total Percentage

Discussions 30%

Case Studies 30%

Exams 30%

Reflection Paper 10%

## Course Schedule

Due Date	Module in Text Covered	Items Due
1-15	2	Attendance quiz Week 1 discussion
1-22	4	Week 2 discussion Week 2 quiz
1-29	6	Week 3 discussion Week 3 assignment
2-5	7	Week 4 discussion Week 4 quiz
2-12	8	Week 5 discussion Week 5 assignment
2-19	11	Week 6 discussion
2-26	12	Week 7 quiz

2-26

NA

Final reflection paper

During this part of the semester, the college will be closed on January 16 (Martin Luther King day) and February 10 (learning day).

Please note that this schedule is tentative and may change at the instructor's discretion or due to extenuating circumstances.

### Course Grading Scale

This course uses the following grading scale.

<b>Total Percentage</b>	<b>Letter Grade</b>
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
0% - 59%	F

### Computer/Equipment Requirements

You will need a computer or access to a computer to complete all of the assessments for this course.

As a Valencia student, you have access to Microsoft Word (as well as Microsoft Excel, Powerpoint, etc) free for personal use. You can learn more about accessing these applications in Atlas, on the "My Atlas" tab, right hand column, under "Microsoft Office for Personal Use."

## Technology Access/Skills

You may want to consider using Mozilla Firefox as your internet browser. If you have issues with your browser, try clearing your history, cookies, and cache. If you still experience any difficulties in Canvas, please contact VC Canvas help at 407-582-5600 so they can help you navigate the issue.

## Course Competencies

The course seeks to strengthen students' skills applicable to Valencia's Student Core Competencies: **Think, Value, Communicate, and Act** described in the [Valencia College Catalog](#).

## College Policies

### No Show Policy

Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course. The policy can be located here: [No Show Policy](#)

### Withdrawal Policy

Per [Valencia Policy](#), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". The withdrawal deadline for this class is July 13, 2022. A student is not permitted to withdraw after the withdrawal deadline.

A faculty member **will** withdraw a student up to the withdrawal deadline for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date.

If you drop the course(s) by the Drop/Refund Deadline, which is 6/12/22 for this class, all tuition and refundable fees will be refunded. (Application and certain other fees are not refundable.) See (*College Policy: 6HX28:06-08.1 Student Fees and Refunds*) for more information.

### Note to International Students (F-1 or J-1 Visa)

Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia's International Student Services office for more information.

## **College Student Conduct Policy**

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the Student Code of Conduct.

### **Academic Honesty**

All forms of academic dishonesty are prohibited at Valencia College. Academic Dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

### **Students with Disabilities**

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability.

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a *Notification to Instructor* form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

### **Course Policies**

#### **Academic Honesty Policy**

Each student is expected to do his or her own work, unless otherwise specified. Cheating will not be tolerated and will result in an automatic "zero" on that exam or assignment. **Cell phones will not be permitted** to be used as calculators or for any

other reasons **during exams**. Anyone accessing their phone during an exam will receive a zero for that exam. Students may not leave the classroom for any reason during exams.

Course assignments will be checked for plagiarism using the "Unicheck" Plagiarism software, which is embedded into each assignment. All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive. **For more information, view the [Valencia College Academic Dishonesty Policy](#).**

#### Discussion Instructions

##### **(Initial Post is Required before "Viewing" Peer Posts):**

You are required to submit a substantial response. A substantial response is one that stays on topic and fully addresses the assignment in a clear, concise, and meaningful manner. Substantial content refers to providing relevant content toward the actual topic of the discussions. This includes quality input, questions, and information in your discussion posts and responses to peers.

**The deliverable length of initial posting must be at least 150 words. After the initial posting, students are required to respond to at least two (2) peers responses.** Peer responses must be **at least 50 words** for each response, in order to receive full credit. Please review postings for sentence structure, grammar, and punctuation errors.

Plagiarized discussions will result in a "0" for the submission of this assignment.

Late submissions are not accepted for discussions.

#### **Case Study Instructions:**

You are required to submit a 5-Page (**Title Page and 2 Content Pages**), APA formatted paper with substantial content. Substantial content requires staying on topic and fully addresses the assignment in a clear, concise, and meaningful manner. Please review your paper for grammatical and punctuation errors.

Responses must be the student's original thoughts based on the topics from the "Open Educational Resource" (OER) Course Textbook and/or other referenced sources. Direct quotes from references must be less than 20 words. Plagiarized responses may result in a "0" for the submission of this assignment. Please review postings for sentence structure, grammar, and punctuation errors.

Late submissions will not be accepted.

All assignment(s) derive from the OER Textbook. For academic purposes, at least 1 APA formatted reference is required pertaining to the topic(s).

**Exam Instructions:**

The course will include several quizzes, which are approximately 10-20 questions consisting of formats including multiple choice, fill in the blank and true/false.

**Students will have 1 attempt to complete the exam. Students must complete the entire exam in the attempt (if the exam or the web browsers is closed - the exam is considered completed).**

Disclaimer:

Changes in this syllabus, schedule, and or college policy may be made at any time during the course per instructor discretion. Students are responsible for staying abreast of these changes.