Course Information: CRN 33970| Campus: Online | Term: Summer 2023 Full | Credit Hours: 3

Course Description: Human Relations in Management 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. We'll also cover individual personalities and behaviors, managing stress, conflict and negotiation, and communication in the workplace.

Major Learning Outcomes for this Course:

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

Course Materials: Everything is **free** and **digital**. There's no textbook to purchase for this course. Instead, we'll use:

1. A **free** Open Education Resources **ebook**: Organizational Behavior and Human Relations developed by Lumen Learning, as well as
2. Free supplemental resources such as **videos**, case studies, **videos**, academic journals, and **videos**.

NOTE: We will be covering content from **only** seven of the fifteen chapters of the ebook, specifically, **Chapters 2, 4, 6, 7, 8, 11,** and **12**. (The remaining chapters of this textbook are covered in MAN 3240 Organizational Behavior.)

Course Organization: The course assignments will be divided into three categories that will comprise the final grade.

Grading Criteria	
Assignment Type	**Total Percentage**
Analysis/Peer-to-Peer Communication (Discussions)	70%
Quizzes (Unlimited Attempts)	20%
Reflection Paper	10%

Late Submissions WILL be Accepted in Accordance with the Following Guidelines:

- No penalty for late submission of the Guided Study Quizzes. Keep in mind that Discussion Post assignments in each module won't unlock until the Quiz for that module has been submitted. Since Quizzes and Initial Post Replies are due the same date and time, if the Quiz is submitted late, the Initial Post will also be late.

- Late submissions for Discussion Posts will be accepted with a 10 point reduction for Initial Post Replies, and/or a 2.5 point reduction for each Peer Reply. (Check out the Discussion Post Rubric for more info.)
  NOTE: Discussions in this course have two due dates, both *extended* from the standard Sunday at midnight:
      — Mondays at noon for the Initial Post Reply (You may submit early if you prefer Sunday midnight deadlines.)
      — Wednesdays at noon for the Peer Replies (Discussions are structured so you can also prepare responses early.)

- Final Reflection Paper: Late submissions will be accepted with a 10 point reduction.
  NOTE: Given the deadline to submit grades at the end of the semester, late submissions *cannot be accepted after Monday, July 31st.* That said, early submissions will always be accepted. 😊

Course Schedule: The course schedule is available through Canvas in the Orientation Module.*

*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 grading scale shown below.
Note: If your final grade for the semester is within .5 of the next highest letter grade, I will round up to the next half point. (For example: a 69.51& will be rounded to a 70%)

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

Copyright Policy: Please do not copy and paste words you didn't write yourself into any assignment in this course. It's bad form, erodes your credibility and breaks trust. All written assignments are submitted to an online plagiarism checker and my own individual investigation. Students who plagiarize or cheat in any way will receive 0 points for that assignment. In addition, if I take the time and make the effort to send a student screenshots evidencing copied work, it means I have a heightened awareness that I need to investigate the authenticity of anything they submit in future assignments. If plagiarism continues, that student risks dismissal from the class and expulsion from the college. (See Valencia's Academic Dishonesty Policy in the Student Handbook, linked below.) Don't cheat.

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 Links:

College Calendar   **Valencia Policy Manual**
Course Support: onsite, online tutoring, writing help, etc.   **Student Handbook**
Microsoft Office Instructions for free software   **College Catalog**

Baycare Student Assistance Services: Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

The Fine Print…

Please review the Valencia College Policies below:

Attendance Policy: If you do not attend, as described below, for two weeks in the semester, you are subject to withdrawal. Attendance is recorded when you must submit at least one of the following items each week:

1. Submit an academic assignment.
2. Submit a quiz or exam.
3. Participate in a posted online academic discussion.

Logging into Canvas without submitting one of the above items does not count for attendance. If the syllabus notes additional activities that must be completed during a given week or time period for the student to be viewed as having "attended" the course, those instructions apply in addition to the minimal requirements listed above. The online course environment weeks run from Monday at 12:00 am EST to Sunday at 11:59 pm EST.

Third Party Software & FERPA Policy: Valencia College has a firm commitment to protecting the privacy rights of its students.

Communication Policy: Students must have an active Atlas account. Students must check their Atlas e-mails regularly as to not miss any important messages from the professor. Missed messages via Atlas or any other medium (in-class, Canvas announcements, etc.) may affect your grade and are the responsibility of the student.

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** June 30, 2023. 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 5/15/23 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.

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.

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.