Course Syllabus
Human Relations
HRPO 1311

Semester with Course Reference Number (CRN)	Spring 2017 CRN#10727
Instructor contact information (phone number and email address)	Deanna Teel deanna.teel@hccs.edu Contact the instructor for an appointment
Office Location and Hours	Spring Branch, The Commons, Rm. 803 Contact the instructor for an appointment
Course Location/Times	**100% online**
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours: 3 Lecture Hours: 3 Laboratory Hours: External Hours:
Total Course Contact Hours	48.00
Course Length (number of weeks)	12 weeks
Type of Instruction	Online
Course Description:	Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (Formerly BUSM 2313)
Course Prerequisite(s)	**FREQUENT REQUISITES** • MATH 0106 • PRER 0100 & INRW 0410 • INRW 0410

Academic Discipline/CTE Program Learning Outcomes	1. Identify essential management skills necessary for career success. 2. Describe the relationships of social responsibility, ethics, and law in business. 3. Construct a business plan. 4. Examine the role of strategic human resource planning in support of organizational mission and objectives. 5. Describe the impact of corporate culture and atmosphere on employee behavior.
Course Student Learning Outcomes (SLO): 4 to 7	1. Evaluate human relations including diversity, attitudes, self-esteem, and interpersonal skills to promote career success. >Assignment #1 2. Identify and evaluate the causes and effects of stress in the workplace.>Assignment #4 3. Develop individual and group communication, listening, and decision-making skills. >Assignment #2 4. Analyze how theories of motivation and human behavior impact strategies of change management. >Group Project
Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)	**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.**
SCANS and/or Core Curriculum Competencies: If applicable	SCANS **Evaluate human relations including diversity, attitudes, self-esteem, and interpersonal skills to promote career success.** Foundation Skills - Basic -Reading Foundation Skills - Basic -Writing Foundation Skills - Basic -Listening Foundation Skills - Basic -Speaking **Identify and evaluate the causes and effects of stress in the workplace.** Foundation Skills - Basic -Reading Foundation Skills - Basic -Writing Foundation Skills - Basic -Listening Foundation Skills - Basic -Speaking **Develop individual and group communication, listening, and decision-making skills.** Foundation Skills - Basic -Reading Foundation Skills - Basic -Writing Foundation Skills - Basic -Listening Foundation Skills - Basic -Speaking **Analyze how theories of motivation and human behavior impact strategies of change management.** Foundation Skills - Basic -Reading Foundation Skills - Basic -Writing Foundation Skills - Basic -Listening Foundation Skills - Basic -Speaking

Instructional Methods	Web-enhanced (49% or less)
	Hybrid (50% or more)
	Distance (100%)
	Face to Face

Student Assignments

Evaluate human relations including diversity, attitudes, self-esteem, and interpersonal skills to promote career success.
Assignment #1
Identify and evaluate the causes and effects of stress in the workplace.
Assignment #4
Develop individual and group communication, listening, and decision-making skills.
Assignment #2
Analyze how theories of motivation and human behavior impact strategies of change management.
Final Group Project

Student Assessment(s)

Instructor's Requirements

12 WEEK COURSE WEEKLY SCHEDULE OF ASSIGNMENTS

WK		Textbook Chapters/Assignments/Exams
1	2/13/17	**INTRODUCTIONS: talk about your interests, hobbies and career to help find other group members.** **Read Chaps 1&2**
2	2/20/17	**Assignment #1 due 2/21/2017-Ch 1 Self Portrait -NO LATE ASSIGNMENTS WILL BE ACCEPTED** **Read Chaps 3 & 4**
3	2/27/17	**Assignment #2 due 2/28/17- NO LATE ASSIGNMENTS WILL BE ACCEPTED** **Read Chaps 5**
4	3/6/17	**Exam #1 on 3/9/17-3/11/17 over Chaps 1-5- No MAKEUP EXAMS GIVEN!** **Read Chap 6**
5	3/13/17	**SPRING BREAK!**
6	3/20/17	**Assignment #3 due 3/24/17- NO LATE ASSIGNMENTS WILL BE ACCEPTED** **Chap 7 -10**
7	3/27/17	**Exam #2 ON 3/31/17 – 4/2/17 over CHAPS 6-10- No MAKEUP EXAMS GIVEN!**
8	4/3/17	**Group Project Work** **Read Chaps 11 & 12**

9	4/10/17	ADMINISTRATIVE/STUDENT WITHDRAWAL DAY on 4/11/17 Read Chaps 13&14
10	4/17/17	Group Project due 4/17/17-NO LATE ASSIGNMENTS ACCEPTED! Read Chaps 15 & 16
11	4/24/17	Assignment #4 due 4/2417-NO LATE ASSIGNMENTS ACCEPTED! Read Chap 17
12	5/1/17	FINAL EXAM over Chaps 11-17 on 5/5/17 -5/7/17-NO MAKEUP EXAMS WILL BE GIVEN
13	5/8/17	GRADES AVAILABLE TO STUDENTS ON 5/23/17
		ALL ASSIGNMENTS AND EXAM DATES ARE SUBJECT TO CHANGE!!

EXAMS
Three (3) exams will be given with the lowest score of the 3 exams being dropped. Please note that if one exam is missed, there is no penalty.

These are "self-assessments" meaning they are to be done **ALONE**. If anyone is caught colluding with another student on the exam(s), the students will be given an "F". Per HCC guidelines, colluding is **cheating**. **EXAM DATES ARE SUBJECT TO CHANGE AND NO MAKE-UP EXAMS ARE GIVEN!**

ASSIGNMENTS
Find up to 3 group members to do your assignments with (if you so desire) and then follow the instructions on the weekly topic. If you do work with a group, be certain to upload your assignments individually and put everyone's name on your assignment. **All assignments are subject to change at any time!**

GROUP PROJECTS
Each group (projects can be done individually, if preferred) will prepare a FULL ten-paged paper (not including exhibits, diagrams, charts, etc) w/1" margins(including an introduction and a summary) however, more pages are encouraged and illustrate greater effort thus ensuring a better grade. The topic will be: ***Analyze how theories of motivation and human behavior impact strategies of change management***.

See the Grading Rubric under the "GETTING STARTED" section of the front page for grading criteria utilized. Sources must be properly documented (works cited). **PLAGIARISM** is against HCC policy and will be enforced!

Students will be given 10-20 points for utilizing **UPSWING,IO**. Generally, students who have utilized UPSWING.IO increase their grades significantly! Be certain **to include the assignment requirements** to UPSWING, if you choose to use this handy tool. The English tutor is only required to earn the extra points, not the Business tutor. There is a 48 hour turnaround time for **UPSWING,IO** after you've

submitted your paper to them, so plan accordingly. After your paper has been revised by **UPSWING,IO**, you will need to make these corrections into your own final paper. You will then upload your final version of the project and the corrections page sent from **UPSWING,IO.** Proof of participation must be given for the extra points.

EXTRA CREDIT OPPORTUNITIES
There are extra-curricular activities which can be attended throughout the semester (day & evening) which are beneficial to students wanting job networking and internship opportunities. The extra credit points will be added to the FINAL RAW score, meaning that if you earned +2 extra credit points and your final score was "88", your grade would go from a "B" to an "A".

<u>ATTENDANCE</u>
All students are expected to attend classes regularly, thus DE students must login to their course(s) on a regular basis. DE students who do not login and **actively participate before the Official Day of Record** will be AUTOMATICALLY dropped for non-attendance (when the roster is marked accordingly by your professor). Completing this DE online orientation does not count towards attendance.
Official Day of Record – The day of record is different for each term. The Day of Record which is posted on the official HCC Calendar (select the appropriate term).
Description of "active participation":
"Active participation" is the following for this course:
1) an introductory response to the instructor's email prompt (i.e., introducing yourself) by the first week of classes, no later than 2/21/17.
If you are having technical difficulties and cannot login, you must immediately contact your instructor and the Eagle Online Help desk or you will be counted as absent.

Program/Discipline Requirements: If applicable

HCC Grading Scale:

Grade	Points
A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

I (Incomplete) is only given for extreme circumstances such as a death in the family, hospitalization or something of this nature. Documentation must be provided to support this.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Instructor Grading Criteria	**Grade Computation:**		
	3 TESTS	200 POINTS	50%
	GROUP PROJECT	100 POINTS	25%
	ASSIGNMENTS	100 POINTS	25%
	TOTAL POINTS	400 POINTS	100%

Instructional Materials	DuBrin, Andrew J., Human Relations for Career and Personal Success; Prentice Hall, 11th ISBN: 9780134130408

HCC Policy Statement:

Access Student Services Policies on their Web site:	http://hccs.edu/student-rights

Title IX
Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.
Log in to www.edurisksolutions.org   Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

Students with Disabilities

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

 Ability Services

 http://www.hccs.edu/district/students/disability-services/ada-counselors/

Central College
713.718.6164
Coleman College
713-718-7376
Northeast College
713-718-8322
Northwest College
713-718-5667
713-718-5408
Southeast College
713-718-7053
Southwest College
713-718-7909
Adaptive Equipment/Assistive Technology
713-718-6629
713-718-5604
Interpreting and CART services
713-718-6333

Sexual Harrassment
Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and

violates an individual's fundamental rights and personal dignity. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to: David Cross Director EEO/Compliance Office of Institutional Equity & Diversity 3100 Main Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site:

http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

HCC Online and/or Continuing Education Policies
Access HCC Online Policies on their Web site: All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website. The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link: http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf Access CE Policies on their Web site: http://www.hccs.edu/continuing-education/

Access CE Policies on their Web site:

http://hccs.edu/CE-student-guidelines