

**HOCKING COLLEGE
COURSE OUTLINE**

COURSE NO. SOCI 169

COURSE NAME Human Relations in Organizations

CREDIT HOURS 3

DATE Summer/Fall 2008

PREPARED BY Social Science Department

TO BE UPDATED Summer/Fall 2009

APPROVED BY Ellen Sostarich, Dean

PREREQUISITES None

COURSE DESCRIPTION

Concepts, skills and techniques which relate to the human aspects of work. Emphasis on human interaction, dynamic factors, personal development as well as legal and ethical issues in the work place. Addresses Success Skills: Communicates Effectively; Demonstrates Math Skills; Demonstrates Learning and Critical Thinking Skills; Maintains Professional Skills and Attitudes; Practices Human Relations Skills; Demonstrates Knowledge of Science and the Environment; Demonstrates Community; Cultural and Global Awareness; and Maintains a Code of Ethics.

COURSE OUTCOMES

During this course you will, through various course activities and assignments, practice the Success Skills listed above. Your successful completion of the course will show evidence of the following:

1. Understanding of the development of human relations concerns in organizations.
2. Recognition of the effects of interpersonal dynamics: perception, values, conflict, verbal and nonverbal communication, stress management, etc.
3. Development of communication styles that promote better understanding.
4. Increased knowledge of organizational structures, theories of leadership, and work groups.
5. Familiarity with new employment opportunities and expectations and the laws concerning employment recruiting and hiring.
6. Awareness of causes of stress and how to cope appropriately.
7. Knowledge of ethical and legal issues in the workplace.
8. Acceptance of diversity in the work force.

COURSE MATERIALS

Text: Human Relations. Personal and Professional Development. DeCenzo, D & Silhavek, B 2nd ed., Prentice-Hall; Hocking College Custom Published Edition; (2002)

The following, minimum hardware configurations will be necessary for you to access all course materials online:

Minimum PC Configuration:

Pentium processor
16 MB RAM
500 MB hard disk space
15" color monitor
28.8 Kpbs modem
500 MB hard disk space
Windows 95
CD ROM also highly
recommended

Minimum Mac Configuration:

120 Mhz. Power PC
16 MB RAM
500 MB hard disk space
15" color monitor
28.8 Kpbs modem
Macintosh OS 7.5 or later
15" color monitor
CD ROM also highly
recommended

You should also have the following, minimum software packages:

- Netscape Navigator/Communicator 4.6 or higher. This can be downloaded for free from [Netscape](#).
- Internet Explorer 4 or higher. This can be downloaded for free from [Microsoft](#)
- Word processing software
- E-mail software (included in most browsers such as Netscape)

SAFETY PRACTICES

Common practices regarding use of electronics are to be observed. When you do your interview, follow common sense safety practices, such as meeting in a public place and letting others know where you will be. If you visit a workplace to complete your interview, follow the safety procedures required by that workplace. You are to ask your instructor for help when any situation arises which is potentially dangerous.

TOPICAL OUTLINE

- Introduction to Human Relations development history
- Personality and perception possibilities
- Communication processes, styles, and barriers to understanding
- Formal and informal organizational communication patterns
- Organization structures and design
- Leadership styles, behaviors, self-assessment
- Team-building, group interactions, decision making
- Dealing with stress, conflict, change
- Cultural, ethical, and legal issues in the workplace
- Cultural interview addressing the Success Skills listed above will be entered in your E-portfolio.

STUDENT INSURANCE/COVERAGE

Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

DISABILITIES NOTICE

If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center Office of Disabilities in JL 249 for special accommodations

HOCKING COLLEGE **EVALUATION OF THE STUDENT**

COURSE NO. Soc 169

COURSE NAME Human Relations in Organizations

OFFICE: Oakley 301

INSTRUCTOR Kate Enger, PsyD

PHONE: 753-6120

DATE PREPARED Fall 2008

Office Hours:

Oakley 301 in the back of the
Social Sciences Lab
Phone: 753-6120
e-mail: enger_k@hocking.edu

APPROVED BY Ellen Sostarich, Dean

PHILOSOPHY

Learning requires active involvement and effort on the part of the student. The task of learning is primarily up to you. My goal in teaching is to support students in mastering the material to the best of their abilities. Students may request opportunities to complete additional work in order to improve their understanding of the material and earn an improved grade. Please ask questions in class or outside of class. I am happy to work with you.

Grades are earned by you. Below are listed specific factors that will contribute to the grade you earn.

SPECIFIC FACTORS

1. Examinations and Quizzes:

Tests will account for 50% of your final grade. There will be ten short tests, and their format will be primarily multiple-choice. Each will account for 5% of the final grade. Test items will cover material from the text and online workbook. Plan on taking one short test per week in order to stay caught up.

2. Projects/Homework:

Homework projects will account for the other 50% of your final grade. This class is divided into 10 competencies. You will be expected to complete the online workbook for each competency. Each week, you will be asked to submit a completed assignment from the workbook for grading.

The assignments due will be detailed separately. Each assignment will account for 5% of your final grade.

You are expected to read the book. It will be very difficult to pass tests if you do not read and review the chapters.

3. Attendance

Attendance in a 100% online course requires a slight shift in thinking about what attendance might mean as compared to a 100% traditional classroom attendance policy. For an online class, attendance involves attending to assignments and tests in a timely way and committing to the time schedules posted by the instructor at the beginning of the course—a schedule designed to insure completion by the specified end of the course.

You must take time to read the text, complete the workbook, take a test, and submit an assignment every week. You may not submit more than two tests and two assignments per week for grading, so you must plan ahead.

Many students fail online courses simply because they quit putting work in on a regular basis. Schedule nine hours per week to work on this course, then stick to your schedule! Feel free to work hard at the start of the term and finish early. There is no penalty for finishing early!

4. Class Participation

This course will be more interesting and more profitable if you take an active role in your education. Participating is essential in an online course. Some of the class will involve discussions via the computer. You will be given clear expectations for responding to your classmates and completing projects. I will be monitoring all discussions and will review all projects thoroughly and making determinations as to level of commitment to the learning process.

Class participation can directly affect your grade if your final average sits between two grades. I am much more likely to give you the benefit of the higher grade if you have displayed interest and involvement in the course and your own learning. If I am convinced that you have put in less than your best effort, I will be inclined to allow the final grade to sit at the lower of two grades.

5. Extra Projects.

With the express, prior permission of the instructor, a learner may be permitted to undertake a project that is related to the course content. The quality of the project will determine the number of points awarded. The maximum possible is forty (40) points to be added to the final average to determine course grade. A well done extra project can raise your grade a full letter grade.

6. GRADING SCALE

93%-100% A	80%-82% B-	67%-69% D+
90%-92% A-	77%-79% C+	63%-66% D
87%-89% B+	73%-76% C	60%-62% D-
83%-86% B	70%-72% C-	Below 60% F

Using all of the preceding factors, you should constantly be aware of your potential final grade in the course. Your grade is constantly being calculated for you under the “My Grades” section of the WebCT home page. You are welcome and encouraged to initiate discussion with me regarding your progress or other aspects of this course.

7. POLICY REGARDING HONESTY

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the **Success Skill** "Maintains a Code of Ethics." All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

- A. **Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else's as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:
1. Permitting another student to plagiarize or cheat from your work,
 2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
 3. Improperly acquiring knowledge of the contents of an exam,
 4. Using unauthorized material during an exam, to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,
 5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
 6. Obtaining academic material through stealing or other unauthorized means,
 7. Falsification of research findings and methodology.

Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will receive a grade of 0 for that test or assignment. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office.

The Office of Campus Judiciaries will conduct a judicial proceeding with the accused student, resulting in a finding of “In Violation” or “Not In Violation” of the Hocking College Code of Conduct. The outcome of the judicial process will not be used to modify or validate the specific consequence as decided by the individual faculty/program or academic unit, but may be used to determine future *Judicial consequences*, in demonstrating a pattern of behavior on the part of the student. Should a second incident of cheating occur in any course, the student will receive a 0 for that assignment or test, which would likely result in failure of the course. Test construction will include mechanisms to help ensure that a student has not copied.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Code of Conduct* found on the Hocking College website (www.hocking.edu).

Instances of dishonesty will be reported to Campus Judiciary.

8. FINAL GRADE CALCULATION

Scores on the ten short tests plus the ten assignments will be added for a possible 400 points. Any extra credit will be added to that sum to determine the final course grade.

9. ACADEMIC GRADE APPEAL PROCESS

Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. Grade appeals will be considered only if grading was based on something other than performance, if different standards were used for different students, or if the grading was a departure from the instructor's previously stated final grade calculations. If the informal attempt at resolving the complaint between student and faculty is unsuccessful, a formal appeal will begin. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof will be theirs to demonstrate. The steps for the grade appeal process are available in each academic unit office and online in the current Student Code of Conduct found under the current student link on the Hocking College website.

10. STUDENT GRIEVANCE DUE PROCESS PROCEDURES

Due process procedures for the College are located in the current *Student Code of Conduct* listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College website.

11. DISABILITIES NOTICE

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disability Services in JL 249 regarding accommodations.

12. Student Insurance/Coverage

Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.