

# Edmonds Community College

## COURSE:

MGMT 100, HUMAN RELATIONS IN ORGANIZATIONS-CD, ONLINE

### COURSE INFORMATION

Quarter **Fall 2014**

Credits 5

Time, Class Days or Course Mode: Online Course

**Course Description:** Successful organizations maximize human potential to meet organizational goals and objectives. Focus on leadership, team building, interpersonal skills and applying principles of organizational behavior to today's changing and diverse workplace.

### INSTRUCTOR INFORMATION

**Instructor Name:** Mary Heffernan Trester

**Telephone:** 425-640-1344

**Office Hours:** email for appointment

**Fax:** 425-640-1024

**Email:** mary.heffernan@email.edcc.edu

**Office Location:** Edmonds Conference Center #102

**Best Way to Reach Instructor:** mary.heffernan@email.edcc.edu

### COURSE MATERIALS

**Textbook:** "*Human Relations, Interpersonal, Job-Oriented Skills*," Eleventh Edition, Andrew J. DuBrin. ISBN # 9781256055716 Pearson Prentice Hall. Text is available at the Edmonds CC Bookstore [www.edcc.bncollege.com](http://www.edcc.bncollege.com)

**Free supplementary book** (also found in bookstore): "*You've Got It All Wrong*" by Students from Scriber Lake High School

**Required Materials:** a computer, access to the Internet, the text and the supplementary book.

**Computer Resources:** There are over 400 computers on the Edmonds CC campus. See [www.edcc.edu/library](http://www.edcc.edu/library) for computer locations.

### COURSE OBJECTIVES/OUTCOMES

**Course Objectives:** 1. apply interpersonal skills for effective teamwork, conflict resolution, motivation, leadership and communication. 2. improve cross-cultural relations and

overcome cross-cultural communication barriers. 3. use systematic method for making ethical decisions. 4. understand barriers to communication and know how to overcome them. 5. explain the basic steps in the communication process. 6. develop insight into how your personality, mental ability and values differs from others.

**College Wide Abilities:** <http://www.edcc.edu/cwa>

- 1.) Communicate and interact respectfully through critical and imaginative expression
- 2.) Act responsibly, both individually and collaboratively, within changing environments
- 3.) Reason clearly using varied analytic and creative approaches
- 4.) Explore critically and creatively the diversity of cultures, ethics, values, and ways of thinking across communities

**Course Mode:** This is an **online** course. Classroom time is replaced by content and activities that take place in a managed online classroom (Canvas). However, the contact hours are flexible and assignments and communication can take place at home or anyplace with a computer and Internet access. This online class does not require campus visits. Instructions for access to Canvas are located online at [www.edcc.edu/online](http://www.edcc.edu/online)

## **ASSIGNMENTS AND GRADING**

**Instruction/Assessment:** Once a week (Thursday Mornings) a new week of assignments becomes *available* on the Human Relations in Organizations blackboard site. There is always a text reading assignment. I will provide my instructor overview of each chapter assigned (my online version of a lecture), and once in awhile notes on additional topics. Each week you will have three “deliverables”, or work that you receive points for: class discussion, quiz, written assignment or related projects that will involve a written report. The specific assignments will be posted by me in Weekly Maps and available to students each Thursday morning.

The *approximate* points available for this course and the *tentative* distribution of these points is:

Assignments: 8 @ 5 points = 40 points

Midterm & Final Assignments: 2 @ 20 points = 40 points

Discussions: 10 @ 6 points each = 60 points

Quizzes: 10 @ 10 points each = 100 points

Final Exam = 10 points

**Tentative** total points: **250 points**

**Late Work:** Assignments, quizzes, and weekly discussions must be completed during the class week, due by Wednesday at midnight—they **cannot be made up**. You, as a student,

are solely responsible for identifying, completing, and turning in all of your work.

\*Please note that not all grades are entered automatically and immediately. Typically, grades will be entered on a weekly to bi-weekly basis, which you can check in the online grade book. If a grade is missing, feel free to notify me via email in order to stay current.

**Grading Scale:**

Decimal Grade	%	Decimal Grade	%	Decimal Grade	%
4.0	97-100	2.9	84	1.8	73
3.9	95-96	2.8	83	1.7	72
3.8	93-94	2.7	82	1.6	71
3.7	92	2.6	81	1.5	70
3.6	91	2.5	80	1.4	67-69
3.5	90	2.4	79	1.3	66
3.4	89	2.3	78	1.2	65
3.3	88	2.2	77	1.1	64
3.2	87	2.1	76	1.0	63
3.1	86	2.0	75	0.0-0.0	No Credit
3.0	85	1.9	74		

**Attendance Guidelines:** Obviously, you cannot earn participation points if you do not participate. More importantly, however, you will miss a learning opportunity that will affect your success in later assignments. If you are aware of a situation that prevents you from meeting participation standards, please contact me and we can come up with a solution.

**Academic Integrity:** All forms of education, and distance learning in particular, assume a high level of trust between the instructor and students. You will be expected to communicate with class members and the instructor in a professional and respectful manner. I trust that all work is the product of your own efforts and that if you are referencing outside sources, you cite those sources in your work. See the Student Code of Conduct available by contacting ASEDCC or Dean of Students.

**Satisfactory Academic Progress Policy:** All Edmonds CC students who are degree and/or certificate seeking and enroll in 6 or more credits are required to maintain a quarterly, cumulative GPA of 2.0 or higher. **1. Academic Warning Status:** Applies to students who earn less than a cumulative 2.0 GPA or complete less than 75% of attempted credits\* for any quarter of enrollment. **2. Academic Restriction Status:** Applies to students placed on Warning Status and who earn less than a cumulative 2.0 GPA or complete less than 75% of attempted credits\* their next quarter of attendance. Registration

will be blocked until these students submit an Academic Success Plan, to be approved by a committee. (\* = Grades of W, V, I, and U count as attempted credits.) See page 38 of the EdCC college Catalog for more information. Note: EdCC students participating in special enrollment programs (Financial Aid, Running Start, ISS, INTEN, Veterans, Athletics, High School Completion, EdCAP etc.) are required to meet the academic requirements of those programs.

### **Appropriate Disclosure Guidelines for the Classroom**

1. Respect other's opinions by listening/reading with an open mind.
2. Speak from your own experience instead of generalizing. (Use "I" statements instead of "they," "we," and "you").
3. Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks - - focus on ideas.
4. Participate to the fullest of your ability - - community growth depends on the inclusion of every individual voice.
5. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
6. Human relations is about creating win-win situations. Try to begin each assignment and discussion with that outcome in mind.

\*If you have any additional guidelines that promote open communication and enhance learning, please let me know and I will include them.

### **SERVICES FOR STUDENTS WITH DISABILITIES**

If you require an accommodation for a disability, please contact Services for Students with Disabilities at MLT 159, 425-640-1320 or [ssdmail@edcc.edu](mailto:ssdmail@edcc.edu)

### **COLLEGE CLOSURE INFORMATION**

You can sign up to receive email or text notifications of college closures or delayed openings due to weather or other emergencies at <http://www.schoolreport.org/> You can also call the college's switchboard at 425.640.1459 and sometimes closures are posted on the college's own website [www.edcc.edu](http://www.edcc.edu)

### **ADDITIONAL RESOURCES FOR STUDENTS**

- Academic Calendar: [http://calendar.edcc.edu/\\_academic.php](http://calendar.edcc.edu/_academic.php)
- Advising: [www.edcc.edu/advising](http://www.edcc.edu/advising)
- College Policies and Procedures: <http://catalog.edcc.edu>
- Counseling and Resource Center: [www.edcc.edu/counseling](http://www.edcc.edu/counseling)
- Distance Learning Office: [www.edcc.edu/online](http://www.edcc.edu/online)
- Diversity Student Center: [www.edcc.edu/dsc](http://www.edcc.edu/dsc)

- Learning Support Center: [www.edcc.edu/lsc/Tutoring\\_Center.php](http://www.edcc.edu/lsc/Tutoring_Center.php)
- Library, including online resources: [www.edcc.edu/library](http://www.edcc.edu/library)
- Office of Student Life: [www.edcc.edu/stulife](http://www.edcc.edu/stulife)
- Student Printing Guidelines: [www.edcc.edu/acs/Printing](http://www.edcc.edu/acs/Printing)
- Student Services: [www.edcc.edu/students](http://www.edcc.edu/students)
- Student Technology Advice and Resource Team (START): [www.edcc.edu/online/start](http://www.edcc.edu/online/start)

## **Tentative Schedule**

### **MGMT 100 - Online**

#### **Fall 2014**

Each Week there will be an **assignment**, **quiz** and **discussion** due. Coursework will be due each Wednesday at midnight (11:59 pm). New coursework will be available each Thursday morning, please plan accordingly. A full description of all assignments will be posted each week. Just click the **Syllabus Link** for a list of assignments, descriptions, due dates and directions.

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#### **Week One**

September 22 - September 26

Assignments Due, October 1

#### **Week Two**

September 29 - October 3

Assignments Due, October 8

#### **Week Three**

October 6 - October 10

Assignments Due, October 15

#### **Week Four**

October 13 - October 17  
Assignments Due, October 22

**Week Five**

October 20 - October 24  
Assignments Due, October 29

**Week Six**

October 27 - October 31  
Assignments Due, November 5

**Week Seven**

November 3 - November 7  
Assignments Due, November 12

**Week Eight**

November 10 - November 14  
Assignments Due, November 19

**Week Nine**

November 17 - November 21  
Assignments Due, November 26

**Week Ten**

November 24 - November 28  
Assignments Due, December 3

**Finals Week**

**Final Assignment Due, December 10**