

COURSE SYLLABUS

HRPO 1311 (3:3:0)

Human Relations

Business

Business Administration Department

Technical Education Division

Lauren Gregory—Associate Professor, Business Administration

SOUTH PLAINS COLLEGE

SPRING 2025

HRPO 1311 Spring 2025
Human Relations
(print for quick reference)

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Instructor: Lauren Gregory
Office: Levelland Campus, Technology Center 206
Office Hours: By Appointment and posted on office door
Course Address: <http://southplainscollege.blackboard.com/>
Blackboard E-mail Address: Please use the e-mail option on the "Homepage" Course Tools on the left hand side of screen in Blackboard.
Office Telephone: (806) 716-2249

COURSE DESCRIPTION: Course Description: This course is a study of practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. The course is designed to help students understand themselves and improve efficiency on the job, to gain knowledge of human relations and motivation theory, to learn the supervisor's role in building good human relations, and to develop leadership qualities and techniques.

COURSE OBJECTIVES: The student will 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.

HOW THIS COURSE IS CONDUCTED: This course is an online course, which means that you will access course information and respond to me and/or other students through the use of the Internet. Blackboard is used to deliver and manage this course, as well as Cengage Mind Tap. Blackboard and Cengage are software packages that are written to help manage online courses. You are encouraged to use the Blackboard course email to ask the instructor any questions you may have about the course etc.

Effective Human Relations – Reece – 13th Edition

Inclusive Access: All of you have the electronic textbook and digital homework already paid for through your tuition! Which is awesome! You will have first day access to your E-Textbook and homework assignments through this Blackboard course!! You DO NOT need to purchase anything at the bookstore for this course!

· Textbook: The textbook and resources for this course are available in digital form through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided in the Blackboard portion of the course from the first day of class. The fee for the e-book/resources is included in the student tuition/fee payment, so there is no textbook or access card to purchase for this course.

· E-book features: Access to a cloud-based e-reader is provided by Bibliu via Blackboard, as well as an E-Book provided by Cengage.

· Upgrading to a physical textbook: Students who prefer an additional printed textbook may purchase or rent a textbook from the textbook publisher or other independent retailer.

· How to opt out of Inclusive Access: You can Opt-Out of the Inclusive Access Program, up until the Opt-Out deadline, via the banner displayed when you open the Bibliu platform. Remember that Opt-Out deadlines vary by term, and if you choose to Opt-Out you will lose access to this option, and will need to purchase the content through a different method. If you opt-Out, the fee will be refunded to your account.

Please consult with your professor before deciding to opt out. If you still feel that you should purchase the course materials on your own, send an opt-out email to patricia.wells@bibliu.com. Include your first name, last name, student ID number, and the course you are opting out of. Once you have opted out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

As long as a student meets the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. They should check the course syllabus to see if the instructor also requires course work to be done in an online platform (like Mindtap, CengageNow or Connect). If so, the student would be required to have access or purchase access to that platform in addition to acquiring the e-book. To opt out of the Inclusive Access e-book/resources, students will need to locate the Bibliu tool in their Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact their instructor or the SPC Bookstore. For students that opt out, the Inclusive Access fee will be refunded to them after the twelfth class day.

Additional Registration Support

Should you need additional guidance, please click [here](#) to view a student quick start guide with detailed instructions.

LOGGING INTO COURSE: Under no circumstances are you allowed to give your User ID and/or password to anyone. If someone, besides you, is logging into this course, I will drop you immediately with an 'F', regardless of the reason.

COMPUTER REQUIREMENTS: I do not recommend any particular brand of computer. It is the responsibility of the student to make sure that they have the necessary computer resources and skills to take this class. Students are not required to purchase their own computer, but must have frequent regular access to one that meets specifications. There are computer labs available for student use on our Levelland, Lubbock Center, and Reese Center campuses.

PLEASE make sure your computer is protected with current anti-virus software and spyware removal and prevention software. Most PC's have Microsoft Office (Word, Excel, Access, PowerPoint, etc.), but if you do not have Office on your computer I would recommend using your Office 365 account (through your student e-mail at SPC) This allows you to use all programs for free, through the 'cloud'.

Check Your Internet Access

The computer you are using must be able to connect to the Internet to access the Blackboard website.

To be able to participate in this online course, a student needs to have the following abilities:

- Typing and word processing skills.
- Know basic functionality of a computer and how to do basic troubleshooting.
- Know how to connect to the Internet.
- Know basics of how the Internet works and how to search and conduct research using the Internet.
- Know how to attach and open documents in an e-mail message.
- Have basic file management skills.
- Know how to save and delete documents.

ATTENDANCE POLICY: Even though this is an online class, students still have to access the course on a regular basis. **Minimum log in for the course is at least four (4) days per week. Additionally, you should not let more than 72 hours pass without logging in.**

The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. Ideally, students should daily check the semester schedule, e-mail, and also check for announcements and fellow student discussions. This course is not 100% self-paced—there will be deadlines. You will feel more at ease with the materials if you stay in touch

with what is going on. This course is 3 semester credit hours. For this reason, you should set aside a minimum of 6 hours per week to work on this course. One of the very first things you should do is set aside time each week to work on the class. It is very easy to put off attendance in an online course.

A STUDENT IS RESPONSIBLE FOR INITIATING THEIR OWN WITHDRAWAL

A student who stops attending and stops completing assignments, must take the responsibility of contacting the Registrar's Office to drop the class.

I do not drop students for non-attendance. It is your responsibility to initiate the drop process if you decide not to complete the course. Students who stop attending and do not complete the coursework will receive an F at the end of the semester.

PLEASE NOTE: The last day to drop this course is Thursday, April 24th, 2025

Be advised – I do not accept late work for any reason.

Late-Work and Coursework Extensions: No late coursework will be accepted. No extensions will be given for any coursework. There are two exceptions to this policy. **One, you are hospitalized and have intake and discharge paperwork from the hospital (not urgent care or note from Dr. visit). If this is the case, you must contact DeEtte Edens at dedens@southplainscollege.edu or at (806) 716-2376 and submit the required medical documentation to her. She will notify the instructor, if the illness warrants an extension. Two, you are on a SPC sponsored event and have sent in the proper documentation to me, BEFORE the trip/event has occurred.**

RESPONSE TIMES: You should expect responses from me within 48 hours to emails sent using Blackboard email. If you haven't received a response within that time, communicate to me again either through email and/or telephone. It is possible your initial communication had not been received. I will not guarantee a response to email during SPC scheduled school holidays or on weekends.

COURSE WORK EVALUATION: Semester grade will be determined using the following scale:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

A minimum grade of "D" is required to pass HRPO 1311 -
Your grade for this course will be based on your performance in the following areas-

- Introduction/Syllabus Summary (5%) *(submitted in Blackboard, as noted below)*
- Cengage Mind Tap Homework (45%) *(submitted in Cengage Mind Tap)*
- Exams (40%) *(submitted in Cengage Mind Tap)*
- Final Exam (10%) *(submitted in Cengage Mind Tap)*

ASSIGNMENT POLICY/MATERIALS REQUIREMENTS: It is extremely important to have read assigned online course content, the chapters in the textbook, and/or Internet readings prior to completing assignments. You should also find the resources in each Learning Module within Blackboard for each chapter helpful. Assignments will be given throughout the semester (see calendar link in Blackboard for due dates)

All completed weekly chapter homework assignments will automatically be submitted through Cengage Mind Tap— sign on instructions for this website will be posted on Blackboard in the first week of the semester.

All assignments are due by 4:00PM on the date posted on the course schedule/calendar. LATE WORK/ASSIGNMENTS WILL NOT BE ACCEPTED. Although, 1 homework grade will be dropped at the end of the semester.

Introduction Assignment (due 1/19/2025) (2.5%)

Post your introduction in the **Discussion** tool forum in Blackboard (under Course Tools to the left). In the discussion forum, post in the topic “your introduction.” In the subject line put your name—example, “John Doe’s Introduction.” Please include the following in your introduction. This assignment will be keyed in the body of the message window, please feel free to say hello to your fellow classmates if you wish, and discuss anything that you might have in common.

- Major
- Spare time activities (or if you had spare time, what would you do?)
- Favorite class so far and why
- Least favorite class so far and why
- Business or work area interests or career goals

Syllabus Summary Assignment (due 1/19/2025) (2.5%)

Submit an approximate one-page summary of this syllabus to me using the Blackboard **discussion tool forum**. The subject line of the discussion should read “Syllabus summary—Your name”. Do not include in the summary such things as my contact information, etc. that I already know. Include things you feel most important to remember during the semester. This assignment may be keyed in the body of the discussion. At the bottom of your summary, please state that you agree to the syllabus guidelines and put the current date by your name.

Chapter Homework Assignments (45%) --Submitted in Cengage Mind Tap

Weekly homework in Cengage will be outlined in the semester schedule, opening Sundays at 6 AM and due the following Sunday at 4:00PM (you will have over a week to complete these assignments, remember that I do not accept late work). Please pay close attention to your semester schedule and the Cengage schedule for due dates etc.

Exams (40%)*:** There will be chapter exams covering 4-6 chapters each, over the major areas of study related to management listed under the course outline below plus the comprehensive final exam. Each exam will be released on Sunday mornings at 6:00 AM and will close on the following Sunday at 4:00 PM in Cengage Mind Tap. You will be able to click on the exam link and select the exam as soon as it is made available. When you begin the exam, you will have 1 hour and 15 minutes (75 minutes) to complete and submit the exam.

*** Exams will be conducted online within software called Cengage Mind Tap. (If you are not familiar with this software DO NOT WORRY! Guidelines and sign in procedures will be made clear in the first week of class. You will buy a code to take exams and homework through this website—see the textbook info. above in the syllabus if you have questions regarding this.) You do not have to come to campus to take these exams. Cengage will not allow printing of the exams when accessed. You will only be able to access the test once and you must take the test in one sitting—you will not be able to save and come back later to the test!

It will be very important for you to visit the Semester Schedule in Blackboard to see when exams are scheduled. ***

Final Exam (10%) – 2 hours to complete this comprehensive exam

MAKE-UP EXAM POLICY: I do not give make-up exams or accept late exams. The **final exam** will be **comprehensive**. All students will take the final comprehensive exam. If student does not take final comprehensive exam, final grade will be lowered by one letter grade at the end of the semester.

COURSE OUTLINE:

- I. Human Relations: The Key to Personal Growth and Career Success
- II. Career Success Begins With Knowing Yourself
- III. Personal Strategies for Improving Human Relations
- IV Working Together
- V Special Challenges in Human Relations
- VI Planning for Success

COMPUTER LABS: There are several computer labs with the locations, and hours of operation below. You will need to present your SPC student ID at some of these locations.

- Levelland campus: Library, Monday – Friday from 8 a.m. to 4 p.m.
- Lubbock Center, Monday – Thursday from 8 a.m. to 7 p.m. and Friday from 8 a.m. to 4 p.m.

TECHNICAL PROBLEMS/SUPPORT: If you are having computer problems, you have to let me know. I will try to help you in any way that I can. E-mail blackboard@southplainscollege.edu is your first contact with technical problems related to the Blackboard program. I am your contact with content issues for the course. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. If

you lose your assignments due to bad flash drives, computer crash, or your dog ate your homework, there is nothing I can do about it. THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.

PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN ASSIGNMENTS IN OR YOU MAY HAVE PROBLEMS! Remember the saying “**TECHNOLOGY HAPPENS**”! So, it is strongly recommended to work on and submit assignments early before the date due. If an assignment is due and you are not able to access the Internet because the SPC server is down (which rarely happens), you have several options available:

1. Cengage will not be affected if Blackboard is down, so go ahead and complete your work in Cengage.
2. If you have to email me attachments and Blackboard is down, you can email them to my SPC email (only in an emergency!) at lwgregory@southplainscollege.edu Use these options only as a last resort. If you must use one of these options, email and call me to let me know.

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit <https://www.southplainscollege.edu/syllabusstatements/>.
(end of document—subject to revision or addendums)