Introduction to the Course

Welcome to *"***Human Relations in the Workplace***,"* **BUS240**! This course considers how the needs of business or other formal organizations interact with individual needs, leadership styles, formal organizational policies and procedures, and general cultural patterns to determine how human beings act in work situations.

I have created this course using Open Educational Resources (OERs). This means that **you do not have to pay for your textbook**. OERs are educational materials that are in the public domain or carry an open license, such as those offered by the Creative Commons. The nature of these open materials means that I may legally and freely copy, use, adapt and re-share them. Do not order any materials for the course without speaking to me as everything you need is available through the Canvas learning management system.

Starting the Course

To start this course, review this module, and read the **Welcome message** in the course **Inbox**. After you finish this module, I would like you go to the next module to start the course, either by clicking on the right hand **Next** button below this frame, or by clicking on the **Modules** button in the left-hand navigation menu. Be sure to print the syllabus and place it in your files. You may need it in the future.

The course materials are in modular format, meaning everything you need to be successful in the course is presented in individual modules. Click on Module 1 and work your way through the module. Modules contain everything you need to do to be successful in the course, and should be completed in sequence. These modules will present the material in various forms, and will conclude with assignments, presentations/discussions as reflected on the schedule. The contents of the modules may include presentations/discussion and written assignments to help you learn the topic. In the first module you will be asked to submit an introductory discussion. You should create a written or web-based introduction of yourself, telling the rest of the class a little about yourself, such as where you are in your studies, your goals for education and what you'd like to get out of this course. I have posted my introduction in the course syllabus and in the first module. The introduction is your first assignment - please have it completed by the end of your first week to earn maximum points.

Please take a few moments to get acquainted with the layout of the course interface. It can be a little overwhelming at times. Take a look at the course navigation menu on the left of the homepage, it has links to the areas you need.

Homework, Quizzes and Exams:

Canvas, our Learning Platform, uses the term Quizzes on the navigation menu. For our course, there will be no quizzes. This course may have assignments, homework, presentations, discussions and a final paper or presentation. All are located within the course modules.

Grading Policy:

This class will adhere to the grading policy of Pierce College. You can see the chart for grades in the Syllabus. My personal grading policy is to grade you as quickly as I can on the written assignments and if you ask, I'll send you samples of prior student's essays. I will get back to you very quickly when you submit your autobiographical post i.e., the one paragraph introduction to the course Discussions Area during the first week of the course.

Plagiarism and Cheating

The goal of the course is for you to learn and be able to understand and discuss business organizational models and how these models effect the people who work there. Unfortunately, some believe it's okay to copy answers found in other locations and submit it as their own work as proof of their learning. Conduct such as this is unacceptable. Submissions believed to be plagiarized will be returned the first occurrence. Should there be a second occurrence, the submission will receive a 0 (zero) grade. A third occurrence will result in an immediate 0.0 for the course.

Incompletes/Extensions:

Should unforeseen circumstances cause need for an extension, this can be arranged between us. However, **extensions will not be assumed and/or guaranteed** and will only be granted upon request. **To qualify for an extension, you must have completed at least 25% of the coursework** at the time of the request. Special circumstances may be taken under consideration at the discretion of the instructor.

Extra Credit/Makeup Work:

There are no provisions for extra credit or makeup work within this course. Thus, I strongly suggest that you adequately prepare for and put forth a full effort into completing the course requirements.

Questions and Course Communication

If you should have any questions, problems or otherwise need to contact me, I can be reached via the Inbox at the top of the screen.

Once again, **Welcome!** I hope you enjoy your course with Pierce College at Ft Lewis-McChord!

Greg McClure, Ph D
Adjunct Assistant Professor

Technology, Hardware and Software Requirements for the Course:

Technology Prerequisites

This course requires some basic knowledge of computer technology. You will gain some skill and knowledge during this course; however, at a minimum, you need to be able to:

- open, create and save word processing documents in MS Word format; see MS Word tutorials for PC users (all versions); Word Help for Mac users
- find basic resources on Internet; see Internet Tutorials
- create and organize files & folders on your computer
- send, receive, and manage email

Hardware

You will need to have a computer with reliable Internet access, preferably broadband. For some exercises you may need headphones or speakers. Should you wish to use the Voice Tools within the course, you will need a microphone for your computer.

Software

Instructure Canvas is best viewed using Firefox or Chrome. Internet Explorer and Safari do not support advanced features.

You will need Adobe Reader to be able to view PDF files available in the course. Download the Adobe Reader (free) from www.Adobe.com and click on the link to Adobe Reader.

You will need a word processing program to complete written assignments. Many already have Microsoft Word, but a free equivalent is Open Office. Download Open Office from www.openoffice.org. Be sure to learn how to save your documents as .doc (Word 97-2003).

You will need to have either PowerPoint or a PowerPoint viewer to view the presentations for the course. If you do not have PowerPoint installed on your computer, you can download the **free** Microsoft PowerPoint Viewer (Windows systems only) by clicking here.

Accessibility Standards and Course Rules

Accessibility:

Our Canvas Learning Management System has been awarded the Gold Level NFB-NVA Certification by The National Federation of the Blind (NFB), the nation's leading advocate for Internet access by blind Americans. Visit http://www.instructure.com/news-releases/nfb-granted-canvas-certification/ for more information on the awarding of the Gold Level NFB-NVA.

Canvas also provides the Voluntary Product Accessibility Template, or VPAT, which is a tool that administrators and decision-makers can use to evaluate Canvas' conformance with the accessibility standards under Section 508 of the Rehabilitation Act. The template can be found at http://www.instructure.com/canvas_vpat/.

Note: Instructor-created videos in this course will either have captioning, or be based on text/script located on the same page as the video.

Course graphics will be tagged appropriately to accommodate screen readers.

If a student finds any area of the course to be inaccessible, do not hesitate - contact your instructor at once. We will work with the ADS Support office to find a suitable accommodation for you as quickly as possible. See the Accessibility Support statement in the course syllabus for more information.

Communications Standards:

- This course is a college class. All communications to your instructor or other students will be written at the college level.
- Communications for classroom and online courses are the same. Treat others as you would like to be treated, respectfully and compassionately.
- We will use standard English language and not the abbreviated, short-hand of texting or online communications.
- Spelling and grammar should be checked prior to submitting assignments or sending messages.

Pierce College Support Services

Technical Support

For assistance with Canvas, you can:

Click on the at the top right hand corner of the screen, or call us during normal business hours (M-F 8 am – 5 pm - Pacific) at (253) 964-6567.

Accessibility Support

Students with disabilities who believe they may need academic adjustments, auxiliary aids or services to fully participate in course activities or meet course requirements are encouraged to register with the Access and Disability Services (ADS) Office, Room ADM115 in the Gaspard Administration Building on the Puyallup campus 1601 39th Ave SE, Puyallup, WA 98374-2222. You may also call the ADS Office to make an appointment to meet with the ADS Coordinator at (253) 840-8335 or (253) 864-3301. Visit http://www.pierce.ctc.edu/dist/supportservices/ads for more information.

Students requesting accommodations must obtain the "Approved Quarterly Academic Adjustments, Auxiliary Aids or Services" (green) form provided by ADS.

Academic Services Support

Pierce College District and the Military Programs offer Academic Services for our students, including information regarding the following subject areas:

- Associates Degree

- University Transfer
- Professional/Technical Programs
- Continuing Education
- eLearning
- Programs at the Military Bases
- Running Start Program
- Basic Skills Program

For Pierce College District academic information, visit http://www.pcd.edu/dist/academics. For Military Programs academic services, please visit our web site at http://www.pcd.edu/military or call us at (253) 964-6567.

Student Services Support

Pierce College District and the Military Programs offer extensive student support services, including advising, student success and the Center of Excellence for Veteran Student Success. Please visit http://www.pcd.edu/dist/supportservices/ for District Student Support Services, or contact us at (253) 964-6567.

Testing Services at the Military Programs are available for students. Please call (253) 964-6606 for information about testing hours of operations and the many different types of testing available.

Military Program students have choices for Library Services. The award-winning Pierce College Library at Fort Steilacoom and Puyallup are available for all Pierce College students. A list of the many services they provide as well as contact information is available at http://www.pierce.ctc.edu/library/.

Frequently Asked Questions:

Q: Is this a fully online course, or do we meet in a classroom?

This course is a fully online course. Everything we need and need to do is contained in the course modules. We do not meet in person.

Q: How long is my course/what is my end date?

Your course is 9 weeks long.

Q: How often do I need to access the online course?

You should access the at least three (3) times a week to ensure you see all messages in the course and participate in course activities.

Q: What do I need to do in the online course?

Your course syllabus has information on all the activities you will perform during the course. You need to read the chapter materials, and complete the activities as outlined in each course Module.

Q: When do I need to turn in assignments?

There is a course schedule you need to follow. Look for it in the course syllabus. Normally, you need to complete one unit per week.

Q: Who do I contact if I need help with the assignments?

For assistance with your assignments, contact me via course communications.

Q: Who do I contact if I need help with Canvas?

With issues with Canvas, click on the Help at the top right hand corner of the screen or call the Help Desk during normal business hours (M-F 8 am – 5 pm – Pacific) at (253) 964-6567.