



Undergraduate Course Syllabus

OL 125: Human Relations in Administration

Center: Online

Course Prerequisites

None

Course Description

The human relations skills that managers need to develop interaction skills that contribute directly to effective human resource management and the development of higher productivity are studied. Skill areas include leadership, motivation, communications, group dynamics, organizational development, management by objectives, and stress and time management. Students learn techniques for becoming more effective managers, subordinates, peers and persons. Students are introduced to the international aspects of human relations.

Course Outcomes

- Explain how individual personality, perception, leadership styles, and self-concept influence human relations in informing the development of a personal leadership philosophy
- Explain how the communications process in leadership situations affects positive human relations
- Illustrate how the relationship between motivation, stress, and time management influences workplace dynamics
- Identify appropriate human interaction skills necessary for managers to positively influence productivity

Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through SNHU's online bookstore, [MBS Direct](#), rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the Help Desk, your advisor, and the instructor can provide you with support if you have problems.

Human Relations in the Organization

Southern New Hampshire University

Soomo Learning

ISBN: 978-0-9893097-1-4

MBS Direct SKU #: 1373316

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place in Blackboard on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions forum in Blackboard so that your questions and the instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussions	8	40	320
Reading: Checkpoint Questions	8	16	128
Self-Assessments	6	12	72
Learning Journal	1	50	50
Short Response	2	50	100
Final Project			
Milestone One	1	55	55
Milestone Two	1	75	75
Final Submission	1	200	200
		Total Course Points:	1,000

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Undergraduate

<i>Total Points: 1,000</i>				
<u>Grade</u>	<u>Numerical Equivalent</u>	<u>Points</u>	<u>Points Equivalent</u>	
			<i>Lower</i>	<i>Upper</i>
A	93-100	4	930	1000
A-	90-92	3.67	900	929
B+	87-89	3.33	870	899
B	83-86	3	830	869
B-	80-82	2.67	800	829
C+	77-79	2.33	770	799
C	73-76	2	730	769
C-	70-72	1.67	700	729
D+	67-69	1.33	670	699
D	60-66	1	600	669
F	0-59	0	0	599
I	Incomplete			
IF	Incomplete/Failure*			
IP	In Progress (past end of term)			
W	Withdrawn			

*Please refer to the [policy page](#) for information on the incomplete grade process.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Course Information area in the Assignment Guidelines and Rubrics folder.

Weekly Assignment Schedule

The Learning Modules area in Blackboard contains one module folder for each week of the course. All reading and assignment information can be found in the folders. Assignments and discussion board posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module in Blackboard.

Module	Topics and Assignments
1	Organizational Behavior 1-1 Reading: Chapter 1: Organizational Behavior 1-2 Self-Assessment: Webtext Responses 1-3 Discussion: Difficult Situations 1-4 Learning Journal 1-5 Final Project Preview
2	Theories of Motivation 2-1 Reading: Chapter 2: Theories of Motivation 2-2 Self-Assessment: Webtext Responses 2-3 Discussion: What Motivates People? 2-4 Final Project Milestone One: Personality and Self-Concept
3	Communication 3-1 Reading: Chapter 3: Communication 3-2 Self-Assessment: Webtext Responses 3-3 Discussion: Communication in Action 3-4 Short Response
4	Managing Groups and Teams 4-1 Reading: Chapter 4: Managing Groups and Teams 4-2 Self-Assessment: Webtext Responses 4-3 Discussion: Team-Building 4-4 Final Project Milestone Two: SWOT Analysis
5	Conflicts and Negotiations 5-1 Reading: Chapter 5: Conflicts and Negotiations 5-2 Self-Assessment: Webtext Responses 5-3 Discussion: Tricky Negotiations 5-4 Short Response
6	Making Decisions 6-1 Reading: Chapter 6: Making Decisions 6-2 Self-Assessment: Webtext Responses 6-3 Discussion: Making Decisions

7	Leadership Within the Organization 7-1 Reading: Chapter 7: Leading People in the Organization 7-2 Discussion: What Kind of Leader Are You? 7-3 Final Project: Final Submission
8	Organizational Culture 8-1 Reading: Chapter 8: Organizational Culture 8-2 Discussion: Reflecting on the “Big Picture”

Attendance Policy

Online students are required to submit a graded assignment/discussion to Blackboard during the first week of class. If a student does not submit a posting to the graded assignment/discussion during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the [full attendance policy](#).

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

SNHU College of Online and Continuing Education Student Handbook

Review the [student handbook](#).

Diversity and Disability Statement

The College of Online and Continuing Education (COCE) at SNHU values diversity and inclusion. SNHU strives to create inclusive and welcoming academic environments. If there are aspects of the instruction or design of this course that present barriers to your inclusion, please notify the Disability Resource Center (DRC) as soon as possible. We will work with you and your instructor to address needs and concerns. We encourage all students with known or suspected physical, medical, sensory, psychiatric, and/or learning disabilities to register with the Disability Resource Center (DRC) in order to assess learning needs and take advantage of available academic accommodations and support services.

SNHU does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, citizenship, marital status, gender identity or expression, sexual orientation, veteran/military status, or genetic information in its programs and activities. Requests for disabilities accommodations within COCE should be directed to:

Disability Resource Center (DRC)

(866) 305-9430

(877) 520-8916 (fax)

drc@snhu.edu

We welcome COCE students, faculty, and staff to consult with the Disability Resource Center (DRC) on disability-related questions or concerns. We look forward to hearing from you.

Complaints regarding discrimination and accommodations should be directed to:

(603) 645-9664

(603) 645-9717 (fax)

adacompliance@snhu.edu

Academic Honesty Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic honesty policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

SNHU College of Online and Continuing Education Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).

Assessment Calibration and Student Work Samples

For the purpose of continuous improvement of our educational training, Southern New Hampshire University's College of Online and Continuing Education may, on occasion, utilize anonymous student work samples for internal professional development and staff training. If you have any questions or concerns, contact your advisor. If you would like to withdraw permission for use of your work, please contact the assessment calibration administrator at assessmentcalibration@snhu.edu. See [this document](#) for more information.