Los Angeles Mission College
Human Relations 31-Hybrid

Class Name: **Human Relations for Employees 31**
Semester: **Spring 2013** Section #: **3314**
Instructor: **Vilma Bernal** Phone #: **office 818-833-3410 Cell phone 818-571-9995**
Faculty Web Page: http://www.lamission.edu/~bernalva
Course Description: **Demonstrates the practical application of basic psychology in planning, conducting and evaluating conferences and interviews. Special emphasis on dynamics of counseling, interviewing and conference leading. Attention is given to individual and group attitudes in the occupational situation as they affect motivation, status and morale.**
Class Meetings: Tuesdays (Beginning February 5, 2013)
Time: 5:15pm– 6:40 pm
Location: CSB 102A

Welcome to the Hybrid-Class, Human Relations for Employees. This is a Hybrid class which means that we meet in-class (see above) plus have online assignments as well. In order to be successful in this class please read all the information and follow the instructions mentioned below. Should you have any questions, please do not hesitate to contact at 818-571-9995.

******Textbook Required: "Human Relations" by Lamberton and Minor, 4th edition, ISBN-978-0-07-337704-9. Please obtain book immediately.******

Student Learning Outcome:
1-Student will be able to identify the specific skills of Human Relations.
2- Student will be able to analyze what motivates people.

Expectations:

Self Motivation and Self Discipline - To succeed in this class you must do all the assignments on time! You will need to make sure you are staying current with all reading, assignments, and activities.

- **Take an Active Role**- The instructor's role in this class will be to provide you with resources and opportunities to explore and use them. I am here to guide you

through as you learn therefore you will need to take active role in the learning process.

- **Time Requirements** - This is a regular 3 unit class. You will need to spend at least the same amount of time you would working on traditional format classes. (approximately 6 hours a week). You are also obligated to attend the 1 hour and 1/2 class that meets every Tuesdays.

- **Interaction** - In online classes we stress interaction with your fellow students. Many times you will learn just as much from each other as from your instructor. Look forward to finding solutions, applications and other neat stuff and sharing it with your fellow classmates.

Attendance and Participation Policy

There are mandatory class meetings every Tuesday from 5:15pm to 6:40pm. This is only 50% of a 3-unit credit class. The other 50% of the class is done online. Please log-in to the class website **at least 3-4 times a week** to check on discussions and to work on activities. I will discuss this in class. If you will be traveling or otherwise unable to access the class website for a period of more than a few days, drop me a note and let me know so that I won't wonder where you disappeared to!

Office Hours
My office hours are: **Mondays 10am to 1:30pm; Tuesdays 4pm to 5pm and Wednesday 1pm to 2pm**. I'm also available online. This means that you can reach me using your computer and you can also call or text me.

Contact Instructor

If you are going to have serious problems that prevents you from completing assignments or quizzes on time, you must let me know **PRIOR** to missing the assignment. I prefer you send me an email to: bernalva@lamission.edu

Spring 2013 - GENERAL CALENDAR DATES
Applications Accepted ..... Year Round
Assessment and Orientation ..... Year Round
Deadline for K to 8 (Young Student) Application ..... January 25
Residency Determination Date ..... February 3
DAY AND EVENING CLASSES BEGIN ..... February 4
Saturday classes begin ..... February 9
Last day to process Audit Add Request ..... February 15
Last day to petition for Credit/No-Credit ..... March 8
Last day for Section Transfer ..... March 8
Deadline to petition for Spring/Summer 2013 Graduation… ..... March 29
Classes end ..... May 25
FINAL EXAMS .....May 28 - June 3
Graduation Day ..... June 4
PRIORITY Registration Dates - Enrollment is by appointment only, through the Internet
(You may not register before your appointment date and time.)
EOPS, DSPS Foster Youth and Veterans ..... November 26 to 28
Continuing Students ..... Nov. 29 to Dec. 23
New and Re-entering Students ..... December 24

ADD Dates - *Late ADDs are not permitted*
Deadline to add full term (16-week) classes (In Person) ..... February 15
(Short Term Classes Have Different Deadlines-Check with Your Instructor)

DROP Dates (16-week classes)
Drop classes without receiving a "W" with refund (In Person)..... February 18*
Drop classes without receiving a "W" with refund (Internet) ..... February 18*
Drop classes without incurring fees or with a refund
(Registration/parking/non-resident fees – 16-week semester-length classes)
In Person/Internet ..... February 18*
NOTE: Contact the Office of Admissions & Records for deadlines on late start, short-term, and special program classes.
Drop classes with a "W" *(Letter grade is required from this date forward)*
In Person ..... May 3
Internet ..... May 5
**PLEASE NOTE: The District required earlier and revised deadlines starting Summer 2012. A "W" will appear on your transcript record after this date. REMINDER: There is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals. (See Important Notice, page 3)*

If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF – OFFICIALLY – on or before May 5, 2013 (Internet).
Failure to do so may result in a grade of "F" in that class.

REGISTRATION INFORMATION
Website – www.laccd.edu (Student Information System)
Admission Regular Office Hours
(Hours are subject to change. Please check the LAMC website)
Monday and Thursday – 8am-5pm
Tuesday and Wednesday – 8am-7pm
Friday – 8am-12noon

HOLIDAYS (College CLOSED)
Martin Luther King – January 21
President's Day – February 15-18
Cesar Chavez Day – April 1
Spring Break – March 29-April 5
Memorial Day – May 27
Independence Day – July 4

Dropping the Class

Circumstances may arise that will keep you from completing the course. If this is the case, drop the class. As a policy, ***I do not exclude students***. **However, if you stop attending the class (or wish to drop a class) YOU MUST DROP THE CLASS YOURSELF – See official dates above. Failure to do so may result in a grade of "F" in the class.**

Assignments are broken down WEEKLY

Week	Reading	Assignments	Due Date	Points
1	None	Attend class and become familiar with class structure		
2	Chapter 1	Read the Lecture Notes Quiz- Chapter 1 DQ-Chapter 1	2/17/13	 20 10
3	Chapter 2	Read the Lecture Notes Quiz- Chapter 2 DQ-Chapter 2	2/24/13	 20 10
4	Chapters 3 and 4	Read the Lecture Notes Quiz –Chapters 3 and 4 DQ for chapters 3 and 4	3/3/13	 20 10
5	Chapter 5	Read the Lecture Notes Quiz –Chapter 5 DQ-chapter 5	3/10/13	 20 10

6	Chapter 6	Read the Lecture Notes Quiz-Chapter 6 ***DQ-chapter 6*** ***In class-test #1(3/19/13)***	3/17/13	 20 10 30
7	Chapter 7	Read the Lecture Notes Quiz –Chapter 7 DQ-chapter 7 ***Case Study #1***	3/24/13	 20 10 30
8	Chapters 8 and 9	Read the Lecture Notes Quiz –Chapters 8 and 9 DQ chapters 8 and 9	3/31/13	 20 10
9	Chapter 10	Read the Lecture Notes Quiz –Chapter 10 DQ-chapter 10	4/7/13	 20 10
10	Chapter 11	Read the Lecture Notes Quiz –Chapter 11 DQ-chapter 11	4/14/13	 20 10
11	Chapter 12	Read the Lecture Notes Quiz –Chapter 12 DQ-chapter 12 ***Case Study #2*** ***In-class test #2 (4/23/13)***	4/21/13	 20 10 *30* ***30***
12	Chapter 13	Read the Lecture Notes Quiz –Chapter 13 DQ-chapter 13	4/28/13	 20 10
13	Chapter 14	Read the Lecture Notes Quiz –Chapter 14 EOCQ-chapter 14	5/5/13	 20 10
14	Chapter 15	Read the Lecture Notes Quiz –Chapter 15 DQ-chapter 15	5/12/13	 20 10
15	Chapter 16	Read the Lecture Notes Quiz-Chapter 16 DQ-chapter 16	5/19/13	 20 10
16	Chapter 17	Read the Lecture Notes Quiz –Chapter 17 **DQ-chapter 17**	5/26/13	 20 10
17	Chapter 18	Read the Lecture Notes Quiz –Chapter 18 DQ-chapter 18 **Case Study #3** Group Assignments ***In-class test #2 (5/28/13)***	6/3/13	 20 10 30 30

Grading Structure

Quizzes	360 pts. (18 quizzes @ 20 pts. ea. = 360 pts.)
Discussion Questions –DQ	180 pts. (18 chapters @ 10 pts. ea. = 180 pts.)
Case Studies	90 pts. (3 case studies @ 30 pts. ea. = 90 pts.)
In-class Tests	90 pts. (3 tests @ 30 pts. ea. = 90 pts.)

Group Project –Written report	30 pts. (1 Assignment at 30 pts ea. = 30 pts.)
Presentation -Oral	10pts. (group oral presentation = 10 pts.)

Total points **760 points**

Grading Scale

Grade	Points
A	760-684
B	683-608
C	607-532
D	531-456
F	455 and below

Posting of Grades:

Your grades will be posted under "gradebook." Only you can see your grades. It is your responsibility to insure you have received the proper grades for your assignments, quizzes and tests. Please bring any discrepancies to my attention ASAP do not wait until the end of the course. Moodle has a grading scale that can be misleading. The percentage that you see at the end is ONLY based on completed work, however, it does not take into consideration missed or incompletes so that grade is not accurate.

Course ground rules:

- Participation is required
- Learn how to navigate in your Course Management System
- Keep abreast of course announcements
- Address technical problems immediately

Disabilities Policy :

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for the course.

Disabled Students Program & Services office strives to accommodate any special need requirements.

Plagiarism –This is important
Plagiarism Defined
Plagiarism means using another person's work, writing, words, ideas, research, graphics, programs, music, pictures, data, and/or other creative expression without giving the other person full credit. You must enclose another person's words in quotation marks and cite your source(s), and you must give citations when using the ideas of another person, even if those ideas are paraphrased in your own words. Using words, ideas, computer code, or any work by someone else without giving proper credit is plagiarism. Any time you use information from a source, you must cite it.

Plagiarism and the Internet
The Internet has become a very popular resource for information for student assignments. The same rules regarding plagiarism apply to resources found on the Internet as do to a printed source: when a student refers to work, writing, words, ideas, and the like or quotes from an internet site, he or she must cite that source. Many of the same rules apply when using visual information from an internet site; the source of the visual information or graphic must be cited. This includes definitions found online on Wikipedia, materials from blogs, twitter, or other similar electronic resources.

Useful Strategies to Avoid Plagiarizing another Person's Work
If you copy words, sentences, phrases, and the like from a text, put what you copy in quotation marks. This is especially important when you take notes. If you choose to paraphrase, be certain that you are not just rearranging or changing a few words. A useful technique is:
A. Read the area you want to paraphrase carefully;
B. Cover up the text with your hand, or close the book or computer page so you cannot see any
of the words;
C. Write out the idea in your own words without referring back to the words
D. Check your attempt at paraphrasing against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate

At times students accused of plagiarism claim that their plagiarism occurred without their knowledge or intent. Since ignorance of this fundamental rule is not a reasonable defense, it is best to become thoroughly familiar with the various ways in which plagiarism can occur and how to avoid plagiarizing someone's work. If you have any doubts or questions, it is your responsibility to ask your teacher for clarification.

If you are found guilty of plagiarizing, you are subject to disciplinary actions up to and including suspension or termination from the program, so please study and do your best. **First offense, you will receive a zero for the assignment in question. Any further offenses may result in expulsion from the class, as determined by the disciplinary action from the Office of Student Services.**

Remember: If you plagiarize:
a. You are only cheating yourself
b. You don't learn to write out your own ideas or thoughts in your own words, and
A: (Excellent) Meeting course requirements with a superior level of performance.
B: (Good) Meeting course requirements with a high level of performance.
C: (Satisfactory) Meeting course requirements with an acceptable level of performance.
D: (Unsatisfactory) Repeat course.
F: (Failing) Repeat course.

Cheating- unauthorized material used during an examination (including electronic devices), changing answers after work has been graded, taking an exam for another student, forging or altering attendance sheets or other documents in the course, looking at another student's paper/scantron/essay/computer or exam with or without their approval is considered cheating. Any student caught cheating will receive a zero for the assignment/exam and referred to the Department chair and/or Student Services for further disciplinary action.

Recording devices in the classroom- Section 78907 of the California Education Code prohibits the use of any electronic audio or video recording devices, without prior consent of the instructor. (including cell phones, laptops, MP3 players, and more)

Reasonable Accommodations: If you are a student with a disability and require accommodations, please send me a private email. The sooner I am aware of your eligibility for accommodations, the quicker I will be able to assist the DSP&S Office in providing them. For students requiring accommodations, the DSP&S Office at Mission College provides special assistance in areas like: registering for courses, specialized tutoring, note-taking, mobility assistance, special instruction, testing assistance, special equipment, special materials, instructor liaisons, community referrals and job placement. If you have not done so already, you may also wish to contact the DSP&S Office in Instructional Building 1018 (phone 818/364-7732 TTD 818/364-7861) and bring a letter stating the accommodations that are needed. All students should have the Sheriff department # in cell phone (818) 364-7843

Attendance Policy
Attendance in all scheduled courses is essential for academic achievement. Perfect attendance – no absences, tardiness or early departures – is encouraged as punctuality develops within you a sense of responsibility that will have a positive impact upon your professional career.

There will be NO TEXTING IN THIS CLASS!! If you text, initially I will politely ask you to put things away and respectfully pay attention, however if texting continues I will drop you from the class and then text you the reason as to why you were dropped. Please be respectful and save your texting until after class. Cell phones should be turned off or on vibrate.

Attendance is taken each day at Mission. You are **strongly** encouraged to make non-school personal appointments at times that will not conflict with your scheduled classes. Please avoid side conversations, if you have any questions please ask me! **Do not be afraid of utilizing my office hours, I am there for you!**
Student Resources

1. **LAMC Bookstore:** For hours of operation, book availability, buybacks, and other information call 818-364-7798 or 364-7768 or visit: http://www.lamissionbookstore.com/
2. **Counseling Department:** For appointments and information call 818-364-7655 or visit http://www.lamission.edu/counseling/
3. **Disabled Students Programs and Services:** For appointments and information call 818-364-7732 or visit http://www.lamission.edu/dsps/
4. **Extended Opportunity Programs and Services**: For appointments and information call 818-364-7645 or visit http://www.lamission.edu/eops/
5. **Financial Aid:** For information and applications call 818-364-7648 or visit http://www.lamission.edu/financialaid/
6. **Library:** For information on library hours, resources, workshops, and other services contact 818-364-7105 or 364-7106 or http://www.lamission.edu/library/
7. **Tutoring Services in Learning Center:** Laboratories for Learning, Writing, Math &

Science. Walk-in and appointment services offered. Call 818-364-7754 or visit www.lamission.edu/learningcenter

I have prepared a small acknowledgement section for you to sign as way to let me know that you have read and that you understand what has been mentioned in the syllabus.

Please read and initial the following: Don't need to give me a copy.

1. I have read the following documents:
   - Syllabus
   - Plagiarism and Cheating

Initial _____.

2. Please do not assume I will drop you from class if you stop attending class. If you do not drop yourself, you will receive an "F" at the end of the course **Initial_____.**
3. If you miss part or all of a class session you are still responsible and accountable for all announcements, all assignments, and material covered in that session **Initial_____.**
4. If you need clarification on **anything** you will come to me **Initial_____.**
5. I do not accept late assignments **Initial_____.**
6. You are expected to have read the assignments/textbook before coming to class **Initial_____.**
7. Attend every class with text books, school supplies, any handouts and all completed assignments **Initial_____.**
8. If you are caught plagiarizing, you will receive an "F" for the entire class. To reiterate; If you are caught plagiarizing, you will not just receive an "F" for the paper you've plagiarized, but will most certainly receive the final grade of an "F" for the class. Plagiarism may result in possible expulsion from LAMC **Initial_____.**
9. During the course of the semester you must check you grades and confirm accuracy, and if there are any questions, contact me immediately **Initial_____.**
10. Handwritten assignments of any kind are not acceptable **Initial_____.**