

EDISON STATE COMMUNITY COLLEGE
Part II Syllabus ONLINE
MGT 126S-801FS-2026FS
Human Relations in the Workplace
3 Credit hours – Fall 2026

Instructor: Cindy Frantz, Bachelor of Arts (Bluffton University May 2016)
Master's in Business Administration (MBA) (Bluffton University, May 2019)

Email: cfrantz2@edisonohio.edu Cell Phone: (937) 214- 9103

Office Hours: Available by Appointment

Required Course Materials:

Human Relations in Organizations, 12th Edition. Robert N. Lussier
ISBN: 978-1-260-68298-4

Choose from **one** of the following for your critical book report (due week 16- Friday December 11th at 11:59p). **NO LATE SUBMISSIONS WILL BE EXCEPTED!!**

- ❖ *ZAPP! The Lightning of EMPOWERMENT* – William Byham/Jeff Cox
- ❖ *Herroz: Empower Yourself, Your Coworkers, Your Company* - William Byham/Jeff Cox
- ❖ *The Five Dysfunctions of a Team: A Leadership Fable* - Patrick Lencioni
- ❖ *Hospitality from the Heart* - Brandon W. Johnson and Katherine Foley Roden
- ❖ *The Oz Principle* - Roger Conners/Tom Smith/Craig Hickman
- ❖ *Change the Culture, Change the Game* - Roger Conners/Tom Smith
- ❖ *Who Moved my Cheese?* - Spencer Johnson
- ❖ *Crucial Conversations: Tools for taking when Stakes are High* - Kerry Patterson/Joseph Grenny
- ❖ *Journey to Emerald City* - Roger Conners/Tim Smith
- ❖ *Stomp the Elephant in the Office* - Steven W. Vannoy/Craig W. Ross
- ❖ *Deep Change* - Robert E Quinn
- ❖ *Building the Bridge as You Walk on It* - Robert E Quinn
- ❖ *Above the Line* - Urban Meyer/Wayne Coffee

Weekly Schedule of Topics, Activities and Assignments

Week 1

Aug 30

Topic: Understanding Behavior, Human Relations, Performance and Being Happy

Read: Chapter 1

Review: Power point slides

Practice: Complete Application Situations 1-1, 1-2, 1-3, 1-4 as you read to better understand the information presented.

Homework – Due by Sunday at 11:59p.

Read the Objective Case for the chapter which is posted in Blackboard.

Complete the ten multiple choice questions about the Objective Case.

Discussion Board – Due Thursday at 11:59p.

Answer and Submit: the short answer question in the discussion board provided.

Respond to at least two other students by Sunday at 11:59p.

Discussion Board: Post a response to the introduction discussion board by Sunday at 11:59p.

Week 2

Sept 6

Topic: Personality, Stress, Learning, and Perception

Read: Chapter 2

Review: Power point slides

Practice: Complete application situations 2-1, 2-2, 2-3, 2-4 as you read to better understand the information presented.

Homework – Due by Sunday at 11:59p.

Read the Objective Case for the chapter which is posted in Blackboard.

Complete the ten multiple choice questions about the Objective Case.

Discussion Board – Due Thursday at 11:59p.

Answer and Submit: the short answer question in the discussion board provided.

Respond: to at least two other students by Sunday at 11:59p.

Week 3

Sept 13

Topic: Attitudes, Self-Concept, Values and Ethics

Read: Chapter 3

Review: Power point slides

Practice: Complete application situations 3-1, 3-2, 3-3, 3-4, as you read to better understand the information presented.

Homework – Due by Sunday at 11:59p.

Read the Objective Case for the chapter which is posted in Blackboard.

Complete the ten multiple choice questions about the Objective Case.

Discussion Board – Due Thursday at 11:59p.

Answer and submit: the short answer question in the discussion board provided.

Respond: to at least two other students by Sunday at 11:59p.

Week 4

Sept 20 Topic: Time, Career and Etiquette Management

Read: Appendix A

Review: Power point slides

Practice: Complete application situations A-1, A-2, A-3, as you read to better understand the information presented.

Homework – Due by Sunday at 11:59p.

Read the Objective Case for the chapter which is posted in Blackboard.

Complete the ten multiple choice questions about the Objective Case.

Discussion Board – Due Thursday at 11:59p.

Answer and Submit: the short answer question in the discussion board provided.

Respond: to at least two other students by Sunday at 11:59p.

Exam 1 – Chapters 1, 2, 3, Appendix A is due Sunday at 11:59p.

Week 5

Sept 27 Topic: Interpersonal Skills: The Foundation of Human Relations

Topic: Communications, Emotions, and Criticism

Read: Chapter 4

Review: Power point slides

Practice: Complete application situations 4-1, 4-2, 4-3, 4-4, 4-5 as you read to better understand the information presented.

Homework – Due by Sunday at 11:59p.

Read the Objective Case for the chapter which is posted in Blackboard.

Complete the ten multiple choice questions about the Objective Case.

Discussion Board – Due Thursday at 11:59p.

Answer and Submit: the short answer question in the discussion board provided.

Respond: to at least two other students by Sunday at 11:59p.

Week 6**Oct 4****Topic:** Dealing with Conflict

Read: Chapter 5

Review: Power point slides

Practice: Complete application situations 5-1, 5-2, 5-3, as you read to better understand the information presented.

Homework – Due by Sunday at 11:59p.

Read the Objective Case for the chapter which is posted in Blackboard.

Complete the ten multiple choice questions about the Objective Case.

Discussion Board – Due Thursday at 11:59p.

Answer and Submit: the short answer question in the discussion board provided.

Respond: to at least two other students by Sunday at 11:59p.

Week 7**Oct 11****Topic:** Leading and Trust

Read: Chapter 6

Review: Power point slides

Practice: Complete application situations 6-1, 6-2, 6-3, 6-4 as you read to better understand the information presented.

Homework – Due by Sunday at 11:59p.

Read the Objective Case for the chapter which is posted in Blackboard.

Complete the ten multiple choice questions about the Objective Case.

Discussion Board – Due Thursday at 11:59p.

Answer and Submit: the short answer question in the discussion board provided.

Respond: to at least two other students by Sunday at 11:59p.

Exam 2 – Chapters 4, 5, 6, is due Sunday at 11:59p.

Week 8**Oct 18****Topic:** Motivating Performance

Read: Chapter 7

Review: Power point slides

Practice: Complete application situations 7-1, 7-2, 7-3, as you read to better understand the information presented.

Homework – Due by Sunday at 11:59p.

Read the Objective Case for the chapter which is posted in Blackboard.

Complete the ten multiple choice questions about the Objective Case.

Discussion Board – Due Thursday at 11:59p.

Answer and Submit: the short answer question in the discussion board provided.
Respond: to at least two other students by Sunday at 11:59p.

Week 9

Oct 25

Topic: Ethical Power, and Politics

Read: Chapter 8

Review: Power point slides

Practice: Complete application situations 8-1, 8-2, 8-3, 8-4, as you read to better understand the information presented.

Homework – Due by Sunday at 11:59p.

Read the Objective Case for the chapter which is posted in Blackboard.

Complete the ten multiple choice questions about the Objective Case.

Discussion Board – Due Thursday at 11:59p.

Answer and Submit: the short answer question in the discussion board provided.

Respond: to at least two other students by Sunday at 11:59p.

Week 10

Nov 1

Topic: Networking and Negotiating

Read: Chapter 9

Review: Power point slides

Practice: Complete application situations 9-1, 9-2, as you read to better understand the information presented.

Homework – Due by Sunday at 11:59p.

Read the Objective Case for the chapter which is posted in Blackboard.

Complete the ten multiple choice questions about the Objective Case.

Discussion Board – Due Thursday at 11:59p.

Answer and Submit: the short answer question in the discussion board provided.

Respond: to at least two other students by Sunday at 11:59p.

Exam 3 – Chapters 7, 8, 9 is due Sunday at 11:59p.

Week 11

Nov 8

Select: A book from the supplemental reading list on the syllabus.

Discussion Board: Post the name of your supplemental reading book from the list provided, that you will use to write your book report. **Only two students may read the same book. Choose and post early to get your first choice.** Due by Sunday, of this week at 11:59p.

Read: Begin reading book.

Homework – There is NO objective case study this week.

Week 12

Nov 15

Topic: Team Dynamics, Creativity and Problem Solving, and Decision Making

Read: Chapter 10

Review: Power point slides

Practice: Complete application situations 10-1, 10-2, 10-3, 10-4, 10-5 as you read to better understand the information presented.

Homework – Due by Sunday at 11:59p.

Read the Objective Case for the chapter which is posted in Blackboard.

Complete the ten multiple choice questions about the Objective Case.

Discussion Board – Due Thursday at 11:59p.

Answer and Submit: the short answer question in the discussion board provided.

Respond: to at least two other students by Sunday at 11:59p.

Week 13

Nov 22

Topic: Organizational Change and Culture

Read: Chapter 11

Review: Power point slides

Practice: Complete application situations 11-1, 11-2, 11-3, 11-4, 11-5 as you read to better understand the information presented.

Homework – Due by Sunday at 11:59p.

Read the Objective Case for the chapter which is posted in Blackboard.

Complete the ten multiple choice questions about the Objective Case.

Discussion Board – Due Thursday at 11:59p.

Answer and Submit: the short answer question in the discussion board provided.

Respond: to at least two other students by Sunday at 11:59p.

Week 14**Nov 29****Topic:** Supplemental Reading Book

Read: Finish Reading book chosen

Discussion Board: Summarize the book in 1-5 sentences. Then, briefly - 100 words or less - describe two things you learned from your supplemental reading that you can apply to your current or desired employment. Post your response by Sunday at 11:59p.

Book Report: Complete book report on your assigned supplemental book due by 11:59p on Friday of finals week – or before.

Homework: There is no objective case this week.

Week 15**Dec 6****Topic:** Valuing Diversity and Inclusion Globally

Read: Chapter 12

Review: Power point slides

Practice: Complete application situations 12-1, 12-2, 12-3, 12-4, 12-5 as you read to better understand the information presented.

Homework – Due by Sunday at 11:59p.

Read the Objective Case for the chapter which is posted in Blackboard.

Complete the ten multiple choice questions about the Objective Case.

Discussion Board – Due Thursday at 11:59p.

Answer and submit; the short answer question in the discussion board provided.

Respond: to at least two other students by Sunday at 11:59p.

Exam 4 – Chapters 10, 11, 12, is due Sunday at 11:59p.

Week 16**Dec 11****Topic:** Integration of Learning ****SHORT WEEK****

Read: Finish reading book selected for critical book report if not already completed.

Discussion Board: Post a response to the Summary and Evaluation by Friday at 11:59p.

Book Report: Complete book report on your assigned supplemental book due by 11:59p on **Friday December 11th**.

COURSE POLICIES

Key Dates:	
August 24	Classes begin
Sept 7	No Class/Labor Day
Sept 28	Officially withdraw with a full refund

Nov 7th	Last day to withdraw
Nov 11th	No Class/Veterans Day
Nov 26-29	Thanksgiving
Dec 11th	Last day for course work
Dec 12 th	Last day of the course

ATTENDANCE/CLASS PARTICIPATION POLICY

This is an online class and participation is mandatory. Each week has a graded discussion board. Please read "Getting Started" in Blackboard for further instructions. This course is organized by weeks that begin on Monday morning and end on Sunday at 11:59 PM EST. Please see the course calendar for the due dates for each assignment. The calendar is well organized and provided to students at the beginning of the course for planning purposes. Due dates and assignments are subject to change, so please monitor your email and Blackboard throughout the term.

For attendance purposes, you must complete the class introduction, as shown in week 1. This establishes you as an active student in this class. To withdraw from the class and receive a full refund you must officially withdraw by close of business on August 28. There are no refunds after that date. However, you may still withdraw from the class and receive a grade of "W" until noon, November 2nd but will not receive any refund. After that date, there are no withdrawals without special petition for extenuating circumstances.

To officially withdraw from the course, you MUST complete the appropriate form and drop or submit to Enrollment Services at the Piqua Campus, Darke County Center, Troy Center, or Eaton Center. Failure to do so will result in a grade of "F" and may impact current or future Financial Aid. You also have a choice to submit the form through MYESCC.

COURSE SYLLABUS: The course syllabus and assignments are subject to change. If any assignments or requirements of the course change, an email will be sent, the Calendar will be changed, or an announcement will be posted on the homepage. Students are responsible for all announcements and changes to the course communicated by these means, so please check these areas on a regular basis.

WRITING EXPECTATIONS

In this class I expect you to write using sentences, paragraphs, and correct grammar. This will be expected of you on the job, particularly if you desire to advance in your career. The Learning Center in the library has tutors who can help you. The library also has e-tutoring available, or you could have a friend or family member read your writing before you submit.

You are welcome to reference the writings of others for this class but please be sure to use MLA in-text citations and include a works cited page to avoid plagiarizing the words of others!

BUSINESS PROFILE ASSIGNMENT – GROUP ASSIGNMENT

Each group will complete one Business Profile paper. The requirements for this paper include: a minimum of two – three full pages in length, double-spaced, with three outside resources that are cited using MLA format. I expect proper business tone and formatting to your sentences and paragraphs. Be sure to edit for grammar and typographical errors because this is required in any business writing you will perform on the job. This assignment requires you to complete an oral and written presentation during the last week of class. In addition, you must complete this assignment to pass the class with a “C” or better as your final grade.

EVALUATION OF STUDENT WORK

Your final grade for the course will be based on the following:

Category	Points
Weekly Objective Multiple Choice Questions	10 pts x 13 wks = 130
Weekly Short Answer Discussions	15 pts x 13 wks = 195
Discussion Boards	4 x 20 pts = 80
Exams	100 pts x 4 = 400
Book Report	200
TOTAL	1005 points

Final grades in course will be determined as follows:

Percentage	Grade
90% and above	A
80-89%	B
70-79%	C
60-69%	D
59% and below	F

Coursework will be graded for accuracy and completeness. Final grade will be determined by the quality and quantity of work according to the above schedule of accumulated points. The instructor reserves the right to raise or lower the final grade based on the student's in-class participation, attendance, or other circumstances.

PLEASE NOTE: Proper spelling, grammar and punctuation will be expected and will be part of your grade. The instructor reserves the right to reject any written assignment with five or more mechanical errors. Proofread your work. Do not use text language or other abbreviations in your academic work.

Participation

Participation in this course weights greatly on student success. Students are required to participate in discussion boards, and complete any homework required. Attendance is defined by completing work as directed, on time. No late work will be accepted, for any reason.

Failure of technology is not an excuse for late work. Students are expected to seek out other school or community computer resources in the event of technical difficulties of personal equipment.

Homework

No late work will be accepted in this class. There will be no make-up work for this class and no extra credit – except as indicated in the syllabus. You will be required to prepare for and participate in all activities on the scheduled dates. Homework is assigned each week of class. These assignments will be submitted and graded. Timely completion of homework is expected and will enable you to detect difficulties before they become a problem for you. The official assignments should be considered the minimum and you are encouraged to go beyond the assigned work to increase the value of your learning.

Additions and/or deletions may be required of this proposed outline in order to assure the maximum learning experience for all.

The grade book function of Blackboard will be used in this course. Up to date grades will be found in that area.

Homework Assignment Expectations

Weekly Homework

Application Situations - Please complete the application situation questions as you read each chapter. While these will not be graded, they are key to your understanding of the concepts.

Objective Case – Each chapter has an Objective Case posted using Blackboard.

First – Read the objective Case.

Second - Please complete the objective case questions 1-10 in the Assignment section of Blackboard. These will be weekly grades worth 10 points each week. Late answers will not be awarded credit. Due Sunday at 11:59p.

Third – There are 1-3 short answer questions that refer to the objective case. Please answer those in complete sentences and submit using the discussion board provided. Short answers are defined as 3-8 sentences per question. Your answers should be in complete sentences, with proper grammar and punctuation. Please proofread and use the spell check option in the discussion board.

Late postings will not be awarded credit.

Finally, respond to at least two other students' answers by Sunday at 11:59p. Answers should be complete sentences and address the question. Simply stating agreement is not a response – explain why you agree.

Additional Discussion Boards – There are four additional discussion boards required in the class. Your answers should be in complete sentences, with proper grammar and punctuation. Please proofread and use the spell check option in the discussion board. Late postings will not be awarded credit.

Exams

Four exams will be given in this class. They are to be taken using Blackboard and are due as indicated. These exams are multiple choice. They are open note and open book. They are not open friend. Late work will not be accepted.

Book Report

Prepare a critical review and summary of the book you selected from the supplemental reading list. The report should be 1000 to 1500 words in length, Times-New Roman font, double spaced, and typed, with one-inch margins. In your report offer a brief summary of the book and then relate your readings to your text, discussion topics and your own experience. The report is due as indicated in the syllabus timeline. They will be graded for content, format, and grammar. You must cite your work. Citations should include both your supplemental reading and your textbook. Book reports are due Friday of finals week, however, may be submitted any time using the link in week 16. No late papers will be accepted.

Academic Integrity

Sharing of ideas and a work-group atmosphere will be encouraged. However, each student is expected to do his or her own work on assignments and projects. The ECC Academic Honesty

Policy will be adhered to. Please refer to your student Handbook posted on the Edison Website.

If a student is found to have cheated or copied another's work, the student will receive no credit for the assignment, and the assignment may not be resubmitted nor substituted.

Communication

I can be reached by email at any time during this course. I will respond to your email within 48 hours of receiving the communication – except Sundays. To facilitate a quicker response, please list YOUR name and MGT 126S in the subject line of the email. For example, Frantz-MGT 126S.

Artificial Intelligence (AI) Policy

AI Restrictive Policy

- Students are not allowed to use AI tools such as ChatGPT on assignments in this course. All assignments should be prepared entirely by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as academic misconduct.

AI Mixed Use

- For this course, YOU must be the author of all coursework. You may use AI in some minor or non-substantive ways. The use of generative AI tools (such as ChatGPT) is permitted in this course for the following activities:
 - Brainstorming and refining your ideas
 - Drafting an outline to organize your thoughts
 - Checking grammar and style

The use of AI tools is not permitted in this course for the following activities:

- Writing a draft of an assignment
- Writing entire sentences, paragraphs, or papers to complete class assignments

Your use of AI tools must be properly documented and cited in order to stay within college policies on academic honesty. Any assignment that is found to have used generative AI in unauthorized ways will be reported for academic misconduct. If in doubt about permitted usage, please ask for clarification.

AI Permissive Policy

- This course encourages students to explore the use of generative AI tools such as ChatGPT for all assignments, and in some cases, may be required. Learning to use AI is an emerging skill. Any such use must be appropriately acknowledged and cited. It is each student's responsibility to assess the validity of and applicability of any AI output that is submitted; you bear the final responsibility. Violations of this policy will be considered academic misconduct. We draw your attention to the fact that different classes at Edison State Community College could implement different AI policies, and it is the student's responsibility to meet the expectations for each course.

ACADEMIC HONESTY POLICY

Cheating or plagiarism will not be tolerated in this course. Either will result in receiving a zero for the assignment. For a detailed description and discussion of plagiarism and how to avoid it, please refer to the following websites:

http://owl.english.purdue.edu/handouts/research/r_plagiar.html

<http://ec.hku.hk/plagiarism/introduction.htm>

www.plagiarism.org

You must provide references for any information that is not your original work. I have a very strict policy regarding both cheating and/or plagiarism: You will receive a warning and earn a zero the first time you do either. If you cheat and/or plagiarize again, you will

automatically fail the course and be reported to the department chair/college dean/Academic Honesty Committee.

FACULTY-INITIATED WITHDRAWAL

Class participation is a major key to academic success. Failure to attend class, to complete assignments, or to engage in active learning with the instructor or other students negatively affects the student's learning and will be considered non-participation. If non-participation continues until the student is mathematically incapable of passing the course, the faculty will advise the student to withdraw. If the student fails to communicate with the faculty and does not voluntarily withdraw, Edison State Community College may administratively withdraw the student from the course, and a grade of UW may be given for the course.

ACADEMIC ALERT

In order to support your success, the instructor of this course may contact your career pathways advisor regarding your attendance and academic performance. This academic alert may be initiated at designated times during the first half of the term or at any time your success is in jeopardy. If you find yourself struggling for any reason, please contact your instructor or advisor for support.

TECHNICAL ISSUES/SUPPORT for WEBSITE: If you are experiencing technical difficulties or are having trouble using some of the Blackboard features (i. e. email, discussion board, drop box, quizzes, etc.), you should **contact the Edison Help Desk**. Please note: If you do not contact the Help Desk upon experiencing technical difficulties and go through a troubleshooting procedure, then "technical difficulties" will not be accepted as an excuse for missing an assignment (the Help Desk keeps a log of all contacts, which can be checked to confirm whether technical difficulties were occurring and whether you went through a troubleshooting procedure with the Help Desk).

Technical assistance is available through the Edison IT Help Desk, by telephone at 937-778-7957 or website <http://www.edisonohio.edu/IT-Help-Desk/>. You should write down any error messages that occur and note as much as you can about what you were doing when the difficulties began.

Testing Your Faith Act Policy

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/services-support/registration-records>, located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <https://www.edisonohio.edu/services-support/student-resources>.

EMAIL MESSAGES

For all official course-related email communication to individuals, I will use the edisonohio.edu email system. Please do not send an email message to your instructor using any email account other than your Edison email; your instructor does not open emails with personal account addresses, and no subject line. Also, you must respond to all emails from the instructor in a timely manner for us to maintain an open line of communication. If I am unable to reach you by email, an attempt will be made to reach you by phone anywhere from 24-48 hours, with the exceptions of Sundays. If you fail to answer to email, phone call and/or voice messages, your name will be submitted to Student Services for further contact.

CHARGER STATION AND BASIC NEEDS

Edison State Community College is proud to assist students needing help to obtain basic needs. The Charger Station is available for you to restock and refuel so you can refocus your energy on class. The Charger Station is stocked with all kinds of grab-and-go snacks or meal supplies for later. Stop by the Tech Lounge located adjacent to the art gallery in the East Hall or in the student lounge at the Greenville campus. If you need additional assistance with basic needs, please contact Student Affairs in room 160.

DISABILITY SUPPORT SERVICES

Any student who feels he/she may need assistance based on the impact of a disability should contact the Coordinator of Disability Support Services (937-778-7837) to coordinate accommodations for students with documented disabilities.

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact the Office of Disability Services by emailing disabilities@edisonohio.edu or by calling 937-778-8600. The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Disability Services web page at www.edisonohio.edu/disability