

BUA120 S 2021

Number of Credits:

Course to be delivered via Distance Learning

Instructor:

Email pbenson@jccmi.edu

Course Description

Prerequisite(s)

Course Goals

Course Objectives

The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

Textbook

Grade	Evaluation
A	Student demonstrates full grasp of the subject area. Depth of answer is appropriate for type of question asked and necessary support and evidence is given for answer. Student shows excellent understanding of the material. High levels of analysis, synthesis and evaluations used. Answer is accurate, legible and organized for optimum communication and free of spelling and grammar mistakes.
B	Student demonstrates general understanding of the subject area but lacks advanced concepts. Student did not fully support answer with necessary facts and evidence but student shows a good understanding of the material. Moderate levels of analysis, synthesis and evaluations used. Answer is accurate with nominal level of errors in spelling, grammar, syntax or organization.
C	Student demonstrates peripheral knowledge of the subject but did not answer specific question. Student shows some understanding of the material but did not support answer with necessary facts and evidence. Significant level of errors in writing mechanics or organization.
D	Student's answer did not address question asked. Student made attempt at answer but missed the point of the question. Student's work meets bare minimum requirements in content and lacks some key understanding of the material. Document organization and/or mechanics are well below professional expectations.
F	Does not meet minimum requirements in content. Work shows little understanding of material. Grammar, structure and spelling are not on college level.

Grading Scale

GPA Grade Range

4.0 94-100%

3.5 89-93%

3.0 84-88%

2.5 78-83%

2.0 72-77%

1.5 66-71%

1.0 60-65%

0.5 55-59%

0.0 0-54%

Failure

Any circumstances under which a student could be dismissed from or failed in the course that is not covered in other college publications. In pass/fail courses, a listing of minimal competencies.

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

Submitting other's work as your own

Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation

Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

Plagiarizing in any form

Using notes/books/electronic material without authorization

Copying

Submitting others' work as your own or submitting your work for others

Altering graded work

Falsifying data

Exhibiting other behaviors generally considered unethical

Allowing your work to be submitted by others

Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit contact your Student Success Navigator if you have an accessibility needs in any of your classes.

Course Management

To withdraw from a course a student must contact their Student Success Navigator. Withdrawing from a course could result in penalties affecting a student's financial aid.

Ways that students can manage their enrollment in a course for special circumstances. Includes withdrawal, and audit and incomplete grading procedures.

Academic Advising

It is important to contact your Student Success Navigator prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

Attendance- Participation Policy

Distance Learning:

Just as in a traditional classroom course, regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you contact your Success Navigator immediately if you desire to drop or withdraw from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Utilizing JPAY Email Services

All JPays are closely monitored by the MDOC. It is expected all communication will be related to the student's education and coursework. No personal information may be shared. Personal information is considered inappropriate and will be flagged. A student may be removed from the Jackson College Corrections Education Program for violation of this policy.

JPays may not include attachments, including photos, videos or other material.

Students will use JPay to communicate with the instructor throughout the semester. The instructor will add the student to their JPay account.

The expectations for communication between instructors and students in a specific course are:

Students will communicate questions or seek clarification on course-related content only

Students will only share questions related to their own coursework. Other students or their work will not be discussed in JPays.

Instructors will normally respond to student JPays within 24 business hours.

Instructors may use JPay to provide feedback to students on course assignments

Students are expected to use professional communication skills in their JPays to instructors: clear, concise writing; correct spelling and language appropriate to an academic setting.

Please be sure to put the instructor's last name and course information, i.e. Smith, BUA 100, in the first line of the JPay.

Calendar

The below due dates are a general guide to keep you on track this semester.

Semester Start	BUA 120.xx	Read & Study
1-Feb	Suggested due dates	Effective Human Relations, 13 ed.
Week 1	7-June	Ch1: Introduction to Human Relations Ch1 Critical Thinking Ch1 Self Assessment
Week 2	14-June	Ch2: Personal and Organizational Communications Ch2 Critical Thinking Ch2 Self Assessment
Week 3	21-June	Ch3: Your Communication Style Ch3 Self Assessment Closing Case
Week 4	28-June	Ch4: Self-Esteem Ch4 Self Assessment
Week 5	5-July	Ch5: Personal Values and Ethics Ch5 Try Your Hand Ch6: Attitudes Ch6 Critical Thinking Ch6 Self Assessment
Week 6	12-July	Ch7: Motivation Ch7 Self Assessment Ch8: Interpersonal Relations Ch8 Try Your Hand Ch8 Self Assessment
Week 7	19-July	Ch9: Emotional Balance Ch9 Self Assessment Ch10: Positive Energy Ch10 Critical Thinking Mid-Term Exam
Week 8	26-July	Ch11: Your Professional Presence Ch 11 Closing Case Ch11 Self Assessment
Week 9	26-July	Ch12: Team Building Ch12 Critical Thinking Ch12 Self Assessment
Week 10	2-August	Ch13: Conflict and Difficult People Ch 13 Closing Case Ch13 Self Assessment

Week 11	9-August	Ch14: Personal and Work-Related Stress	Ch14 Below the Surface Ch14 Self Assessment
Week 12	9-August	Ch15: Workforce Diversity and Inclusion	Ch 15 Closing Case Ch15 Self Assessment
Week 13	16-August	Blue Eye Brown Eye Experiment	Questions at the end of the handout. Essay: Self-Assessment Reflection Final Exam
Packet pick-up dates			
	11-June		
	25-June		
	9-July		
	23-July		
	6-August		
	20-August	Last day of semester and	
Final pick-up			

Activities: Tentative activities, which are subject to change:

Homework = 26 @10260

Essay = 1 @100100

Exams = 2 @100200

Total =560

Tips!!