Siena Heights University Mission Statement

The mission of Siena Heights, a Catholic University, founded and sponsored by the Adrian Dominican Sisters, is to assist people to become more competent, purposeful, and ethical through a teaching and learning environment which respects the dignity of all.

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Course Schedule and Location: Class will be held on 8 consecutive Wednesday evenings from 6-9pm in Room . The total summer semester will begin on June 30, 2010 and end on August 18, 2010.

Required Text: There is no required text. There are however, various texts which will be required reading outside the classroom setting. A list will be provided at the first class session. As all papers are to be written under the APA guidelines the student should have a copy of the manual that will be utilized: A Writer’s Resource: A Handbook for Writing & Research, ISBN 9780073258928. Authors: Maimon & Peritz, Publisher: McGraw Hill
This book will be used in all Siena coursework

Course Objectives: The classes listed are seminar courses covering such topics as productivity/workload, stress management and employee assistance, interaction with other public and private organizations, communication skills, dealing with issues of diversity, dealing with issues of ethics and labor relations, hostile/sexual harassment in the workplace.

The course is designed to facilitate the implementation of a working knowledge and strategy in dealing with the issues confronted by those who are involved in human/public service administration. Each participant in the course will be required to explore those issues that have an impact, both positive and negative, in this area. The various topics will be listed below.

Learning Strategies: As the total educational process is structured to exceed the eight class sessions of three hours each, it will be incumbent upon each student to commit to the required performance outside the classroom setting.
There will be independent reading assignments with accompanying reaction papers that will be monitored by the instructors.
In addition, each student will be required to research information obtained from two reputable sources in regard to each weekly topic (listed below) that will be presented in class by the instructors. Each student will prepare and submit a two-page reaction paper on the information from the publications. APA format will be followed. Individual students will be chosen at random to present their reaction paper to the class with discussion to follow. Each student in the class is expected to provide relevant input during discussions.

During the FIRST class session (6/30/10) information will be provided in regard to a research paper that will be due on the last two class sessions. Students will be required to identify a subject that is relevant to them. The topic must embrace the tenants of human/public services administration. The instructors will assist in determining the subject matter. On the SECOND class (7/7/10) students must provide the instructor with the selected topic for their research.

The student will be responsible to research and develop a paper that addresses the topic. The paper should indicate the issue, how others have dealt with that issue and how the student would deal with the issue. The paper will be no less than ten pages in length and will adhere to APA guidelines.

During the last two class sessions each student will present their paper to the class. The student will focus on how they would deal with the issue and be able to defend their actions. The students receiving the information must be ready to provide relevant discussion in regard to their individual reaction to the presentation.

Grading Policy and Scale:
Participation and attendance 100 points
Weekly class topic research 100 points
Individual research paper 200 points
Total Points 400 points

400-360 points = A 359-320 points = B
319-280 points = C 279 points and below = F

Class Schedule and Topics:
6/30/10 Interpersonal Communications
7/7/10 Issues of Diversity
7-14/10 Employee Assistance Programs
7-21/10 Labor Relations
7-28/10 Ethical Issues
8/04/10 Workplace Issues (hostile, sexual harassment)
8-11/10 Presentation of individual research papers
8-18/10 Presentation of individual research papers
**Additional Information:** Students who will be attending Siena Heights for the first time, as well as returning students, please be advised that new standards regarding writing proficiency have been implemented. Starting with the fall 2007 semester a writing guide is now required. (See **Required Text** on page 1 above)

**Attendance Policy**

Regular class attendance and class participation are necessary for successful completion of the course. A student who does not attend regularly will normally experience considerable difficulty. While attendance will not directly be a major consideration in the determination of the final grade, it will be used to influence the grade in marginal situations.

You have the responsibility to contribute toward the learning process in the class for the benefit of yourself and other class members. Expected contributions include arriving to class with assignments completed to the best of your ability, entering into class discussion, and posing questions about course material you do not adequately understand.

**Academic Dishonesty Policy**

**A. Definition**

Academic dishonesty is unethical behavior which in any way violates the standards of scholarly conduct. It includes such behaviors as cheating on assignments or examinations, plagiarizing, submitting the same or essentially the same papers for more than one course without the consent of all instructors concerned, misappropriating library materials, or the destroying of or tampering with computer files. Also included in academic dishonesty is knowingly or intentionally helping another to violate any part of this policy.

Plagiarism is the failure to give credit for the use of any material from outside sources, including the Internet. It includes, but is not limited to: verbatim use of a quote without quotation marks and adequate documentation; submission of a paper, prepared by another person, as one’s own work; using the ideas, facts, words, photographs, pictures, graphics, or data of someone else and claiming them as your own; or not documenting ideas, facts, words or data gathered during research.

**B. Student responsibility**

Students should familiarize themselves with the complete Siena Heights University Academic Dishonesty Policy, which can be obtained from the SHU Undergraduate Catalog 2008-2010 on the website. Students are not excused from adherence to the policy even if they have not read it.