

SOC310 Human Relations in the Workplace and Community

1st and 2nd quarters, Junior

Instructor	MASUDA NORITSUGU
Style of Class	Lecture
Number of Credits	2
Day and Period	To be advised

Course Description

This lecture covers communication and human relations, leadership and harmonization, motivation and morale, informal relations in formal organizations, and mental health and support in the workplace, all covered from the perspective of social psychology, management studies and risk society studies. It also provides hints on how to build and maintain favorable relations with other people in the workplace or community, and outlines methods to cope with problems and stress arising from human relations.

Course Objectives

- (1) To gain an understanding of viewpoints and requirements to enhance communication skills in the workplace and community.
- (2) To gain the ability to reflect on the revitalization of organizations and communities.
- (3) To gain an understanding of how to work toward proactively building relations with other people in the real world.

Prerequisites

None in particular.

Class Materials

- (1) Stephen P. Robbins, *Soshiki-kodo no manejimento* (Essentials of Organizational Behavior), Diamond, Inc (2009).
- (2) John P. Kotter, *Ridashippu-ron* (What Leaders Really Do), Diamond, Inc (2015).
- (3) Hogetsu Makoto, *Kozashakaigaku <10> Itsudatsu* (Sociology Course (10) Deviance), University of Tokyo Press (1999).

Course Method

The instructor will conduct the course using a lecture format. Depending on the content, independent student research and group debates will also be incorporated.

Evaluation/Assessment

Reports:

Students will be expected to write a brief report (1–2 A4 pages) in the final class.

Assignment-related activities and submitted materials:

Students will be expected to work on assignments given during class, discuss topics amongst each other and make presentations.

Grading

40%	Brief report
30%	Assignment-related activities and submitted materials
30%	Miscellaneous (reflects comprehensive assessment of class participation, attitude and other factors)

Course Schedule

Week 1: Definition of work

Class overview and orientation. Students will deepen their understanding of the significance and meaning of work.

Week 2: Business communication (1)

Confirm basic thinking on communication in the business community.

Week 3: Business communication (2)

Following on from the preceding week, continue to confirm basic thinking on communication in the business community.

Week 4: Communication in the workplace

Confirm ideas of communication with peers, superiors and subordinates.

Week 5: Meetings

Reflect on how to constructively conduct meetings and hold presentations.

Week 6: Communication in organizations (1)

Reflect on communication in organizations.

Week 7: Communication in organizations (2)

Following on from the preceding week, continue to reflect on communication in organizations.

Week 8: Proposals (1)

Gain an understanding of the fundamentals of proposals, while also considering and creating proposals.

Week 9: Proposals (2)

Present the proposals you considered and created in the preceding week.

Week 10: Regional revitalization (1)

Reflect on regional and town revitalization.

Week 11: Regional revitalization (2)

Following on from the preceding week, continue to reflect on regional and town revitalization.

Week 12: Information society and the media

Reflect on the information society and the media.

Week 13: Media literacy (1)

Students will gain an understanding of media-related problems in modern society and response measures.

Week 14: Media literacy (2)

Reflect on the benefits and drawbacks of media in modern society.

Week 15: Summary and brief report creation

Summarize what you have learned, and write a brief report.

Preparation and Follow-up

- Preparation: At the end of each class, review points for the next class will be shared, and students will be expected to reflect on certain questions ahead of the next class (approx. 1 hour).
- Follow-up: Students will be expected to summarize and reconfirm key points based on content conveyed in each class through the blackboard or handouts (approx. 1 hour).