

# **EDU1373 Motivating Others**

## **Course Syllabus**

### **COURSE REQUIREMENTS**

Motivating Others is a course beneficial in many avenues of life. All students are eligible to take this course.

### **COURSE DESCRIPTION**

Motivation is a means of giving a person a reason to act. There are many ways to motivate others. This course will look at an assortment of techniques and verify which ones are optimum. Stimulating others to function at their personal best is an objective a leader has. Some approaches can actually demotivate, so we want to know how to use the tools in the best possible way for the most optimum outcome.

Students will profit by learning how to inspire each individual. You will learn diverse methods to use and how to combine them for the individual. Becoming a good listener and observer is crucial to be a good motivator, so we will hone those skills as well. You will need good communication skills in order to motivate others, therefore this course will address that subject as well. It is of utmost importance to the people receiving direction from you that the direction is clear and the expectations are outlined specifically. This course will assist you to develop those techniques.

### **LEARNING OBJECTIVES**

This course gives students frameworks and tools for recognition of what motivates people. Establishing an incentive system that can prompt your targeted audience to further the aim of the organization will be investigated. Goal setting is a good way to motivate others, however there is a risk of making the goals too specific and challenging. We will learn what makes an effective goal. You will learn the fundamental needs that drive human behavior. By the end of this course, all students should:

- Realize the broad range of motivational techniques
- Acquire the skills to form and administer powerful incentive systems
- Comprehend how incentive systems appeal to and retain the individual
- Know how to produce organizational procedures in ways that supplement the organizations incentive systems
- Recognize the necessity of motivating individuals to attain a goal
- Interpret the difference between motivating individuals and groups
- Strengthen the understanding of one's own communication style and skill

### **ATTENDANCE**

Attendance is mandatory for all students. Excellent attendance is imperative for mastery and application of the information dispensed. Whether you are sitting at a desk in a classroom or attending via Skype, your attendance is vital to your success. Late arrivals are distracting and disrespectful. Please refrain from being tardy. Grades will be affected by absences and tardiness. Participation in class is a prerequisite. You learn from lectures, discussions and presentations.

## **CLASSROOM BEHAVIOR**

Students are expected to treat all persons with respect. We should all conduct ourselves in a courteous and responsible manner. Be considerate, you can disagree, don't insult.

Please set all your electronic devices to silent during class so as not to be a disturbance to others in the class.

## **TUTORIAL ASSISTANCE**

We maintain an open-door policy for our students. We are absolutely willing to discuss any matter that may arise during the course. If you have any questions, problems, or need help with the course material, we urge you to reach out as soon as the issue arises. If you want to contest a grade, you must do so within 48 hours and put it in writing. Please ask your student advocate for help. If you do not have a student advocate send an email to: [tutordept@usilacs.org](mailto:tutordept@usilacs.org).

## **NON-DISCRIMINATORY STATEMENT**

All students regardless of age, race, gender, religion, physical disability, class, etc., shall have equal opportunity without harassment in this course. Any problems with or questions about harassment can be discussed confidentially via email at: [hr@usilacs.org](mailto:hr@usilacs.org).

## **DRESS CODE**

For students enrolled who are attending in a classroom or via Skype, please be sure you are dressed modestly and respectfully. Please refer to [www.merriam-webster.com/dictionary/business%20casual](http://www.merriam-webster.com/dictionary/business%20casual). NO short shorts or skirts. Avoid low-cut tops. We want to present ourselves in a dignified manner at all times.

## **NETIQUETTE**

- Always read through all the comments of the class before responding. This will avoid duplicating comments or questions asked.
- Avoid language that could be offensive. All profanity is strictly prohibited. Remember that using all caps when replying online signifies shouting. This would be rude and combative.
- Be sensitive to the fact that there will be fellow students from all parts of the world with many differing backgrounds and languages. Remember that slang and idioms will most likely be misconceived and/or misinterpreted. These should be avoided.
- Respect others views or opinions.
- Be thoughtful of the privacy of others. Ask permission before sharing email addresses or other personal information.
- Do not forward inappropriate material such as: virus warnings, chain letters, jokes, etc. The sharing of pornographic material is strictly prohibited.
- Use good spelling and grammar. Avoid using texting shortcuts.

- Strive to compose your comments in a positive, supportive and constructive manner at all times.

Any of these offenses will be dealt with by the school disciplinary committee.

## **ADA ACCOMMODATIONS**

All reasonable accommodations will be provided for students with disabilities. Any student attending USILACS who needs an accommodation due to a chronic challenge (i.e. blindness, deaf or hard of hearing, mobility issues, psychological, or learning disability), register with:

USILACS Registrar's Office  
1221 Brickell Ave.  
Miami, FL 33131  
1-305-330-2202  
[registrarsoffice@usilacs.org](mailto:registrarsoffice@usilacs.org)

## **ACADEMIC DISHONESTY/CHEATING**

We encourage collaborating with others, either in person or online, to study and learn. When you complete your assignments or your exams, however, the wording has to be your own.

Plagiarism is the theft of someone else's work and ideas. You are permitted to cite or even quote someone else, however, you must properly cite them. There are two accepted ways of doing this. They are known as Modern Language Association (MLA) or American Psychological Association (APA). You can visit [www.citationmachine.net](http://www.citationmachine.net) for help in correctly citing information.

As a school that strives to maintain high moral standards, we strongly caution our students to be ethical and honest. Endeavor to be honest in conducting yourself in regard to any coursework you accomplish or exams you may take. Cheating is a dishonest practice.

## **REFERENCE MATERIALS**

The vast majority of textbooks are outdated by the time they are published. USILACS education programs are not based upon outdated printed textbooks. USILACS programs are based on the most accurate and reliable knowledge available; specifically, up-to-date vetted internet-based information.

For those who would like some reference or Internet search recommendations, we would recommend the following.

(2010) Organizational Behavior: The University of Minnesota.  
(2014) 5 Ways to Infect Others with Motivation. Ronald E Riggio Ph.D.,  
Psychology Today (Blog).

(2014) 16 Ways to Motivate Anyone. Todd B Kashdan Ph.D., Psychology Today. (Blog). (2015) The Secret to Motivating Others. Timothy P Nash, YouTube. (2014) 7 Ways To Motivate Others Even You Can Do: Kelsie Fannon. (2009) The Puzzle of Motivation. Dan Pink. TED Global. (Video).

### **MINIMUM REQUIRED SUPPLIES**

All students will need all of the following:

- Computer with camera, microphone, and speakers.
- Skype installed on the computer with an active Skype account.
- Internet
- Printer
- Notebook paper
- Pens/pencils

If the student does not have a computer or internet, there will be some available for use at the school in the computer lab.

### **GRADING SYSTEM**

There will be three tests throughout the course. Each test will count for 33.3% of the final grade.

Grade	Percentage	Grade Point
A+	99	4.0
A	97	3.8
A-	94	3.7
B+	89	3.3
B	85	3.0
B-	81	2.7
C+	77	2.3
C	73	2.0
C-	69	1.7
D	66	1.0
F	59	0.0

All students must earn at least a “D” in order to pass the class.

### **ASSIGNMENTS**

*What’s My Motivation?-*

Connect the research on motivation to your life experience. Describe an encounter or experience in your life and analyze it using two motivational theories. This experience should be relatively brief. This should be about your thoughts, feeling, and behaviors, not attempting to analyze the motivation of another person.

*Motivation Technique Paper-*

Find a motivation technique that you have encountered either personally or by observation. Write about how it was implemented, how effective it was. If anything

could have been done differently, elaborate on how you would have changed it. Why do you think it worked or failed? This paper should be at least 1,000 words in length.

#### *Observation and Analysis of a Fast Food Restaurant-*

Pick a fast food restaurant. Go to a local fast food restaurant and observe the different roles of the employees there. Observe their job duties and how they perform them. This project is aimed at increasing your observational skills. Does one person only do one job or are multiple jobs in his/her description? Do you see any way to improve the productivity? If so, how? What motivators would possibly work in this situation? This paper should be 1,000-1,500 words in length.

### **WEEKLY ASSIGNMENTS**

<b>Week 1</b>	Overview of course and coursework Organizational Behavior
<b>Week 2</b>	Managing Demographic and Cultural Diversity
<b>Week 3</b>	Understanding People at Work: Individual Differences and Perceptions
<b>Week 4</b>	Individual Attitudes and Behaviors <i>What's My Motivation? Paper due</i>
<b>Week 5</b>	<b>Video review and Exam</b>
<b>Week 6</b>	Theories of Motivation
<b>Week 7</b>	Designing a Motivating Work Environment
<b>Week 8</b>	Managing Stress and Emotions Communication <i>Motivation Technique Paper due</i>
<b>Week 9</b>	<b>Video review and Exam</b>
<b>Week 10</b>	Managing Groups and Teams
<b>Week 11</b>	Making Decisions
<b>Week 12</b>	Leading People Within Organizations <i>Observation and Analysis of a Fast Food Restaurant due</i>
<b>Week 13</b>	<b>Video review and Final exam</b>