Human Relations   HRD 3333
Dr. Paul Roberts   Fall 2019
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Office: COB 315.19

Course Description:

This course is designed to introduce the basics of individual difference in interpersonal communication; and, facilitate a better understanding of the importance of developing positive relationships with others in the work setting. The problem solving skills, decision making skills, teamwork skills, motivating skills, and other management skills are also introduced to prepare the students for a successful career in the contemporary organization environment.

Textbook:

DuBrin, A. (2014). Human relations: Interpersonal job-oriented skills (12th ed.). ISBN: 0133506827

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Office Hours:

T – TH 8:00 – 9:30 & 12:30 – 1:00 and other times by Appointment

Course Objectives:

At the end of this course, participants will be able to:

• Understanding of individual differences, basic political skills, motivating others

• Understanding the basic concepts of self-esteem and self-confidence in relationship to job performance

• Learn basic problem-solving and decision-making techniques

• Understanding of the nature and changes of demographic diversity in in the workplace

• Apply concepts of human relations to a semester project.

Course Outline (subject to change):

Date		Topics		
Aug.	27	Introduction		
	29	Personality Tests		Links in Canvas
Sep.	3	A Framework for Interpersonal Skill	Chapter 1	
	5	**Career Success Conference**	https://csc.uttyler.edu/	
	10	Understanding Individual Differences	Chapter 2	
	12	Building Self-Esteem and Self-Confidence	Chapter 3	Links in Canvas
	17	Interpersonal Communication	Chapter 4	
	19	**Quiz #1 8:00 AM on Sept 19 - 10:00PM on Sept 23 Quiz will be taken online in Canvas**		
	24	Interpersonal Skills for the Digital World	Chapter 5	
	26	Developing Teamwork Skills	Chapter 6	Links in Canvas
Oct.	1	Group Problem Solving and Decision Making	Chapter 7	
	3	Service-Learning Day		Links in Canvas
	8	Cross-Cultural Relations and Diversity	Chapter 8	
	10	**Quiz #2 8:00 AM on Oct 10 - 10:00PM on Oct 14 Quiz will be taken online in**		
	15	Resolving Conflicts with Others	Chapter 9	
	17	Becoming an Effective Leader	Chapter 10	
	22	Motivating Others	Chapter 11	
	24	Helping Others Develop	Chapter 12	
	29	Positive Political Skills	Chapter 13	
	31	**Quiz #3 8:00 AM on Oct 31 - 10:00PM on Nov 4 Quiz will be taken online in Canvas**		
Nov.	5	Service-Learning Day		Links in Canvas
	7	Service-Learning Day		Links in Canvas
	12	Customer Satisfaction Skills	Chapter 14	
	14	Enhancing Ethical Behavior	Chapter 15	
	19	**Thanksgiving Holiday** (No class)		
	20	**Thanksgiving Holiday** (No class)		
	26	Stress Management and Personal Productivity	Chapter 16	
	28	Job Search and Career Management Skills	Chapter 17	
Dec.	3	Service Learning Presentation		
	5	Service Learning Presentation		
		Quiz #4 8:00 AM on Dec. 5 - 10:00PM on Dec. 10 Quiz will be taken online in Canvas		

Sept. 9th   Census Day
Nov. 4th   Last day to withdraw

Course Requirements:

Service-Learning Project	15 %	
Service-Learning Presentation	5 %	
4 Quizzes	18 % ea.	
Class Participation	8 %	

There will be a 10% per class period penalty for all late work. Assignments will be accepted no later than one week after the due date. All assignments will be submitted in Canvas.

Grades will be based upon the following scale:

A	90 - 100	
B	80 - 89	
C	70 - 79	
D	60 - 69	
F	< - 59	

Service-Learning Project

This project is designed via collaboration between students and community partners, such as non-governmental organizations or government agencies. The project gives students experiential opportunities to learn in real world contexts and develop skills of community engagement, while affording community partners opportunities to address significant needs.

Service-Learning Presentation

This grade will be based upon your presentation of your project.

Quizzes

There will be four quizzes in this class. The exams will be taken in Canvas and they will be taken within the defined times

Class Participation

This grade will be based upon your participation in the case study discussions.

Academic Dishonesty Statement

Academic dishonesty, such as unauthorized collusion, plagiarism and cheating, as outlined in the Handbook of Operating Procedures, University of Texas at Tyler, will not be tolerated. University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students' official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

University Policies:

http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf