HRD 3333 – Human Relations
MWF* 9:05 am – 10:00 am, Spring, 2026
COB 214
Hybrid design: Mondays and Wednesdays – face-to-face; Fridays – activities online

Instructor: Dr. Judy Yi Sun   **Email:** jsun@uttyler.edu
        Associate Professor of HRD   (*preferred contact method*)
Office: COB 315.18   **Office Phone:** 903-565-5912
Office Hours: Monday 10:00pm-3pm; Wednesday 10:00am-3:30pm
Other times by appointment via email.

Required Textbook:

- Textbook: DuBrin, A. (2014). Human relations: Interpersonal job-oriented skills (12th ed.). ISBN: 0133506827
- Supplementary readings are provided on Canvas

Learning Objectives:
Upon completion of this course, students should be able to:

- Understand the individual differences.
- Understand Basic concepts such as self-esteem and self-confidence and the relationship to performance.
- Learn basic problem solving and decision-making techniques.
- Understand the nature and changes of demographic diversity in the workplace.
- Understand effective stress management.
- Understand how to develop careers through career management skills.

Competencies to Be Demonstrated in This Course:
1. Computer-Based Skills – the student will complete the Job Analysis project in a word processing package that may include graphs, charts, spreadsheets, database manipulation
2. Communication Skills – the student will exhibit a mastery of written skills in completion and presentation of the project.
3. Interpersonal Skills – the student will work in a group to identify problem statements for the data collection phase of the research project.
4. Problem Solving (Critical Thinking) – the student will use conceptual thinking, and analyzing data, and creativity and innovation in case studies
5. Ethical Issues in Decision Making and Behavior- the student will understand and exhibit ethics through the data collection and presentation portions of this project.
6. Personal Accountability for Achievement – the student will complete the project at the time designated by the instructor

Graded Course Requirements:

Students will be evaluated by their substantive Canvas posts, quizzes, assignments, and exams. Quality, quantity, and timeliness will be assessed. Letter grades will be assigned based on the scale provided. Grades will not be rounded beyond that stated below. Students are responsible for verifying that all electronic submissions are correctly uploaded. All scores will be based on what is submitted by the deadline. The possible points for each assignment are as follows:

Grade Composition:

Weekly Activity (60%)	
Attendance/In-class Participation (including in class presentations)	20%
Threaded Discussion	15%
Quizzes	30%
Personality Report	10%
Final Group Project (including zoom meetings)	25%
Course Total	**100%**

Weekly Activity (60% of grade): "Weekly Activity" is a critical part of the class. ***Regarding weekly activities, late submissions will be penalized by 10% for any full or partial day late*** If your assignment is turned in at 12:01 am, it is considered late!! Be sure to turn in all assigned work for grading by the deadline. Your "weekly activity" grade will consist of the following:

1. **Attendance/In-class Participation** (20%): Participation is a critical part of the class. Your participation grade will be graded based on your attendance and in-class participation, including in class presentations. Students will be responsible to report an absence in advance for reasonable reasons to avoid penalty. *Your active participation* may increase your chance to have bonus points throughout this course.

2. **Threaded Discussion** (15%): Students will be asked to provide their own thoughts related to several weekly discussion topics. Reply to **Threaded Discussion topics** by **Friday 11:59pm**. This activity allows students to reflect on that week's lessons and apply knowledge in the textbook to real-world problems. Late assignments will **Not** be accepted.

3. **Three Quizzes** (30%): Students' learning will be also assessed by quizzes. The three quizzes will be taken on Canvas with a link under "Assignments" to replace mid-term exam and should be completed by **Sunday 11:59pm Central Time by the deadline**. **Two attempts** at each weekly quiz, where you receive the highest grade of the attempts made. The quizzes are timed to enhance the academic experience and promote mastery of the material. Students must have a reliable internet connection as quizzes cannot be reset. Once you start the quiz you cannot stop; should you stop or exit the browser, your grade will be recorded accordingly.
   Feel free to use the self-test bank to practice before taking each quiz.

4. **Reading Assignments.** Students are responsible for completing the reading assignments in a timely manner. Most readings will be from your textbook as indicated in the course modules. There will be supplemental readings uploaded on Canvas (journal articles or cases) to provide different theoretical perspectives or opportunities to do in-depth analysis. Since it is an on-line learning, the Lecture PPT handouts are posted on Canvas to guide your reading and learning. Deadlines are listed in the Course Module Outlines as well as in the Canvas Calendar. The required reading assignments need to be completed prior to completion of discussion and written assignments.

Team Project (25%):

For the team project, three to four students will become a team. Teams will write an analysis essay. The essay will require teams to apply Human Relations theories to a well-made (and fun) movie to extract real-life lessons. A great deal of time and effort will be required for this assignment. A detailed description of the project and group presentation requirements can be found in a separate document posted on Canvas under Modules.

At the end of the semester, each student will evaluate their fellow team members. These evaluations will be utilized by the instructor to make appropriate adjustments to the score received for the team project paper (10%). In addition, teams should immediately inform the instructor of any issues that arise during the semester. If initial attempts to correct any issues fail, the team may vote a member out of the team before March 3rd. In such instances, the individual removed from the team will have to complete the project alone to pass the course.

Grading scale: Students will be evaluated based on the grading scale below.

A	90% - 100%
B	80% - 89.9%
C	70% - 79.9%
D	60% - 69.9%
F	$\leq$ 59.9%

Note: Final grades will not be rounded or adjusted based on proximity to these cut-points.

Grading Philosophy: I understand that the process of receiving grades can inhibit the learning process. I endeavor to create a safe learning environment. As part of that environment, you have several opportunities to maintain a high grade in the course, including:

- Two attempts at each chapter quiz, where you receive the highest grade of the attempts made.
- All quizzes are open book. However, it will be timed so it is important to prepare for them properly and in a timely manner.
- Bonus opportunities throughout semester.
- Timely feedback on assignments.
- Course schedule in the Syllabus may be altered during the semester due to unforeseen circumstances.

Course outline/major topics studied:

Week	Dates	Topics/Assigned Readings	Readings	Note
1	01/12~01/18	A Framework for Interpersonal Skill Development	Syllabus + Chapter 1	
2	01/19~01/25	Understanding Individual Differences	Chapter 2	
3	01/26~02/01	Building Self-Esteem and Self-Confidence	Chapter 3	
4	02/02~02/08	Interpersonal Communication Interpersonal Skills for the Digital World	Chapters 4&5	
5	02/09~02/15	Developing Teamwork Skills Group Problem Solving and Decision Making	Chapters 6&7	Quiz 1 Due (02/15) Chapters 1-6
6	02/16~02/22	Cross-Cultural Relations and Diversity	Chapter 8	
7	02/23~03/01	Resolving Conflicts with Others Becoming an Effective Leader	Chapters 9&10	
8	03/02~03/08	Motivating Others Helping Others Grow	Chapters 11&12	
9	03/9~03/15	*Spring Break - No Assignments*		
10	03/16-03/22	Positive Political Skills Customer Satisfaction Skills	Chapters 13&14	Quiz 2 Due (03/22) Chapters 9-13
11	03/23~03/29	Enhancing Ethical Behavior	Chapter 15	
12	03/30~04/05	Stress Management & Job Searching	Chapters 16, & 17	Quiz 3 Due (04/05) Chapters 14-17
13	04/06~04/12	Group Presentation		
14	04/13~04/19	Group Presentation		
15	04/20~04/26	**Final Paper**		Final Paper Due April 26

Disclaimer: Course schedule is subject to change, and you will be responsible for abiding by any such changes. Your instructor will notify you of any changes.

University Policies and Information Highlights*:

Final Exam Policy

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.

Academic Honesty and Academic Misconduct

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the Student Conduct and Discipline policy (Links to an external site.) in the Student Manual Of Operating Procedures (Section 8).

Using AI Tools

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

For this course, AI is permitted only for specific assignments or situations, and appropriate acknowledgment is required.

This course has specific assignments where artificial intelligence (AI) tools (such as ChatGPT or Copilot) are permitted and encouraged. When AI use is permissible, it will be clearly stated in the assignment directions, and all use of AI must be appropriately acknowledged and cited. Otherwise, the default is that AI is not allowed during any stage of an assignment.

*You can find the details of university policies in the following areas in the "University Policies and Information" page on the class Canvas site.
- Withdrawing from Class
- Incomplete Grade Policy
- Grade Appeal Policy:
- Disability/Accessibility Services
- Military Affiliated Students
- FERPA
- Absence for Official University Events or Activities
- Absence for Religious Holidays
- Campus Carry