Course: HRD 5333
Title: Human Relations
Section: 560
Semester: Summer I and II, 2014
Class Time: On-Line

Instructor: Tommy Gilbreath
Office: HPR 235
Office Hours: By Appointment
Other Availability: Contact Professor
Phone #: 903/245-3822
Email: tgilbreath@uttyler.edu
Preferred Contact: By Email

Course Text

Course Content
1. Human relations defined
   a. Knowing yourself
   b. Personality factors
   c. Attitude, motivation and morale
      1. How attitudes are developed
      2. Changing attitudes
      3. Motivating people
      4. Improving morale
   d. Johari Window
   e. Emotional intelligence

2. Communication in human relations
   a. Purposes of communication
   b. Non-verbal communication
   c. The importance of feedback
   d. The grapevine, gossip, and rumors
   e. Developing listening skills
   f. Communicating in a digital world

3. Diversity
   a. The importance of diversity
   b. Dimensions of diversity
   c. Prejudice and stereotypes
   d. Affirmative action
   e. Valuing diversity
   f. Political correctness

4. Conflict Resolution
   a. Conflict in human relations.
   b. Styles of conflict resolution.
   c. Ways of handling conflict.
   d. Working with jerks.
e. Assertiveness training

5. Ethics
   a. The nature of ethics and what it entails
   b. Working through ethical dilemmas
   c. Codes of ethics

**Course Objectives**

1. Computer-Based Skills – The student will use the word processing program to prepare assignments and the various web-based tools for gaining information and communicating with the instructor and with other students.

2. Communication Skills – The student will exhibit a mastery of both written and interactive computer communication skills in the preparation of assignments and in discussing human relations issues.

3. Interpersonal Skills – The student will discuss ideas and opinions regarding the different human relations issues presented in class.

4. Problem Solving (Critical Thinking) – The student will use conceptual thinking and problem solving skills to determine reasonable solutions to human relations situations.

5. Ethical Issues in Decision Making and Behavior – In addition to information provided in class regarding ethical issues, the student will discuss scenarios where ethical thinking is required.

6. Personal Accountability for Achievement – The student will complete the assignments and will participate in class discussions as appropriate.

**Grading Policy and Criteria to Determine Final Course Grade:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
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<td>B</td>
<td>80-89</td>
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<td>C</td>
<td>70-79</td>
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<td>D</td>
<td>60-69</td>
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<td>F</td>
<td>Below 60</td>
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- Power Point project: 20%
- Participation: 30%
- Mid-term quiz: 25%
- Final quiz: 25%

**Date of Final Exam:**

8/15/2014

**Last Day to Withdraw:**

8/4/2014

**Calendar/Schedule:**

- Module 1 Personality: June 9-20, 2014
- Module 2 Communication: June 23-July 2, 2014
- Mid Term Quiz: July 3, 2014
  - No class on Friday, July 4
- Module 3 Diversity: July 7-16, 2014
- Module 4 Conflict Resolution: July 17-28, 2014
Attendance and Make-Up Policy:
Because this course is on-line, submitting assignments by the stated deadlines is the means of determining attendance. Make-up work is permitted only under emergency situations.

Required Textbooks, Materials, and Supplies:

Required Activities Scheduled Outside of Regularly-Scheduled Class time (fees, tickets, procedures and/or forms required):
Click here to enter text.

Department Website: www.utttyler.edu/hrdt

Students Rights and Responsibilities
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www.utttyler.edu/wellness/StudentRightsandResponsibilities.html

Grade Replacement/Forgiveness
If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

State-Mandated Course Drop Policy
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the 12th day of class (See Schedule of Classes for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

Disability Services
In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office in UC 282, or call (903) 566-7079.

Student Absence due to Religious Observance
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do Not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.