

HRD 5333.060 – Human Relations

Soules College of Business
Department of Human Resource Development
The University of Texas at Tyler
Course Syllabus – Fall 2020

Instructor: Afton Rumsey, Ph.D.
Office: Online

Class Location: Online
E-mail: abarber@uttyler.edu (Preferred contact)

Office Hours:

By appointment only. I will not have formal office hours since this is an online course. Please feel free to contact me by e-mail to set up an appointment. Use Canvas e-mail or UT Tyler e-mail when communicating with me regarding the course.

Course Catalog 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 organizational environment.

Textbooks

DuBrin, A. J. (2012). *Human Relations: Interpersonal Job-Oriented Skills* (12th ed.)
Pearson.

Other Requirements: Reliable Internet connection, Canvas access, and Microsoft Word

Supplemental Referencing Resource:

APA publication manual (6th ed.). Washington, D.C.: American Psychological Association.
ISBN: 978-1-4338-0561-5

Course 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 to develop communication skills and teamwork skills.
- Learn basic problem solving and decision-making techniques.
- Understand the nature and changes of demographic diversity in the workplace.
- Understand motivation theory.
- Develop leadership potentials.
- Understand methods managers use to improve interpersonal communication and be an effective leader.
- Learn how to motivate others.

- Learn how to help others grow.
- Learn basic political skills.
- Understand effective stress management.
- Learn to develop careers through career management skills.

Competencies to be demonstrated in this course:

1. Computer-Based Skills
2. Communication Skills
3. Interpersonal Skills
4. Problem Solving (Critical Thinking)
5. Ethical Issues in Decision Making and Behavior
6. Personal Accountability for Achievement

Course Structure

This course is conducted entirely online using Canvas as our means of communication. This course is developed in a module format to assist you in organizing your time and efforts. The course schedule details each module.

Student Expectations

Students are expected to take responsibility for their learning of the material, active participation in online discussions, and presenting information related to the subject. As a graduate course, students are expected to conduct independent research-based learning in addition to reading the required material for the course. Discussion boards and written assignments have been created with the assumption that required reading assignments have been completed prior to attempting discussion boards and written assignments. The expectation is that each student will check Canvas multiple times a week.

Assignment and Deadline Policy

It is the student's responsibility to plan accordingly in order to complete all course components during the time frame allotted. No make-up consideration is provided for discussion boards. **NO LATE WORK OF ANY KIND IS ACCEPTED!** Please refer to the course assignment schedule for assignment due dates.

Computer and Technical Issues

This online course requires that each student has a reliable computer and Internet connection. Situations beyond a person's control will most likely occur; therefore, a student should not procrastinate in completing discussion board posts and submitting assignments.

If technical problems arise while in Canvas for any reason, choose the HELP function at the bottom of the global navigation bar or e-mail: canvas@uttyler.edu. Canvas generally does not support using Microsoft Edge and most versions of Internet Explorer; therefore, use either Mozilla Firefox or Google Chrome as your web browser while in Canvas. Canvas Student Guides can be found at: <https://guides.instructure.com/m/4212>. More information for Canvas can be found at: <http://www.uttyler.edu/canvas/index.php>. Contact me immediately if you experience technical issues. Late Work is not accepted; therefore, do not wait until the last minute to submit your assignment. Contacting me within 2 hours of the deadline is not

acceptable. Keep in mind: Lack of planning does not constitute an emergency or allow for late work.

Course Requirements and Students Evaluation

The course is organized as an adult learning experience within the university semester frame. Students are expected to take responsibility for the learning, active participation of online discussion, and presenting information related to the learning subject. The following specific learning activities are designed as part of the curriculum. As a graduate course, students are expected to conduct research-based learning in addition to reading the required readings and course content. Such effort should be reflected in your completed assignments and online discussions.

Students will be evaluated based on the quantity, quality, and timeliness of the following efforts.

1. Discussion Board Posts
2. Written Assignments
3. Group Participation

The total possible points are listed below:

Personality Report – 10%

Self-Assessment Journal – 10%

Discussion Board Participation – 20% (each worth 5%)

Online Chat Sessions – 10% (each worth 5%)

Case Studies – 20%

Group Project – 30%

Total 100%

Grade Scale Breakdown

A=90 – 100%

B=80 – 89.9%

C=70 – 79.9%

D=60 – 69.9%

F=BELOW 60%

Course Assignments

NO LATE WORK IS ACCEPTED!

Assignments are due on the date scheduled and outlined in the course schedule. The assignments have been coordinated as below with the course schedule. Late work will not be accepted. All assignments should be uploaded into the respective Canvas assignment link. Failure to do so will result in a zero for that assignment. No assignments are accepted through e-mail.

A. Text Readings:

Students are expected to read text material prior to engaging in the discussion board in order to be able to actively participate in the online discussions. The instructor encourages active participation from each student. Students should be mindful of both too few contributions as well as the domination of the online discussion. Be respectful of your peers. Discussion and

written assignments are created with the assumption that required reading assignments have been completed prior to completion of the discussion and written assignments.

B. Case Studies:

Students will work in pairs to complete the case studies. Each student will write their own case study, examples are found in the DuBrin textbook. Students will then share their written case study with their partner to answer. As a pair, you will upload both case studies and answers along with a discussion section. Please upload assignment in the Canvas link before the deadline.

C. Self-Assessment Journal:

Each student will complete all of the self-assessments found in each chapter of the DuBrin textbook. Students will in a Word document keep notes on each self-assessment. Keep a self-assessment journal will help students learn more about themselves and reflect on how they might change or grow. We will not be using the journal feature in Canvas. Each student will journal thoughts and important points from the self-assessments. Please organize your journal by chapter and use Word. All self-assessments should be in one document. Do NOT submit each chapter as a separate document. Submit the entire document in the Individual Assignment area of the course menu options.

D. Discussion Board Posts:

The discussion board is located under the discussion board tabs. Each student is responsible for participating in the asynchronous discussions. Check the discussion area often. Student participation will include posting answers to questions posed by the instructor and replying to other participants posting by the stated due date in the course schedule. At least one posting per discussion question is required and two responses to other posting. All discussion postings must be completed by midnight central standard time on the due date. Quality of answers is as important as quantity. A student's comments should add to the discussion and reflect graduate level work. Each post should be a minimum of two paragraphs and comments should be supported, as required, with references cited appropriately. When posting to the discussion area, please type your comments directly into the discussion. Do NOT type your comments into a document and then attach it to the discussion. This method is difficult for some students to access.

E. Group Project:

Each student will be required to complete a group project as part of the course requirements. This assignment is intended to allow the student to develop an in-depth understanding of working in a team in a virtual environment. More information about the assignment objectives, requirements, criteria, and grading rubric is provided below in the Syllabus.

Course Policies

Written Assignments

All written assignments are to be completed in Microsoft Word or as Rich Text Format and submitted in a timely manner. Deadlines are listed in the course outline. Please note that all written assignments must be submitted by midnight central standard time on the due date. All

written assignments should be submitted through Canvas in the appropriate link. If your web connection is down for some reason, assignments may be faxed to 903.565.7372 by the deadline. Please note that if the assignment is faxed, it must be submitted to the assignment link in Canvas no later than 24 hours after the due date. Failure to upload will result in a zero for the assignment. Faxing only ensures that it is not counted late. In addition, students must notify the instructor through e-mail about faxing the assignment. Technical issues do NOT warrant an excuse for submitting late. No assignments are accepted through e-mail. Plagiarism is a serious academic offense. Please avoid the consequences of academic dishonesty by citing all sources that are used in your work. More details are provided in the Academic Dishonesty section of this document.

All written assignments (does not include discussion board posts) submitted for a grade must confirm to the following:

- Adhere to APA formatting and rules:
 - 1” margins on all sides
 - Times New Roman, 12-point font
 - Double-Spaced with no extra spacing between paragraphs
 - Structured with headings and subheadings
 - Do not use first person (“I”) or directly address the reader (“you/your”)
 - Properly formatted in-text citations
- Submitted as a Microsoft Word document.
- Submitted on time in the respective assignment link in Canvas. Deadlines are listed in the course calendar. On time means, on or before 11:59 pm (CST).

Make-up Policy

There are NO make-up assignments; NO late assignments accepted. All due dates are posted in the syllabus; therefore, there will be NO late work. All assignments are due on the date posted in the syllabus unless changed by the instructor prior to the due date.

Use of Canvas

Please use your UTT email ID and password to access the Canvas. All class information will be posted on Canvas for students to review. It is the students’ responsibility to regularly check Canvas for assignments. Due to the nature of this course, students should check Canvas every day for announcements and discussion posts. It is the student’s responsibility to read all correspondence and keep up with the due dates and deliverables for this course. The key to successful completion of this course, or any online course, is organization. This course is not a self-paced course and requires constant use of Canvas. Please keep up with all communications and deadlines, as deadlines exist because the course is offered within the UT Tyler course schedule and so that students can complete the course successfully in a timely manner.

University Policies

UT Tyler Honor Code

Every member of the UT Tyler community joins to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Academic Dishonesty Statement

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work. Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one's own work of material that is not one's own. As a rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

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.

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://www2.uttyler.edu/wellness/rightsresponsibilities.php>

Important Covid-19 Information for Classrooms and Laboratories

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Recording of Class Sessions

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a

handgun secure and concealed. More information is available at <https://www.uttyler.edu/about/campus-carry/>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quit lines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The census date is the deadline for many forms and enrollment actions that students need to be aware of this semester. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

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 census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the

extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria apply to you but have questions or concerns, please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

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. Failure to communicate the event or activity prior to the due date of any assignment will result in a zero; no make-up will be given due to lack of communication or preparation on the student's part.

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.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking

an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu

UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu

The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.

UT Tyler Counseling Center (903.566.7254)

**HRD 5333 – Human Relations
Fall 2020 Course Schedule**

Week	Dates	Topic	Readings	Discussion Post	Assignment Due
1	Aug 24 - 30	Introduction	Syllabus Welcome Module	Due 8/30	Introductions on Canvas due 8/30 Web Meeting on 8/26
2	Aug 31 – Sept 6	Interpersonal Skills and Differences	Chapter 1 & 2		
3	Sept 7 - 13	Self-Esteem and Self-Confidence	Chapter 3	Due 9/13	
4	Sept 14 – 20	Interpersonal Communication	Chapter 4		Personality Report due 9/20 Web Group Meetings
5	Sept 21 – 27	Digital World	Chapter 5	Due 9/27	
6	Sept 28 – Oct 4	Teamwork Skills	Chapter 6 & 7		Case Study 1 due 10/4
7	Oct 5 - 11	Diversity	Chapter 8		
8	Oct 12 – 18	Resolving Conflict	Chapter 9		
9	Oct 19 - 25	Leadership	Chapter 10		Case Study 2 due 10/25
10	Oct 26 – Nov 1	Motivation	Chapter 11 & 12	Due 11/1	Web Group Meetings
11	Nov 2 -8	Positive Skills	Chapter 13 & 14		
12	Nov 9 – 15	Ethics, Stress, Productivity	Chapter 15 & 16		
13	Nov 16 - 22	Job Search	Chapter 17	Due 11/22	Self-Assessment Journal due 11/22
14	Nov 23 – 29	Thanksgiving Holiday			
15	Dec 1 - 6	Wrap Up			Group Presentations on 12/6 Group Project due 12/6

Note: The instructor reserves the right to amend the syllabus, make changes including revising assignments, tentative schedule, and student evaluations as necessary.

Discussion Board Rubric

The following rubric will be used to grade discussion board posts.

Points	1	2	3	4
Promptness and Initiative	Does not respond to most postings; rarely participates freely	Responds to most postings several days after initial discussion: limited initiative	Responds to most postings within a 24-hour period; requires occasional prompting to post	Consistently responds to postings in less than 24 hours; demonstrates good self-initiative
Delivery of Post	Utilizes poor spelling and grammar in most posts; posts appear "hasty"	Errors in spelling and grammar evidenced in several posts	Few grammatical or spelling errors are noted in posts	Consistently uses grammatically correct posts with rare misspellings
Delivery of Post Relevance of Post	Posts topics which do not relate to the discussion content; makes short or irrelevant remarks	Occasionally posts off topic; most posts are short in length and offer no further insight into the topic	Frequently posts topics that are related to discussion content; prompts further discussion of topic	Consistently posts topics related to discussion topic; cites additional references related to topic
Expression Within the Post	Does not express opinions or ideas clearly; no connection to topic	Unclear connection to topic evidenced in minimal expression of opinions or ideas	Opinions and ideas are stated clearly with occasional lack of connection to topic	Expresses opinions and ideas in a clear and concise manner with obvious connection to topic
Contribution to the Learning Community	Does not make effort to participate in learning community as it develops; seems indifferent	Occasionally makes meaningful reflection on group's efforts; marginal effort to become involved with group	Frequently attempts to direct the discussion and to present relevant viewpoints for consideration by group; interacts freely	Aware of needs of community; frequently attempts to motivate the group discussion; presents creative approaches to topic

