

Soules College of Business
Department of Human Resource Development

Human Relations
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HRD 3333
Spring 2020

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:

By Appointment

Communication:

Best means of communication is through email or after class. Please allow at least 24 hours for an email response Monday-Thursday. Emails on Friday may be delayed until the following Monday.

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		
Jan.	14	Introduction		
		Syllabus Overview		
		A Framework for Interpersonal Skill	Chapter 1	
	21	Understanding Individual Differences	Chapter 2	
		Discussion Board Post #1	Response to Initial Post due Jan. 23 rd . Response to two classmates due Jan. 27 th	
	28	Building Self-Esteem and Self-Confidence	Chapter 3	
Feb.	4	Interpersonal Communication & interpersonal Skills for Digital World	Chapter 4 & 5	
	5-10	Quiz #1 Chapters 1-5 available Feb. 5-10 by 11PM		In Quiz Section in Canvas
	11	Developing Teamwork Skills	Chapter 6	
		Group Problem Solving and Decision Making	Chapter 7	
	18	Cross-Cultural Relations and Diversity	Chapter 8	
	25	Resolving Conflicts with Others	Chapter 9	
	25-2	Quiz #2 Chapters 6-9 Feb 25-March 2 by 11PM		In Quiz Section in Canvas
Mar.	3	Becoming an Effective Leader	Chapter 10	
		Discussion Board Post #2	Response to Initial Post due March 5 th . Response to two classmates due March 9 th	
	10	Spring Break March 9-13 (No Class)		
	17	Motivating Others & Helping Others Develop	Chapter 11 & 12	
	24	Positive Political Skills	Chapter 13	
	25-31	Quiz #3 Chapters 10-13 Available March 25-31 by 11PM		In Quiz Section in Canvas
Apr.	7	Customer Satisfaction Skills	Chapter 14	
	14	Enhancing Ethical Behavior	Chapter 15	
		Discussion Board Post #3	Response to Initial Post due April 16 th Response to two classmates due April 20 th	
	21	Stress Management and Personal Productivity	Chapter 16	
	28	Job Search and Career Management Skills	Chapter 17	
		Quiz #4 Chapters 14-17 Available April 28-May 2 by 9AM		In Quiz Section in Canvas

*****The instructor holds the right to modify the course schedule and assignments*****

Jan 27th Census Day
 March 30th Last day to withdraw

Course Requirements:

Case Studies	15 %
Discussion Boards	15 %
4 Quizzes	15 % ea.
Class Participation	10 %

There will be a 20% 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. **There will be no late work accepted for missed quizzes.**

Grades will be based upon the following scale:

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

Discussion Boards

There will be discussion board posts throughout the semester. There will be one deadline to respond to the initial post, then another to respond to at least two classmates' posts. All answers need to be well written, no grammar errors, with references in MLA format, and more than simply "I agree".

Case Studies

There will be two case studies throughout the semester. Guidelines will be given at the time of the assignment.

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 and attendance in class. This includes your engagement in class discussion, use of cell phones (do not have out in class), and overall attendance.

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.

Important Dates:

Census Date = **January 27, 2020**

Last Day to Withdraw from Classes = **March 30, 2020**

University Policies:**UT Tyler Honor Code**

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

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.uttyler.edu/wellness/rightsresponsibilities.php>

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 <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler is 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, quitlines, 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 (**January 27, 2020**) is the deadline for many forms and enrollment actions of which students need to be aware. 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/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application.

The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at:

<http://www.uttyler.edu/disabilityservices> , the SAR office located in the University Center, # 3150 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.

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](http://www.uttyler.edu/writingcenter) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](http://www.uttyler.edu/tutoring) (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](http://www.uttyler.edu/counseling) (903.566.7254)

Revised 05/19

Note: *Any changes to these Syllabus policies will be updated at:
<http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

Other Information: What to do in a Crisis:

- [24/7 Crisis Line](http://www.uttyler.edu/crisisline): 903.566.7254 [What to Do in a Crisis Webpage](http://www.uttyler.edu/crisisline):
<https://www.uttyler.edu/counseling/emergencies.php>