

**HRD 3333: Human Relations**  
**Online, Summer 2023**

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**Office Hours:** By appointment via email. Zoom meetings can be scheduled by request.

**Required Materials:**

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

**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

**Course Objectives:** By the end of this course, participants will be able to / or have an:

- 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 the workplace
- Apply concepts of human relations to a semester project.

**Course Structure:**

This course is conducted entirely online using the Canvas platform. This course is designed using a weekly format to assist you in organizing your time and efforts. This is not a self-paced course and materials will be provided in a weekly format. Refer to the course schedule below and note the established assignment due dates, as the automatic reminders in Canvas may not be set. The class textbook, discussion boards, quizzes, and critique are used to trigger your understanding and assist you in applying the learned knowledge.

**Graded Course Requirements:** 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:

<b>Weekly Learning Activity (30%)</b>	
Self-assessment Reflection	10%
Threaded Discussion	20%
<b>Movie Project (20%)</b>	20%
<b>Quizzes and Exams (50%)</b>	
Periodic Quizzes	30%
Final Exam	20%
<b>Course Total</b>	100%

**Weekly Learning Activity (30% of grade):** Participation is a critical part of the class. **Consistency** and **engagement** are keys to achieving this requirement group successfully. **The due of weekly activities is 11:59pm, Friday.** However, students will have a “48-hour grace period” on weekends. If students submit their weekly learning activity within **48 hours of the due date/time (i.e., by 11:59pm, Sunday)**, the submission will not be counted as late. After then, *late submissions will be penalized by 10% for any full or partial day late.* Your weekly learning activity grade will consist of the following:

1. **Self-assessment reflection (10%):** In every chapter, self-assessment quizzes will be provided. Self-assessment reflection is structured to enhance an understanding of yourself. After completing assigned self-assessment quizzes, students will submit a weekly reflection paper every week.
2. **Threaded Discussion (20%):** Threaded Discussion boards are structured to enhance your understanding and skills in human relations. This activity allows students to apply knowledge in the textbook to real-world problems.
  - a. Students will need to post their answers to **ONE case study (10%)** and provide **TWO threaded discussion topics (5% each, total 10%)**. In total, students are expected to post at least **THREE** postings weekly. Posts are expected to be of college-level quality with citations and references as needed and be free from grammar and spelling errors.
  - b. **Bonus point opportunity:** Your peer responses to classmates’ postings will be counted as activities that will be added to bonus points that will be added to the Treaded Discussion credit. For bonus points, the instructor will only count the responses that extend or support classmates’ postings. Simplistic peer responses do not “extend or support” the classroom dialogue.

**Movie Project (20% of grade):** “Human relations lessons from your favorite movie”: Students will write an analysis essay. The essay will require students to apply Human Relations theories to a well-made (and fun) movie to extract real-life lessons. Students can find the detailed prompt for the assignment on Canvas under the Movie Project module. *NO GRACE PERIOD FOR THIS PROJECT.*

**Quizzes and Exam (50% of grade):** There will be two periodic quizzes (10% each, total 30%) and the final exam (20%). The exams will be in multiple choice and true/false formats. Your exams will be open book; however, they will be timed so it is important to prepare for them properly and in a timely manner. *Late submission will not be accepted.*

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

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

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

**Course Outline/Major Topics Studied:**

Week	Topics	Readings	Quiz
1	A Framework for Interpersonal Skill Development	Ch.1	
2	Understanding Individual Differences	Ch.2	
3	Interpersonal Communication	Ch.4	Q1 (Ch1,2,4)
4	Developing Teamwork Skills	Ch.6	
5	Group Problem Solving and Decision Making	Ch.7	
6	Cross-Cultural Relations and Diversity	Ch.8	Q2 (Ch6,7,8)
7	Becoming an Effective Leader	Ch.10	
8	Motivating Others	Ch.11	
9	Resolving Conflicts with Others	Ch.9	Q3 (Ch9,10,11)
10	Helping Others Develop and Grow	Ch.12	
11	Building Self-Esteem and Self-Confidence	Ch.3	
12	Enhancing Ethical Behaviors	Ch.15	
13			Final Exam

**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.

**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:

- All quizzes and exams 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 Policies:**

### **Class Meeting Attendance**

Attendance at all online class sessions is expected for the accomplishment of course objectives. The facilitator recognizes that learners may have special issues and responsibilities that may impact attendance, however regular attendance is expected. If absences occur, the learner is responsible for contacting the facilitator in advance so that adjustments can be made to the instructional activities planned for a specific session. The learner is also responsible for all work that is missed due to the absence from any class meeting, or portion thereof.

### **Late Work**

No credit will be given for late assignments unless the learner's provider and/or UT Tyler's system prevents the student from submitting a discussion post, assignment, quiz, or exam. The student is responsible for contacting the instructor, providing evidence of the outage and submitting any missed work within 24 hours of resolution of any system outage.

## **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).

### **COVID Guidance**

- **Information for Classrooms and Laboratories:** It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing, and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure ([CDC quarantine/isolation guidelines](#) (Links to an external site.)). Please work with your faculty members to maintain coursework and please consult [existing campus resources](#) (Links to an external site.) for support.

**\*You can find the details of university policies about 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