

HRD 3333: Human Relations
Summer 2021

The University of Texas at Tyler
Soules College of Business

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Class location: online via Canvas
Virtual office hours: Monday 7-10am or by appointment, outside of these hours please allow 24 – 48 hours for a response; I prefer to be contacted via email; phone, ZOOM, or Skype appointments available

Required textbook: DuBrin, A. (2014). Human relations: Interpersonal job-oriented skills (12th ed.). ISBN: 0133506827

Other Requirements: Reliable internet connection, Canvas access, Student ZOOM account, and Microsoft Word

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 Purpose: 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.

Method of Evaluation: Students will be evaluated by timed quizzes (open-book and notes) that will require advanced preparation and knowledge of material, their response to 1 Case study question (see course calendar) with 2 peer responses, and a Human Relations Project (details communicated nearer the time).

5 Quizzes – 10% each	50%
Discussion Board Posts (1 original post = 4 points, 2 peer responses = 2 points); 5 Modules/6 points per Module *Self-Assessment required	30%
Human Relations Project	20%
Total	100%

Grading Scale:

A - 90 - 100%

B - 80 - 89%

C - 70 - 79%

D - 60 - 69%

F - < 59%

Assignments, performance criteria, and make-up policy: There are no make-up quizzes. Students must complete them by the established due date no later than 11:59pm. The quizzes have a short time limit to enhance academic honesty. Students must have a reliable internet connection as quizzes will not be reset. Once you start the quiz you cannot stop; should you stop or exit the browser, your grade will be recorded accordingly.

Discussion board posts are structured to develop your human relations skills. Posts are expected to be college-level quality with citations and references as needed and be free from grammar and spelling errors. There are 5 modules that students will need to: respond to 1 Case study question and provide 2 peer responses that extend or support their classmate's response. Responses such as "I agree" or "disagree" with you or simplistic peer responses do not "extend or support" the classroom dialogue. Therefore, be purposeful and respectful with your posts to facilitate learning. In addition, the Self-Assessment post for Module 1 is required for every student (subject to a 5-point reduction for not submitting).

Reference Section 1, 2, 3, 4 and 7 (Course Calendar); students are to provide 1 discussion board response to an unanswered (Case study) question and provide 2 peer responses for separate posts. Once "all" of the discussion board questions are answered per module, those students who have not submitted (their primary response) may provide their response following a response of a classmate. There are not enough Case study questions per the number of students, so students are encouraged to submit early to limit the duplication of responses (this will be monitored with the expectation that everyone contributes). There will be a one-time make-up of a missed discussion board post. Students who miss a deadline for a discussion board post will contact the facilitator to request for the module to be reopened.

Details concerning the Human Relations Project will be made available nearer the time.

Course Calendar:

Module	Dates	Topics	Assignments Due
Section 1	May 10 - May 23	Chapter 1: A Framework for Interpersonal Skill Development	Syllabus Review; -Timed Quiz available May 13 – May 23; -Self Assessment (p.12) and -Choice of one question: Case 1.1 or 1.2 (p. 19-20) and 2 peer responses for Case Posts by May 23.
Section 2	May 24 - Jun. 6	Chapter 2: Understanding Individual Differences Chapter 3: Building Self-Esteem & Self-Confidence Chapter 4: Interpersonal Communication	-Timed Quiz available May 27 – Jun 6; -Choice of one question from: Case 2.1 or 2.2 (p. 48-49), 3.1 or 3.2 (p. 73-74), or 4.1 or 4.2 (p. 101 or 102) and 2 peer responses for Case Posts by Jun 6.
Section 3	Jun. 7 - Jun. 20	Chapter 5: Interpersonal Skills for the Digital World Chapter 6: Developing Teamwork Skills Chapter 7: Group Problem Solving & Dec Making	-Timed Quiz available Jun 10 – Jun 20; -Choice of one question from: Case 5.1 or 5.2 (p. 125-126), 6.1 or 6.2 (p. 149-150), or 7.1 or 7.2 (p. 169-170) and 2 peer responses for Case Posts by Jun 20.
Section 4	Jun. 21 - Jul. 6	Chapter 8: Cross-Cultural Relations & Diversity Chapter 9: Resolving Conflicts with Others Chapter 10: Becoming an Effective Leader	-Timed Quiz available Jun 24 – Jul 6; -Choice of one question from: Case 8.1 or 8.2 (p. 194-195), 9.1 or 9.2 (p. 222-223), or 10.1 or 10.2 (p. 250-251) and 2 peer responses for Discussion Post by Jul 6.
Section 5	Jul. 7 - Jul. 18	Chapter 11: Motivating Others Chapter 12: Helping Others Develop & Grow Chapter 13: Positive Political Skills	Group meetings and collaboration – Submission of Project and PowerPoint encouraged
Section 6	Jul. 19 - Jul. 25	Chapter 14: Customer Satisfaction Skills Chapter 15: Enhancing Ethical Behavior Chapter 16: Stress Management & Personal Productivity	Recorded Zoom Project and PowerPoint by Jul. 25.
Section 7	Jul. 26 - Aug. 3	Chapter 17: Job Search & Career Mgt. Skills	-Timed Quiz available Jul 29 – Aug 3; -Choice of one question from: Case 17.1 or 17.2 (p. 432-433), and 2 peer responses for Discussion Post by Aug 3.

Modification to the syllabus is at the sole discretion of the facilitator and may be changed as necessary.

Course Evaluation:

A course evaluation will be made available at the end of the semester. Students are encouraged to address any issues or concerns with the instructor throughout the semester. Your input and contributions to improving the course are seriously considered. It is my intent to continuously improve the course and overall learning environment.

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.” The

handbook also obligates each student to report all observed cases of academic dishonesty to the instructor. For more information go to: <http://www.uttyler.edu/judicialaffairs/>

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 Spring 2021 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. For the latest Coronavirus information, please visit: <https://www.uttyler.edu/coronavirus/>

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.

Important Dates:

Census Date = **May 24, 2021**

Last Day to Withdraw from Classes = **July 9, 2021**

University Policies and Additional Information:

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/rights_responsibilities.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 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 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

Faculty Office Hours: These are times when you can meet with your faculty to ask questions about the content, better understand the discipline, make career connections and more. Make use of office hours. Faculty list three hours a week (minimum) that they are available to you and also provide an appointment option if you have class or work during their office hours.

Writing Center: The Writing Center provides all undergraduate and graduate students a place to work on their writing projects and skills. There are tutoring options as well as workshops available to support you in your academic writing. (903.565.5995), writingcenter@uttyler.edu

Math Learning Center: The Math Learning Center provides drop-in tutoring for lower-level math courses throughout the week. The MLC also has computer workstations for your use. 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

PASS Tutoring Center: The PASS Tutoring Center supports a variety of courses. Due to COVID-19, we are asking that you schedule an appointment for your face-to-face tutoring support. Tutoring is also available through Zoom tutoring sessions. Check the website to see the courses supported for the Summer 2021 term.

Supplemental Instruction (SI): SI is a series of weekly peer-assisted study sessions in courses identified by previous students as difficult. Due to COVID-19, SI sessions will be conducted face-to-face and via Zoom this fall. Check the website to see the support courses for the Summer 2021 term.

Upswing (24/7 Online Tutoring): Upswing is a free, confidential, and convenient way to receive help in nearly all of UT Tyler's undergraduate courses. **UT Tyler Tutoring Center** (903.565.5964), tutoring@uttyler.edu

Robert R. Muntz Library Staff: UT Tyler has an incredible staff of librarians ready to assist you. Discipline/major library liaisons are available to support you and you can also schedule appointments for research consultations. In addition, the Robert R. Muntz library's Head of University Archives and Special Collections can assist you with scholarly communications, primary sources, and archive materials.

Canvas 101: This Canvas course provides you with a wealth of information – including how to navigate in Canvas, use ProctorU (and even take a practice test), tips for being a successful online and hybrid learner, how to use Zoom, and more!

Digital Support Toolkits: Digital Support Toolkits are supplemental materials generated by faculty to help you be successful in targeted courses typically taken by our freshman and sophomore population. Students registered in Digital Support Toolkits supported courses will find these in their Canvas dashboard. You don't have to register – just take advantage of this great resource.

UT Tyler Testing Center: The Testing Center provides securing testing opportunities to meet the needs of students and the community in an environment conducive to student and academic success.

Student Accessibility and Resource (SAR) Office: The SAR Office works to provide students equal access to all educational, social, and co-curriculum programs through the coordination of services and reasonable accommodations, consultation, and advocacy.

Student Counseling Center: The Student Counseling Center supports students in developing balance, resiliency, and overall well-being both academically and personally. They have in person and virtual counseling options. In addition, the Student Counseling Center offers TAO, a self-help, completely private online library of behavioral health resources. Sign into the TAO website using your UT Tyler credentials. **UT Tyler Counseling Center** (903.566.7254)

Other Information: What to do in a Crisis:

- **24/7 Crisis Line:** 903.566.7254 **What to Do in a Crisis Webpage:**
<https://www.uttyler.edu/counseling/emergencies.php>