

Course Syllabus

BUS 1370 – Human Relations

Dixie State College of Utah, Spring 2012

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- Course times: Monday 5:15-7:45
- Classroom: HAZY 242
- CRN: 20850
- Text: *Effective Human Relations, Interpersonal and Organizational Applications*, 11th Edition by Reece, Brandt, & Howie

COURSE DESCRIPTION:

This course is designed to teach students the human relation skills they need to become successful managers in today's workplace. The class uses a practical and organizational perspective to help understand the disparate factors that influence employee behavior. Over the course of the semester, seven major themes of effective human relations -- communication, self-awareness, self-acceptance, motivation, trust, self-disclosure, and conflict resolution -- will be established and used as the foundation for study. Self-assessments and self-development opportunities will be given to students in order for them to assume the responsibility for improving their personal skills and competencies. Additionally, students will explore goal-setting, the use of "branding" in the job market, technostress, and emotional intelligence. The end result will be the insights, knowledge and relationship skills you will need to deal successfully with the wide range of people-related challenges in business today.

READING:

This course requires completing regular reading, writing and research exercises both in class and out of class. **Literacy beyond the high school level is expected.**

ATTENDANCE:

Attendance/participation are worth 10% of the final grade as class is only held once a week. Absences will be only be excused with proper and verifiable documentation. Any student who misses 4 or more classes will need to need to set up a meeting with me in order to continue as a student in this class. Students are required to participate in class and add value to the discussion.

CONFORMING TO PROFESSIONAL WRITING STANDARDS:

APA writing style will be required for all written work.

LATE AND MAKE UP WORK:

Assignments are due the date indicated on the syllabus. Deadlines and scheduled activities are indicated in the schedule section of this syllabus. Late assignments will be handled on case-by-case bases. Keep in mind I reserve the right to doc points for late assignments.

Proof your work. Using "Spell Check" is not enough. Use resources such as a dictionary, the DSC Writing Lab and the DSC OWL (Online Writing Lab) and/or someone else that can proofread.

PLAGIARISM:

This is the use of another source's words, ideas or statistics without their permission and/or proper citation. Those who plagiarize material will receive a grade of zero on that assignment. I also reserve the right to assign you an "F" for the course and/or refer you to our department chair for further sanctions. Please keep in mind that one can be expelled from the college for academic dishonesty.

FREE SPEECH:

Ideas are to be challenged, inspected, dismantled and re-evaluated. People, on the other hand, are to be treated with respect, even when we disagree. At no time are you permitted to use profane language or any type of crude sexual language in your speeches or in classroom discussion. In the business world (and mine) this is considered offensive and is looked down upon.

ELECTRONIC DEVICES:

Cellular phones or other electronic devices that go off during lectures and presentations are a huge distraction. All electronic devices are to be **SILENCED** or **TURNED OFF** during class. Please do not leave class to answer phone calls. You may be asked to leave class if I hear these devices and there will be a deduction of points. Do not text during class as part of participation includes listening to others. A deduction of participation points will be enforced on those who text during class. **Anyone caught texting during an exam will be asked to leave and will receive an "F" for that exam and possible be failed and dismissed from class.**

CLASS CANCELATION AND CHANGES:

Class may be cancelled unexpectedly due to the nature of instructors work. Always check your Dmail the night before class. If instructor does not show up to class 15 minutes after the scheduled class time, students are dismissed. You will need to check Dmail and the teachers Facebook page for instructions or refer to course work for that week on syllabus (Discussion Questions). Certain course work may change when necessary.

COURSE OUTLINE

*****Subject to change as deemed necessary by the instructor*****

****Readings are to be done prior to class****

Week one: January 9

Course introduction
Chapters 17, 1, 2
Discussion Questions (Blog) (Due Fri)

Week two: January 16

Work on 30-Second Commercial Due
Chapter 3
Discussion Questions (Blog) (Due Fri)

Week three: January 23

30-Second Commercial Due
Chapter 4 Selection
Discussion Questions (Blog) (Due Fri)

Week four: January 30

Assignment 1 Due
Discuss Assignment 2- Goal Planning
Chapter 5
Discussion Questions (Blog) (Due Sun/Midnight)

Week five: February

Work on Assignment 2- Goal Planning
Chapter 6

Week six: February 13

Assignment 2 Due
Discuss Social Media Assignment
Chapter 7 Language
DQ: Lessons (Due Fri)

Week seven: February 20 (No Class: Holiday)

Week eight: February 27

Social Media Assignment Due
Discuss Assignment 3
Chapter 8
Discussion Questions (Blog) (Due Sun/Midnight)

Week nine: March 5

Assignment 3 Due
Chapter 9
Discussion Questions (Blog) (Due Sun/Midnight)

Week 10: March 12 (No Class: Spring Break)

Week 11: March 19

Discuss Assignment 4
Chapter 10
Discussion Questions (Blog) (Due Sun/Midnight)

Week 12: March 26

Assignment 4 Due
Discuss Assignment 5
Chapter 11
Discussion Questions (Blog) (Due Sun/Midnight)

Week 13: April 2

Assignment 5 Due
Discuss Assignment 6
Chapter 12
Discussion Questions (Blog) (Due Sun/Midnight)

Week 14: April 9

Assignment 6 Due
Discuss Assignment 7
Chapter 13
Discussion Questions (Blog) (Due Sun/Midnight)

Week 15: April 16

Assignment 7 Due
Chapters 14-16
Discussion Questions (Blog) (Due Sun/Midnight)

Week 16: April 23

Life Plan Due
Life Plan Discussion

Week 17: April 30

Finals Week

GRADING

Assignment	Points Possible
30 Second Pitch	5
Discussion Questions	20
Assignments 1-7	50
Social Media Assignment	10
Life Plan	10
Attendance/Participation	5
Total	100

Letter grades will be assigned based on % of points earned on the scale shown below.

A	93.0 – 100%	C+	77.0 – 79.9%
A-	90.0 – 92.9%	C	73.0 – 76.9%
B+	87.0 – 89.9%	C-	70.0 – 72.9%
B	83.0 – 86.9%	D	50.0 – 69.9%
B-	80.0 – 82.9%	F	0 – 49.9%

ASSIGNMENTS & SPEECHES

30-SECOND PERSONAL COMMERCIAL

In the business world there is a term we call the “30-Second Personal Commercial,” or “30-Second Pitch” or “Elevator Pitch.” Whatever you call it, it’s basically all the same- a well-developed and well-rehearsed “pitch” that is used to provide information to create interest and response from prospects. It is the prelude and the gateway to a relationship (which in turn could result in a sale). You will develop your 30-Second Commercial and present it in front of the class. You will be graded on how well you follow your outline (which you will give to me before your “commercial”), how well you present, and if you can keep it to 30 seconds or less.

DISCUSSION QUESTIONS (DQ)

You will post one comment to each lesson. All lessons are posted online at www.brendandalley.com. You will need to click on the link to “Human Relations” under the “Courses” tab. Each response (comment) will be between 150-300 words and will provide added value and/or personal experience/insight to the question(s). You only need to respond to one of the questions per lesson, but you must clearly address what question you are referring to by restating the question (does not count as part of your word count). You may need to develop a Google Gmail account if you don’t have one or you can try posting by clicking on the drop down box titled “Comment as:” under the “Post a Comment” section, and select the “Name/URL” and enter in your chosen name (you don’t have to supply a URL. Whatever you decide to do, you will need to supply me with what username you are using). ****IMPORTANT- MAKE SURE YOU TYPE AND SAVE ALL YOUR RESPONSES IN WORD AND THEN CUT AND PASTE THEM TO THE POST!!!**

ASSIGNMENTS 1-7

Each assignment given in class will be part of the final Life Plan Assignment. You will hand in each of these assignments as posted and keep them and compile them for your final project. Each assignment will be discussed in class.

SOCIAL MEDIA ASSIGNMENT

It is clear that social media is changing the way we do business today and how we interact with others. You may find that in the near future, your “Social Media Score” will be just as important as your accomplishments in schooling and business. In this assignment you will explore the different social media outlets and participate in developing and maintain a variety of social media sites. You will also get to create a YouTube Resume of yourself.

LIFE PLAN

Your Life Plan is really the focus of this class and can be the foundation for a successful life. Most of us have been conditioned to define success in narrow terms. Too frequently we judge our own success, and the success of others, by what is accomplished at work. Successful people are often described as those who have a good job, make good money, or have reached the top in their field. The Life Plan that you will create will debunk this myth and look at your life as a whole and see how other factors such as family, friends, community service, exercise, church, and other critical areas of your life will shape your definition of success. Each assignment (Assignments 1-7) will build upon the final completion of your Life Plan. My hope is that this document will become a foundation to build your successful life upon.

Attendance/Participation

You have to be present and participate to learn. Points will be deducted for absences and for poor participation as deemed by the teacher.

Regulations

Absences Related to College Functions: In accordance with Dixie State's policy, students may be excused from class for legitimate college functions such as athletics and student activities leadership activities. However, any work (speeches) and/or quizzes or exams that may take place during the student's absence must be completed before the student leaves for the required activity or it will be considered late.

Academic Dishonesty: Academic dishonesty in any form is not tolerated at Dixie State College, including but not limited to plagiarism on written assignments, submitting other person's work as one's own, and cheating on exams or quizzes. Teachers at Dixie State College may discipline students proven guilty of academic dishonesty by: (1) giving a failing grade on the specific assignment where dishonesty occurred, (2) failing the student in the entire course, (3) Immediately dismissing and removing the student from the course, and/or (4) Referring the student to Student Affairs, a committee which may reprimand, place on probation, suspend, and/or expel the student. (See DSC Policy 34.1.1-4). In addition, the Communication department may consider dropping such students from its academic degree program.

Library, Writing Center, and Testing Center statements can be found on the Internet at the following links:

- Library <http://library.dixie.edu>
- Writing Center http://new.dixie.edu/english/dsc_writing_center.php
- Testing Center <http://new.dixie.edu/testing>

Dmail statement: Important class and college information will be sent to your Dmail email account. This information includes your DSC bill, financial aid/scholarship notices, notice of dropped classes, reminders of important dates and events, and other information critical to your success in this class and at DSC. All DSC students are automatically assigned a Dmail email account. If you don't know your user name and password, go to www.dixie.edu and select "Dmail," for complete instructions. You will be held responsible for information sent to your Dmail account, so please check it often.

Disability Statement: If you are a student with a medical, psychological or a learning difference and requesting reasonable academic accommodations due to this disability, you must provide an official request of accommodation to your professor(s) from the Disability Resource Center (DRC) within the first two weeks of the beginning of classes. Students are to contact the center on the main campus to follow through with, and receive assistance in the documentation process to determine the appropriate accommodations related to their disability. You may call (435) 652-7516, or email the Director, Baaco Wahabu (wahabu@dixie.edu) for an appointment and further information regarding the Americans with Disabilities Act (ADA) of 1990 per Section 504 of the Rehabilitation Act of 1973. The DRC office is located right next to the Testing Center on the bottom floor of the Career & Financial Aid (CFA) building.