

Dixie State College Hazy School of Business



BUS 1370 – Human Relations

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This information is current for a period of **90 days** from the date of issue.

Course Outline: *Summer 8 Week Block 2011, Tue/Wed/Thu, 7:00 – 8:50 a.m.*

This course outline provides the instructional framework for the course. By carefully reviewing the content contained herein, you will be able to formulate a study plan that will effectively guide you through the course to its completion.

Course Description

Welcome to BUS 1370 Human Relations! This course is designed to assist you in developing a positive attitude toward the world of work. Suggestions for relating well with co-workers, employers, and customers will be discussed. Effective communication skills are stressed.

Course Textbook/Format

Course Textbook: Effective Human Relations, by Reece & Brandt, 11th Ed.

Course Format: This course will use Blackboard, online course support software. Directions are available online and will be provided in the first class. Go to www.dsc.edu and click on the Blackboard Vista link on the left side of the college homepage.

Course Objectives/Learning Outcomes

At the conclusion of this course, the student should be able to:

1. Recognize the importance of obtaining and maintaining a positive attitude in all aspects of one's life. Closely tied to this objective is recognizing the importance of developing a positive self-concept.
2. Identify different personality and communication types and learn to apply this knowledge in working with people.
3. Identify personal values and how they differ from others' values.
4. Understand the importance of communication as a continuous improvement process, as well as one's obligations for successful communication in a personal and business setting.
5. Understand the responsibilities involved in running an efficient business and the necessity of being a team player in order to contribute to that efficiency.
6. Be aware of different aspects of human relations in a business setting and how to most successfully manage those relations.
7. Become familiar with the proper procedures for handling problems and grievances on the job.

A variety of techniques will be used to enhance your learning for this course. These include lecture/discussion by instructor and guest speakers, debates, in-class discussion, presentations and group work, exams, video cases, in-class group activities, out-of-class group and individual assignments, and Internet research. You are expected to come to every session having completed your reading and/or other assignments.

Grading & Performance Policy

Cheating: Academic dishonesty in any form will not be 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. See the 3-34 ACADEMIC DISCIPLINE policy at <http://www.dixie.edu/humanres/polfac.html>

NOTE: If assignments are submitted by electronic media, you must maintain copies until you receive a final grade. Transmissions not received are your responsibility and the original

submission must be forwarded in order to receive a grade. Late assignments will receive a one (1) full grade penalty and may not be accepted unless mutually agreed by the student and instructor. Any e-submissions must be in Word or a compatible format.

<u>SUMMARY OF ASSIGNMENTS</u>	<u>Possible Points</u>
First Discussion Post on Blackboard & Responses	10
Chapter Quizzes – 14 quizzes (10 points each)	140
Code of Conduct in the Workplace	25
Interview PowerPoint	5
Difficult Conversations	5
SWOT(t) Analysis & Life Plan	30
Exams 5 exams (100 points each)	500
Participation	15
Difficult Conversations	5
Total Possible Points	735

GRADING POLICY - grades are based on the following criteria:

Exams (5 @ 100 pts)	40%
Chapter Assignments	10%
Article Reports	10%
Life Plan Presentation Project	20%
Class Participation	20%
Total	100%

Final Grades are based on the following:

93-100 % = A	90-92 % = A-
87-89 % = B+	80-86 % = B
77-79 % = C+	70-76 % = C
67-69% = D+	60-66% = D
Below 60% = F	

Exams: There will be five (5) exams. Exams cover the five Parts.

Chapter Assignments: Thoughtful completion of each chapter’s Critical Thinking Challenge and/or Skill Development Challenge is to be handed in to the instructor on the day the given chapter is started. Each assignment (CA) is worth 20 points if typed, 10 if handwritten in ink. Work in pencil will not be accepted. These responses are to be on white 8 1/2 x 11 paper and indicate the chapter number, date, and name of student in the top right hand corner of all pages. Each response should be preceded by the number of the text page on which the CA is located and should contain complete thoughts, complete sentences and be grammatically correct. Assignments will be accepted at the beginning or end of class. Assignments not turned in at that time may be assessed a late penalty. Any assignment that is more than one class period late will not be accepted without prior instructor approval.

Article Reports: You will be assigned two article reports on articles relating to human relations. These reports will follow the same format and conditions as the chapter assignments.

Life Plan Presentation: This assignment is a multimedia presentation to the class of ten (10) minutes or less. You will formulate and clarify your life plan in a 5 to 6 page paper, include your values, goals, and desired roles for your life. Include your five-year and ten-year goals within the overall plan. The assignment will be explained in detail on June 2. Discussion and clarification will be held at that time. This assignment is due the last two weeks of class. A sign-up sheet for

time slots will be circulated after Exam 4. This is your opportunity to dream and express yourself. You and I are the only ones who will read this work. It will be returned to you after the Final Exam.

Late penalties: Late assignments may be assessed a penalty of 50% of total assignment points. Any assignment that is more than one class period late will not be accepted without prior instructor approval.

Class Participation

Human relation matters are related to marketing and sells which are interactive disciplines, and as such, we will learn as much from one another as we will from a careful reading and analysis of the course materials. It is important to remember that you will be severely penalized for not participating in discussions. That said, class participation will be based on the quality, not quantity, of your contributions to the class discussion. After every class, I will assign a grade for class participation on a scale of 0 to 5. At the end of the semester, your participation grade will be calculated with respect to the person with the highest participation grade in the class. I use the following formula in calculating your participation grade: $(\text{your grade}/\text{highest grade}) \times 20\%$. In general, I assign points as follows:

0 Points	Unexcused Absence
1 Point	Student Physically Present in Class
2 Points	Student Participates in Extremely Limited Fashion but Does Contribute in Some Way
3 Points	Student Participates in Class in an "Average" Way
4 Points	Student Provides Very Good Comments and Interacts with Fellow Students Well
5 Points	Student Interacts Extremely Well with Class and Provides outstanding comments and/or Class Leadership

Consistent and punctual attendance is essential to respectful job and learning environments. Our classroom will be a human relations "laboratory." Many experiences and assignments will be given and completed in class and cannot be made up. Points for the in-class assignments will be worth a significant portion of your final grade. Alternative assignments for institutional excused absences will be assigned if I am informed before the absence. If you have an extreme illness or other extraordinary circumstances that affects your attendance, please call me as soon as possible so we can discuss alternatives.

Class Policies

- You are responsible for all announcements that are made during class.
- If you are absent from class it is your responsibility to arrange with another student to pick up handouts (if any) distributed in class.
- Academic misconduct or dishonesty will not be tolerated. Please consult the University's policy on academic dishonesty if you have any questions.
- Turn off all electronics during class. No emailing or texting during class.
- All assignments will be typewritten or word-processed. Accuracy in spelling, punctuation, grammar, and syntax is expected of students in this class.

- Seek help whenever you do not understand something. Failure to do so normally compounds the problem as the course progresses. You will find me very receptive to your questions.

College Information

If you are a student with a medical, psychological or a learning difference and requesting reasonable academic accommodations due to the disability, you must provide an official request of accommodation to your Professor from the Disability Resource Center 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 appropriate accommodations related to their disability. You may call 652-7516 for an appointment and further information regarding the American with Disabilities Act (ADA) of 1990 per Section 504 of the Rehabilitation Act of 1973.

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