

Welcome to Human Relations, Bus. 1370!

Spring 2010 SYLLABUS

Instructor: Dr. Debra Bryant
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Office Hours: Mondays & Wednesdays, 10:00-11:00 am. (except holidays)
& immediately following class

Class: Udvar-Hazy School of Business 220 MWF 11:00 -11:20

Required Textbook: Effective Human Relations, 10th Ed. by Barry Reece & Rhonda Brandt

Specific Course Objectives

The main learning goal of this course is to improve your awareness of and skills in maintaining positive human relations. Students who successfully complete this course will:

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.

Students with Disabilities

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 **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 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 Disability Resource Center is located **right next to the Testing Center on the bottom floor of the Financial Aid and Career Center building.**

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>

Dmail: You are required to frequently check your dmail account. Important class and college information will be sent to your dmail account, including DSC bills, financial aid/scholarship notices, notices of cancelled classes, reminders of important dates and deadlines, and other information critical to your success at DSC and in your courses. If you don't know how to access your dmail account, go to www.dixie.edu and select "Dmail" from the left column. To locate your dmail username and password, go to www.dixie.edu, and click on "Log in to student services" (upper right corner).

Death in the family: A student wishing to be excused from classes and delay assignments due to a death in the family will be expected to produce either a copy of the death certificate or a funeral service program.

Important Dates to Remember:

Mon, Jan 11	Classwork Starts
Wed, Jan 13	Last Day to Add Without a Signature
Mon, Jan 18	Martin Luther King Day
Tues, Jan 19	Drop fee begins (\$10 per class)
Tues, Jan 26	\$50 Late Registration/Payment Fee
Tues, Feb 2	Pell Grant Census
Tues, Feb 2	Last Day for Refund
Tues, Feb 2	Last Day to Drop without receiving a "W" grade
Wed, Feb 3	Courses dropped for non-payment
Fri, Feb 5	Last Day to Add Classes
Mon, Feb 15	Last Day to Drop/Audit Classes
Mon-Fri Mar 8-12	Spring Break
Fri, Apr 2	Last Day for Complete Withdrawal
Thurs, Apr 29	Classwork Ends
Fri-Thurs, Apr 30-May 6	Final Exams
Fri, May 7	Commencement

Date	Topic	Presentation/Test	Assignment Due
M Jan. 11	Introduction to Class		
W Jan. 13	Ch. 1 Human Relations/Teams		
F Jan. 15	Road to Abeline		Blackboard Email
M Jan. 18 (no class)	Martin Luther King Holiday		
W Jan. 20	Ch. 2 Personal Communication	Test Ch. 2	
F Jan. 22	Ch. 2 Org Communication		
M Jan. 25	Ch. 3 Communication Styles		
W Jan. 27	Style Bias & Flexing	Test Ch. 3	
F Jan. 29	Non-verbal Communication		
M Feb. 1	Listening Well	Student Presentation	
W Feb. 3	Ch. 4 Self Esteem	Student Presentation	
F Feb. 5	StrengthsFinder	Test Ch. 4	
M Feb. 8	Ch. 5 Values & Ethics	Student Presentation	
W Feb. 10	Honesty and Lying	Test Ch. 5	
F Feb. 12	A Personal Code of Ethics		
M Feb. 15 (no class)	Presidents' Day Holiday		
W Feb. 17	Ch. 6 Attitude	Student Presentation	Code of Ethics
F Feb. 19	'Who Moved My Cheese'	Test Ch. 6	
M Feb. 22	Ch. 7 Motivation	Student Presentation	
W Feb. 24	Theories of Motivation		
F Feb. 26	Radiolab - Choices	Test Ch. 7	
M Mar. 1	Ch. 8 Self-Disclosure	Student Presentation	
W Mar. 3	Trust	Student Presentation	
F Mar. 5	Personal SWOT Analysis	Test Ch. 8	
Mar. 8 -12 (no class)	Spring Break		
M Mar. 15	Ch. 9 Emotional Balance	Student Presentation	
W Mar. 17	A Balanced Life Assessment	Test Ch. 9	
F Mar. 19	Guest		Attendance - 2 pts
M Mar. 22	Ch. 10 Stronger Relationships	Student Presentation	
W Mar. 24	Problem Solving - TQM	Test Ch. 10	
F Mar. 26	Guest		Attendance - 2 pts
M Mar. 29	Ch. 11 Professional Presence	Student Presentation	
W Mar. 31	Job Interviews - Priming	Test Ch. 11	
F Apr. 2	Six Thinking Hats - guest		Attendance - 2 pts
M Apr. 5	Ch. 12 Leadership	Student Presentation	
W Apr. 7	International Relations	Test Ch. 12	
F Apr. 9	Win-Win - Getting to Yes	Student Presentation	
M Apr. 12	Ch.13 Conflict Solving/Style		
W Apr. 14	Difficult Conversations		
F Apr. 16	Ch. 15 Diversity	Student Presentation	
M Apr. 19	Ch. 16 Gender Roles	Student Presentation	
W Apr. 21	Success Principles		
F Apr. 23	Ch. 14 Stress	Student Presentation	
M Apr. 26	Case Study – Multiple Roles		
W Apr. 28	Stress Relievers		Life Plan

*The schedule may require modifications, though tests and assignment dues dates will remain on designated days. Guest speaker dates may change, but will be previously announced on Blackboard. Final Exam Date: Wed. May 5, from 10:00 -12:00 in UH Rm 220. Pizza and a guest speaker.



Grading Assignments:

Blackboard assignments must be posted by midnight of the date due. Late assignments will only be accepted in exceptional situations. See death in the family policy in syllabus.

1. Email instructor on Blackboard - 10 points

Send a short email, using the Blackboard system, to the instructor, telling her why you are taking the class.

2. Chapter Tests – 11 tests (one point per correct answer) - 80 possible points

Testing times are listed in the Class Schedule. Tests conducted at the beginning of the class period for 10 minutes. **BE ON TIME!** Only eight multiple choice questions regarding the key concepts in the chapter will be on each test. Lowest test will be dropped from grading. Missed tests cannot be made up (except for approved school functions), but one missed test can count as the dropped test.

3. Personal Code of Ethics in the Workplace – 20 points

Post on Blackboard

Write 400 words defining the values, morals, and ethics that guide your life and how that will play out in the workplace. Two possible points each for spelling, grammar and structure. 12 possible points for quality and clarity of message.

4. Presentation – 80 points

Two student teams will prepare and present a topic from listed topics, to be decided by second class. The teams will be chosen randomly by the instructor pulling names from a hat. Presenters will be graded separately. Presentations expected to be divided evenly between two students. See Evaluation Rubric for presentations on Blackboard.

5. Handout – 20 points

A one page summary handout with key points from presentation. Professional/work quality format and content. Two references quoted, other than the textbook. Eg. Reference Format: Reece, B.L. & Brandt, R. (2008). *Effective Human Relations* (10th ed.), New York: Houghton Mifflin Company. Both students in a team receive same handout grade.

6. Teamwork – 35 points

Students complete the teamwork form (20 pts). Due the class after the presentation. Points for promotion of equal division of labor (5 pts); participation in meetings and by email (5 pts); and follow-through, completion of given tasks in a timely and quality manner (5 pts).

7. Life Plan – 55 points

Hand in hard-copy, due Wed. Apr. 28 in class. Plus post on Blackboard by midnight.

3 possible points each for grammar, spelling and structure. 46 points for quality & clarity of message.

Write a 600 word plan for your life.

Read Chapter 17 in preparation - Developing a Life Plan

Use information gathered from assignments and textbook, such as communication and conflict style, SWOT analysis information, seven factors to keep in balance, and leadership style.

***Two bonus points are available on each date with a guest speaker.**

**Total Possible Points = 300 points plus bonus points
300+ divided by 3 = Course Percentage**

Grading Scale

A	94-100
A-	90-93.9
B+	87-89.9
B	83-86.9
B-	80-82.9
C+	75-79.9
C	70-74.9
C-	65-69.9
D+	60-64.9
D	55-59.9
D-	50-54.9
F	00-49.9

BUS 1370 CLASS PRESENTATION EVALUATION RUBRIC

Topic: _____ Date: _____

Presenter: _____

ASSESSMENT CRITERIA	POINTS & COMMENTS
Knowledge of Topic – 15 pts understanding of topic, confidence, reliable sources, good question responses, complete topic coverage	
Usefulness of Information – 10 pts able to apply, goes deep, current, insight into future	
Level of Persuasion - 10 pts motivate, inspire, enthusiasm for topic, provide appropriate data/facts	
Presentation Skills – 25 pts clarity of message – 5 pts communication - voice (pitch/tempo), listening, eye contact – 5 pts professionalism - 5 pts effective presentation tools – 5 pts use of time – 5 pts	
Audience attention/participation – 10 pts maintain interest, keep pertinent, good questions and answers, provide relevant activity.	
How To – 10 pts easy to understand points, step-by-step process guide, situational examples	
Handout - concise summary of presentation, clean copies, professional format, edited, 2 good references	
Teamwork – presentation evenly divided, work together as a team	
General Comments: 	

Evaluator: _____ Total points: _____ /80

