

# Course Syllabus

## BUS 1370 – Human Relations

### Dixie State College, Fall 2013

- Instructor: Brendan Dalley
- Office Hours: By Appointment
- Phone: (435) 703-3351 (CELL)
- E-Mail address: [dalley@dixie.edu](mailto:dalley@dixie.edu)
- Twitter: @brendandalley
- Course times: Monday 5:15-7:45
- Classroom: HAZY 230
- CRN: 40552
- Text: *Effective Human Relations, Interpersonal and Organizational Applications*, 12<sup>th</sup> 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:**

You have to be present and participate to learn. Students may receive a loss of point for poor participation (as deemed by the teacher). 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.

**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 for instructions AND refer to course work due on syllabus. 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: August 19**

Course introduction

**Week two: August 26**

Course introduction

Chapters 17 & 1

Assignment 1 (Due Thursday)

**Week three: September 2 (Labor Day)**

**No Class**

**Week four: September 9**

Chapter 2 & 3

Assignment 2 (Due Thursday)

**Week five: September 16**

Chapter 4 & 5

Discuss "Best Day" on Life Plan

Assignment 3 (Due Thursday)

**Week six: September 23**

Chapter 6

Assignment 4 (Due Thursday)

**Week seven: September 30**

Chapter 7

**Week eight: October 7**

Chapter 8

Assignment 5 (Due Thursday)

**Week nine: October 14**

Chapter 9

Assignment 6 (Due Thursday)

**Week 10: October 21**

Chapter 10

**Week 11: October 28**

Chapter 11

Assignment 7 (Due Thursday)

**Week 12: November 4**

Chapter 12 & 13

**Week 13: November 11**

Team Building Activity

Assignment 8 (Due Thursday)

Discuss Life Plan

**Week 14: November 18**

Chapter 14 & 15

Assignment 8 (Due Thursday)

**Week 15: November 25**

Chapters 16

Discuss Life Plan

**Week 16: December 2**

**Life Plan Due**

Life Plan Discussion

**Week 17: December 9**

**Finals Week**

## GRADING

Assignment	Points Possible
<b>Assignments 1-8 (10 pts each)</b>	<b>80</b>
<b>Life Plan</b>	<b>10</b>
<b>Attendance/Participation</b>	<b>10</b>
<b>Total</b>	<b>100</b>

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

All assignments are to be completed in Microsoft Word, in 12-font height, double-spaced, 1-inch margins with your Name, Date, and Class Name located in the right hand corner. The Title of the assignment will need to be located after your Name, Date, and Class Name. Titles will be centered, in bold, and underlined. If there are multiple parts to an assignment, each part will need to begin on a separate page (e.g. use page break). Assignments 1-8 are due Thursday night by 11:59 PM on the assigned week. The Life Plan assignment is due the beginning of class on December 2<sup>nd</sup>. All assignments (except for the Life Plan) will be posted/uploaded on Canvas. The Life Plan will be placed in a clear plastic binder.

### Assignment 1: Company Profile and Interview

**Part 1:** Companies featured in *Fortune's* list of 100 best companies to work for in America are characterized by openness, fairness, camaraderie among employees, job security, opportunities for advancement, and sensitivity to work/family issues. These companies are concerned about the total person, not just the skills that help the company earn a profit. Your assignment is to research the top 100 companies (<http://money.cnn.com/magazines/fortune/best-companies/>) and develop a profile for a company you would like to work for. You will also want to visit that companies website for additional information. Most companies have a portion of their website devoted to their culture and why working for them is great. In 300 to 500 words describe who the company is, what you would like to do for them and why. Your “why” needs to be based on some of the characteristics described above and your personal reasons.

**Part 2:** You are being interviewed for your dream job at the company you chose in Part 1. Please respond to the following interview questions:

1. Why do you want to work in this industry?
2. Tell me something about yourself that I didn't know from reading your resume (should advance your purpose in working for the company).
3. What are your strengths? (As it pertains to what position you are applying for)
4. Share an example of your determination.
5. How would you handle a disagreement you had with your coworker? Your manager? And you felt you were right?

### Assignment 2: Personality Profile

You will receive a handout on the DISC Personality Profiles. You will go through and identify your primary and secondary personality profile based on the characteristics in the handout. You will briefly describe why you feel these are your personality profiles. You may want to ask someone who knows you well what they think you are based off the handout. In a 300 to 500 words describe how your personality is going to help you succeed in your chosen line of work (Assignment 1). What are some areas that could inhibit your success (e.g. Out of Control)? In a new paragraph describe why it is important to work with and understand other personality types.

### **Assignment 3: Goal Setting**

Identify five goals you would like to accomplish. One of your goals will need to be within the time frame of this class, and it can't be related to this class (e.g. Get and "A" out of this class). Each goal needs to be a SMART Goal (Specific, Measurable, Attainable, Realistic, and have a Time associated with accomplishing it). Follow the Goal-Setting Guidelines found in Table 4.1 on page 90 of your textbook. You will need to chart and graph (daily/weekly) your one goal that is to be accomplished by the end of class.

### **Assignment 4: Attitude Adjustment & Gratitude Journaling**

**Part 1:** Complete the "Skill Development: Apply It" activity on page 134. Make sure you write out the complete statement.

**Part 2:** For four days (Tuesday to Friday) you will keep a gratitude journal. Each morning you will write down 20 different things you are grateful for that day. As you write out each statement "I am grateful for \_\_\_\_\_" verbalize it out loud to your self. Before you go to bed at night, read out loud the list you completed to yourself. It will help if you can do this in private (lock yourself in the bathroom and turn on the water so no one can hear you). After you have completed your last Friday morning session you will need to write a brief paragraph (200-300 words) on your experience with gratitude journaling/speaking it out loud. Did it have any effect on you? Was it "weird" at first and get easier throughout the week? How did your attitude change throughout the week?

### **Assignment 5: Self-Disclosure**

Answer question 1 on page 183 under "Try Your Hand." Make sure you write out each statement and complete it with your personal thoughts/feelings. Answer all parts to the question including the "Can you identify any in your approach..." and, "Are there any self-disclosure skills..."

### **Assignment 6: Anger Management**

Answer question 1 on page 205 under "Try Your Hand." Make sure you describe the scenario that made you angry. Use a more recent situation if possible. Write out each question with your response.

### **Assignment 7: Professionalism**

Research an article on professionalism and write a 300-word response on what you learned and how you can apply it in your life (or how you are applying it). Make sure you cite your work using and appropriate citation (APA citation). Go to <http://citationmachine.net/index2.php> to help you make the appropriate citation. The citation does NOT count as part of the 300 words. (Hint: [www.inc.com](http://www.inc.com) has great articles)

### **Assignment 8: Team Building**

During class you will go through a team building exercise. Your assignment is to describe how the team building exercise went, what did you like, what did you struggle with, was there anyone you were feeling frustrated with or was there any conflict among your team. If there was conflict, how was it handled? Could the conflict be handled better? Explain what you would have/should have done differently. Overall what did you learn from the experience and how could you apply this experience to your life (personally and professionally)? Your response will need to be between 500 and 700 words. Refer to chapters 12 and 13 to help you complete this assignment.

### **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. Your Life Plan is derived from many of the assignments and discussions in class. Specifically, your plan will consist of the following (each on its own page):

1. Cover Page with a professional, current picture of you, your name underneath your picture, and the date.
2. Table of contents.
3. Personal Mission Statement.

4. A detailed description of your personality and how it will help you succeed in you personal and professional life.
5. A revised/revamped set of SMART goals you want to accomplish in your life.
6. The documented goal you worked on during the semester. Please discuss if you met the goal and what you learned from it. It is very important you include your daily/weekly documentation.
7. A detailed description of your ideal "best day." This is not a pure fantasy, but something that is actually attainable. Refer to discussion in class (Chapter 6, Assignment 4).

***My hope is that this document will become a foundation to build your successful life upon.***

### **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 Business 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](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](http://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](mailto: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.