

Dixie State College

Hazy School of Business



Instructor: Bryon C. Geddes

Office: HAZY 303

Phone: (435) 879-4339

Office Hours: Check Office Door

The designated course e-mail address is:
geddes@dixie.edu

BUS 1370 – Human Relations

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

Course Outline:

Class Time: Wednesday, 7:00 am – 8:50 am.

Classroom: HAZY 229

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.

I have chosen to only hold class on Tuesdays. This does NOT mean that you have the rest of the week off; it means that I have graciously given you free time to complete the weekly assignments.

I have organized Canvas in order to best help you complete these tasks. The course has been divided up into 8 weeks. Each week will list the reading objectives along with the assignments that are due. Almost all assignment will be submitted in Canvas. As you progress through the course, please take special note of the due dates as I will NOT accept late work.

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 Canvas, online course support software. Directions

are available online and will be provided in the first class. Go to www.dixie.edu and click on the Canvas 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. Any e-submissions must be in Word or a compatible format.

Late Policy: I will NOT accept any late work. No partial credit will be given for late assignments. I have provided you with a schedule that will help you avoid missing deadlines. I recognize that emergencies do happen and for this reason, I recommend completing all assignments at the beginning of each week. There are some special cases that I will consider, but they must be discussed with me personally.

SUMMARY OF ASSIGNMENTS

Possible Points

Week 1 – Improvement Discussion	10
Week 5 – How to Ace a Job Interview Discussion.....	10
Week 6 – Difficult Conversations.....	10
Personal Code of Conduct.....	25
Chapter Quizzes – 14 quizzes (10 points each)	140
Exams (5 exams worth 33 points each)	165
Life Plan Presentation.....	100
Participation/Attendance	15
Total Possible Points	560

GRADING POLICY - grades are based on the following criteria:

Exams	30%
Chapter Quizzes	10%
Discussions and Assignments	20%
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. This course uses **Online Exams**. All exams will be taken in the Testing Center and are open book with a time limit of 2 hours.

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. This paper should include your values, goals, and desired roles for your life. Also include your five-year and ten-year goals within the overall plan. The assignment will be explained in detail on July 9th during class discussion and advanced to the Canvas system for those not attending. This assignment is due on July 17th. This is your opportunity to dream and express yourself! You and I are the only ones who will read this work.

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: (your grade/highest grade) X 20%. In general, I assign points as follows:

<i>0 Points</i>	<i>Unexcused Absence</i>
<i>1 Point</i>	<i>Student Physically Present in Class</i>

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

Disability Statement:

Americans with Disabilities Act (ADA) Statement:

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids to be successful in this class will need to contact the DISABILITY RESOURCE CENTER Coordinator (Baako Wahabu) for eligibility determination. Proper Documentation of impairment is required in order to receive services or accommodations. DRC is located at the ground floor of the Financial Aid Office. Visit or call 652-7516 to schedule an appointment to discuss the process. DRC Coordinator determines eligibility for and authorizes the provision of services.

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 students services" or the "My Dixie" button.

2012 Summer Semester (8 Week Block)

Mar 19	Registration open to Seniors (90+ credits)
Mar 20	Registration open to Juniors (60+ credits)
Mar 21	Registration open to Sophomores (30+ credits)
Mar 22	Open Registration
Apr 30	Graduation Application Deadline
May 28	Memorial Day
May 29	Classwork Starts
May 30	Last Day to Add Without Signature
Jun 5	\$25 Late Registration/Payment Fee
Jun 7	Pell Grant Census
Jun 7	Last Day for Refund
Jun 7	Last Day to drop without receiving a "W" grade
Jun 11	Last Day to ADD Classes
Jun 11	Courses dropped for non-payment
Jun 25	Last Day to DROP/AUDIT Classes
Jul 4	Independence Day
Jul 6	Last Day for Complete Withdrawal
Jul 20	Classwork Ends
Jul 20	Final Exams

Schedule

Summer BUS 1370 Schedule							
	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Week 1 (May 29th to June 3rd)			Week 1 - Improvement Discussion - Initial Post Due				Three Discussion Replies due; Quiz Chapter 1; Quiz chapter 2; Are you stressed
Week 2 (June 4th to 10th)							Exam 1 (Chapters 1, 2); Quiz Chapter 3; Quiz Chapter 4; Social Styles Assessment
Week 3 (June 11th to 17th)							Quiz Chapter 5; Quiz Chapter 6; Quiz Chapter 7; Personal Code of Conduct
Week 4 (June 18th to 24th)							Exam 2 (Chapters 3, 4, 5, 6); Quiz Chapter 8; Quiz Chapter 9
Week 5 (June 25th to July 1st)			Week 5 - How to Ace a Job Interview - Initial Post Due				Three Discussion Replies due; Quiz Chapter 10; Quiz Chapter 11; Exam 3 (Chapters 7, 8, 9)
Week 6 (July 2nd to 8th)			Week 6 - Difficult Conversations - Initial Post Due				Three Discussion Replies due; Quiz Chapter 12; Quiz Chapter 13; Exam 4 (Chapters 10, 11, 12)
Week 7 (July 9th to 15th)	Start preparing Life-Plan Presentation						Quiz Chapter 14
Week 8 (July 16th to 20th)			Present Life Plan Presentations and Hand in Write-up		Exam 5 (Chapters 13, 14)		