HUMAN RELATIONS
HRPO 1311
SYLLABUS

Semester Hours Credit: 3

INSTRUCTOR: Mr. James F. Hill, M.S.
OFFICE HOURS: By Appointment Only
CONTACT TELEPHONE: Cell: 785-761-1130
CONTACT EMAIL: School: James.Hill@ctcd.edu

TERM INFORMATION: Summer I, 2014
Course Times: Saturdays 0900 to 1300
Course Dates: 2 June 2014 to 26 July 2014
Course Location: Building 217, Room 209

I. INTRODUCTION

A. HRPO 1311, Human Relations, provides a practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

B. HRPO 1311 is a required course in the Business Management and Marketing and Sales Management degree and certificate programs.

C. Prerequisites: None

II. LEARNING OUTCOMES

1. Evaluate human relations including diversity, attitudes, self-esteem, and interpersonal skills to promote career success.
2. Identify and evaluate the causes and effects of stress in the workplace.
3. Develop individual and group communication, listening, decision-making skills.
5. Provide a strong rationale for the study of human relations and review the historical development of this field.
6. Describe how effectiveness in dealing with others depends largely on one’s self-awareness and self-acceptance.
7. Develop and maintain good relationships with coworkers, supervisors and managers.
8. Explain strategies for improving human relations in organizations.
9. Detail the concepts of team building and conflict management.
10. Describe special challenges in human relations and how they can be counted by organizations and individuals.
11. Develop a step-by-step plan to improve or develop specific human relations skills.

INSTRUCTIONAL MATERIALS


IV. COURSE REQUIREMENTS

A. Reading Assignments: Read text assignments prior to class and be prepared to discuss the text material, answering instructor questions orally with well-organized thoughts and ideas.

B. Class Attendance and Participation/Group Discussions: (Refer to CTC Catalog, Page 56, for detailed policy). You are expected to attend each class period, be on time and stay the full class period or be counted absent. Students will participate in class discussions. Developing acceptable solutions to problems requires active participation by all members in your class. When you are absent you are responsible for all course material missed. Students are expected to have read the chapters before they are presented in class and are responsible for the materials in the text if not covered in class. The instructor does not provide class notes for classes missed.

C. Written and Oral Assignments: Select a Human Relations related topic from the textbook, research it from outside sources other than from your textbook, and write a 6-8 page term paper. The topic of your term paper must be submitted by the third week of class. A sign-up sheet will be provided, please avoid student duplication of topics. The format will be APA style, double-spaced, 1-inch margins all around, and New Times Roman style, 12 font size. You must have at least six references cited in the term paper. Your textbook will NOT be included in your references cited. The term paper will have a separate cover page and reference page, which will not be included in the total length of the term paper. Clip Art pictures, exhibits, diagrams, charts and so on will be referenced within the body of the term paper but placed at the end of the term paper and will not be counted in the total length of the term paper. A draft paper submission by week six is optional but highly recommended. Copies of the APA style manual or a term paper example will be sent to you via email. A previously timed and practiced or rehearsed (5 to 7 minute) presentation will be made in class on your term paper. Your presentation grade is scored on the following criteria: total time (not under 4:50 and to exceed 7 minutes), speaker is free of distracting mannerisms (ahs, you knows, etc), and speaker’s organization including introduction, body, and
conclusion. Both written and oral presentation assignments must be completed in order to receive a passing course grade.

D. **Student Preparation and Study Requirements**: Each student is expected to develop effective personal time management and a study schedule that will enable him or her to master the learning outcomes listed previously. The instructor will send each chapter’s multiple-choice questions from the course test bank to you via your email address. Student completion of the chapter study guides is **NOT** a graded assignment and is **optional**. It is highly recommended that you take the time to look up the answers to these questions to reinforce and review the lecture and discussion in the classroom. The midterm and final exam questions will appear exactly as you saw them on the study guides, however, not all the study guides questions will be used on the exams, only an average of three or four questions per chapter will appear on your two written exams. It is expected that each student bring the completed study guides when review sessions for the midterm and final exams are scheduled. Essay advance sheets will be sent to the student via email at approximately the second of week of class for the midterm exam and at the sixth week of class for the final exam. It is recommended that students look up the answers and then use these completed advance sheets as study materials in preparation for the essay portion of the exams.

V. EXAMINATIONS

A. **Scheduled Examinations**:
There will be two major scheduled examinations as follows:

1. Midterm Exam (4th Week)
2. Final Exam (8th Week)

The exam schedule and material covered on each exam will be provided by the instructor on the first day of class. The type of exam questions will be six **essay questions** and 35 **multiple-choice questions, for a total of 100 points each** covering definitions, concepts, systems, models and examples from the textbook. They will be no comprehensive final or open book exams. They will be taken during the class period for which they are scheduled. Arrangements can be made to take the exam ahead of time on a case-by-case basis. See readings schedule for specific exam dates.

VI. SEMESTER GRADE COMPUTATIONS

A. Summary of requirements point values:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm and Final Exams (100 points each)</td>
<td>200</td>
</tr>
<tr>
<td>Written (Term Paper) assignment:</td>
<td>100</td>
</tr>
<tr>
<td>Student Presentations</td>
<td>50</td>
</tr>
<tr>
<td>Attendance/participation/group discussion</td>
<td>50</td>
</tr>
<tr>
<td>Total Possible Points</td>
<td>400</td>
</tr>
</tbody>
</table>

B. Letter grades will be assigned based on total points earned as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Points Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90%</td>
<td>400-360</td>
<td>A</td>
</tr>
</tbody>
</table>
89-80%  359-320 points    B
79-70%  319-280 points    C
69-60%  279-240 points    D
59% & below  below 239    F

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

A. Course Withdrawal: It is the student’s responsibility to officially withdraw from a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student. CTC Form 59 will be accepted at any time prior to Friday, the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

- 10-week session Friday of the 8th week
- 8-week session Friday of the 6th week
- 5-week session Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of “W”, provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of “F” or “FN” for nonattendance.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. Incomplete Grade: The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course...” Prior approval from the instructor is required before the grade of “I” is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an “F” for the course.

D. Cellular Phones: Cellular phones will be turned off or be placed on the silent/vibrate mode while the student is in the classroom. NO TEXTING while in class!

E. Americans with Disabilities Act (ADA): Students requiring accommodations for
disabilities are responsible for notifying the instructor. Reasonable accommodations will be granted in full compliance with federal and state law and Central Texas College policy.

F. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

G. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. **Honesty and Integrity:** All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The following will be considered examples of scholastic dishonesty:
   1. Plagiarism: The taking of passages from writing of others without giving proper credit to the sources.
   2. Collusion: Using another’s work, as one’s own; or working together with another person in the preparation of work, unless joint preparation is specifically approved in advance by the instructor.
   3. Cheating: Giving or receiving information on examinations. Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of “F” and will be subject to disciplinary action.

**VIII. INSTRUCTOR BIOGRAPHY:**

Human Resources Administration, Graduate Certificate (CMU), 2000
Masters of Science, Adult Education, (KSU), 1994
Bachelor of Science, American History with Teaching Certificate, 1977
Over 20 years experience as a US Army Human Resource Specialist/NCO (now 42 series MOS)
Active Duty US Army Training Instructor for 4 years.
First Sergeant for two Adjutant General's (AG) Corps units.
Department of the Army Civilian Training Instructor, Job Series 1712, Training Instructor/Program Manager for the Environmental Division, Directorate of Public Works, Fort Riley, KS.
Published several professional articles about Multicultural Education and Native American biographies
Volunteer editor of two local newsletters
OSHA Out-reach trainer
Volunteer member and Chairperson of the Garrison Employee Satisfaction & Improvement Team
Volunteer Enlisted Member of the Military Retiree Council.
Member of Society of Human Resource Management (SHRM)
Member of the American Society of Training & Development (ATSD)
IX. LOCKOUTS:

An Education Services Contractor is responsible for lock-up. The Contractor is scheduled to be on post from 1730-2330, Monday-Thursday, and Friday 1645-1945 during college terms, and 1645-1945 Monday-Friday when classes are not in session. If you find yourself locked out any reason please contact him at the following number: Cell number 785-210-7018

X. COURSE READINGS

<table>
<thead>
<tr>
<th>WEEK</th>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td>June 7</td>
<td>Instructor &amp; Student Introductions/Syllabus/Course Requirements, Chapters 1 &amp; 2</td>
</tr>
<tr>
<td>WEEK 2</td>
<td>June 14</td>
<td>Chapter 3 &amp; 4</td>
</tr>
<tr>
<td>WEEK 3</td>
<td>June 21</td>
<td>Chapter 5 &amp; 6, Term Paper Topic Submission/Instructor Approval</td>
</tr>
<tr>
<td>WEEK 4</td>
<td>June 28</td>
<td>Chapter 7 &amp; 8, Midterm Review Students will make arrangements with their instructor to take their Midterm Exam outside of class</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Not later than July 1)</td>
</tr>
<tr>
<td>WEEK 5</td>
<td>July 5</td>
<td>Chapter 9 &amp; 10</td>
</tr>
<tr>
<td>WEEK 6</td>
<td>July 12</td>
<td>Chapter 11 (Optional Draft Term Paper Submission)</td>
</tr>
<tr>
<td>WEEK 7</td>
<td>July 19</td>
<td>Chapter 12, &amp; 13, Student Presentations</td>
</tr>
<tr>
<td>WEEK 8</td>
<td>July 26</td>
<td>Chapter 14, Final Exam Review (Term Paper Due) Students will make arrangements with their instructor to take their Final Exam outside of class</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Not later than July 29)</td>
</tr>
</tbody>
</table>

Note: Final grades will be sent via email to the student using the student’s last 4 NLT July 30, 2014

THIS SYLLABUS IS TENTATIVE AND SUBJECT TO CHANGE.