

Human Relations

PSYC 3301-001, Summer 1 2018
Monday-Thursday 3:30pm- 5:30pm
Life Science Building, Room 101 (LS 101)

Instructor: Nicolette Provenzano-Hass, Ph.D.

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Office Hours: Mondays 10:00 a.m. to 12:00 p.m.

(or by appointment)

Faculty Profile:

<https://www.uta.edu/profiles/nicolette-hass>

Teaching Assistant: Shane Snyder

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Office Hours: Tuesdays 2:30 p.m. to 3:30 p.m.

(or by appointment)

Course Content and Learning Outcomes: This course is designed to provide a survey of topics relating to the study of human relations. Some of the topics we will discuss include communication, problem solving, decision making, conflict and change as they occur in individuals and in group relations. The structure of class sessions will be lecture; however, open discussion is strongly encouraged. Students are expected to attend class prepared for discussion and interaction.

Successful completion of this course will require students to: (a) learn and become familiar with the basic concepts pertaining to human relations, (b) learn and understand how to apply concepts to enhance relationships at work, and (c) develop and refine the knowledge and skills to function more effectively in today's organizations.

Students who successfully complete the course will understand the foundations of and current issues in human relations. In addition, students will gain insight about their own interpersonal style thus enabling personal growth and self-enhancement related to relationships on the job.

Required Text: DuBrin, A. J. (2015). Human Relations: Interpersonal Job-Oriented Skills (12th Ed.). Pearson Education, Inc. ISBN 13: 978-0-13-350682-2

Communications: When communicating with faculty members and other professionals, all students are expected to communicate in a professional and formal manner regardless of the media (phone, e-mail, face-to-face, etc.). This includes addressing one's audience using his/her proper title, using proper grammar, and using proper spelling. How one delivers a message is often as important as the message itself. Thus, I expect students to communicate professionally when communicating with me. This includes, but is not limited to, using proper greetings (Dr. Hass or Professor Hass), proper grammar, and an appropriate tone. Communications deemed inappropriate will not receive a response.

Electronic Mail: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact University-related business regarding financial aid, tuition, grades, graduation, etc. This instructor will use your UT Arlington student e-mail account for official communication regarding this course. All students are assigned a MavMail account and are responsible for regularly checking the inbox. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>. Communications and other class announcements will also be posted on the Blackboard system.

Cell Phones: Please have your cell phone or other electronic devices turned to silent mode during class. Even on vibrate mode these devices are very distracting to me and to other students. If you need to take a call during class, please exit the classroom to do so.

Computers and Other Electronic Devices: Students may use their laptop or other computer devices for in-class note-taking purposes only. Students will refrain from using electronic devices to access Facebook, YouTube, or

other Web sites that are not directly related to the class discussion. *Failure to comply with this requirement will result in the student losing in-class computer privileges. Multiple offenses regarding this policy will result in laptops being banned from the classroom.*

Attendance: This is not an online course thus is *not* structured as an online course (i.e., you are expected to attend class). Generally, students who come to class (prepared) do much better than students who miss class or come unprepared. You will maximize your learning experience by coming to class, asking questions, making comments, and discussing topics.

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

Although attendance is expected and highly recommended, attendance is not part of the grading system. Therefore, as the instructor of this section, I *do not* require you to inform me about your absence(s). Importantly, however, if you do miss class, it is *your* responsibility to obtain the missed materials and/or notes (i.e., do not e-mail me requesting notes or asking if you missed "anything important"). Attendance may be periodically monitored for administrative purposes.

The instructor reserves the right to deny entrance into the class if students are late. The instructor also reserves the right to remove any student who disrupts the learning process.

Grades for the course will be computed as follows:

Online Quizzes (average of 14)	30% of final grade
Development Plan	30% of final grade
In-Class Assignments (average of 4)	40% of final grade

The course grades will be assigned as follows:

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

Online Quizzes: Sixteen (16) open-book, multiple-choice online quizzes will be administered via the UT Arlington Blackboard system (<https://elearn.uta.edu>). Total quiz performance is worth 30% of your final grade. Each individual chapter quiz will be grouped into Units. All quizzes within a Unit will be 'live' during the designated completion dates (see the last page of this document for each Unit's completion dates). **Quizzes are required to be completed by 11:00 p.m. on or before the last day of the completion date.** Once the deadline passes for each Unit, quizzes for that Unit will no longer be available. It is the student's responsibility to ensure quiz completion before the deadlines have passed. If a quiz is not completed by the deadline, the student will get zero (0) points for that quiz.

I will drop the lowest two (2) quiz scores, meaning students **must complete 14 of the 16** quizzes to receive full credit for quiz performance. Except for absences authorized by the University, **no makeups will be given for any missed quiz under any circumstance.**

In-Class Assignments: The purpose of the in-class assignments is to provide the student with an opportunity to apply the materials covered in class. Each assignment will emphasize important themes, ideas, or concepts. Total in-class assignment performance is worth 40% of your final grade. There will be five in-class assignments throughout the semester which will typically, but not necessarily, occur on Thursdays. Students **must complete four of the five** assignments to receive full credit for the final In-Class Assignment grade. I will drop the lowest assignment score for those students who complete all five assignments (completing all five assignments will **not** hurt your grade). Except for absences authorized by the University, **no make-ups will be given for any missed in-class assignment under any circumstance** (see **Authorized Absences** within this document).

Development Plan: The purpose of the Development Plan is to enable you to think about your own personal strengths and developmental needs as they pertain to your relationships on the job, and even outside of the job. This is an opportunity for self-exploration specifically to help you improve upon your own interpersonal skills. Full requirements for this assignment can be found on Blackboard. More information about the Development Plan will be provided on the first day of class.

Exams: There will be no exams in this course.

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current [University Catalog](#).

Final Grade Information: No final grade information will be released by phone or e-mail. Students may at any time during office hours or by appointment throughout the semester confer with the instructor about his/her grades and progress in class. Instructions on how to calculate your final grade will be posted on Blackboard at the end of the semester. Those students who wish to confirm their grade calculations prior to UTA officially posting grades can see me during office hours or by appointment. Please do not ask me to send your grade calculation via email.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

Authorized Absences: The Office of the Vice President for Student Affairs provides lists of students who have absences *authorized by the University* (e.g., participation in athletic events or scholastic activities that are officially sponsored University functions--those are primarily activities that are funded by the University). The student must notify the instructor in writing at least one week in advance of the start of the excused absence and arrange with the instructor to make up missed work or missed examinations. Instructors will allow students an opportunity to make up the work and examinations within a reasonable time period following the absence or otherwise adjust the grading to ensure that the student is not penalized for the absence, provided that the student has properly notified the instructor. Students who have properly notified the instructor, will not be penalized for the absence. However, the instructor may respond appropriately if the student fails to complete the assignment or examination satisfactorily within the time limit following the absence set by prior arrangement. If there is disagreement between student and faculty member regarding what constitutes a reasonable amount of time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Office of the Vice Provost for Academic Analytics and Operations. The decision of the Vice Provost is final.

In accordance with section 51.9111 of Texas Education Code, a student is excused for attending classes or engaging in other required activities, including examinations, if he or she is called to active military service of reasonably brief duration. The student will be allowed a reasonable amount of time after the absence to complete assignments and take examinations.

Students who must miss an examination, class assignment or other project because of an observance of a *religious holy day* will be given the opportunity to complete the work missed within a reasonable time after the absence (19 Texas Administrative Code §4.4).

A religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 of the Tax Code. A student will be excused from attending classes or completing other required activities, including examinations for the observance of a religious holy day. The period of the excused absence will include time for any travel needed to fulfill that religious obligation. The student will be given the opportunity to complete the work missed, within a reasonable time period following the absence, provided the student has properly notified the instructor. The instructor must be notified in writing at least one week in advance of the absence and the student must arrange with the instructor to make up missed work or examinations. The instructor is under no obligation to accommodate students who are absent or miss work without prior notification and make-up arrangements. Students who have properly notified the instructor will not be penalized for the absence. However, the instructor may respond appropriately if the student fails to complete the assignment or examination satisfactorily within the time limit following the absence set by prior arrangement.

If the instructor and the student disagree about whether an absence constitutes a religious holy day as defined above, or if there is similar disagreement about whether the student has been given reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Office of the Provost. The decision of the Provost is final.

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting **The Office for Students with Disabilities, (OSD)** www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit www.uta.edu/eos.

Title IX: The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>

The English Writing Center (411LIBR): The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at

<http://uta.mywconline.com>. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

Library Information: Leni Matthews is the librarian assigned specifically to assist students and faculty in the psychological department. She can be reached at leni@uta.edu. You will find useful research information for psychology at <http://libguides.uta.edu/psychology>.

The Library's 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation. <http://library.uta.edu/academic-plaza>

The IDEAS Center is located on the 2nd Floor of Central Library and offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Any student who is found to have committed ANY act of academic dishonesty or scholastic dishonesty in relation to the assignments and requirements of this course will automatically receive a failing grade for the assignment. The failing grade for the assignment will be in addition to any University or Departmental sanctions deemed appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. Our nearest exit is to the right upon exiting LS 101. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381.

Unauthorized recordings: *Students are not permitted to audio or video record lectures without prior approval from the instructor.*

Tentative Schedule of Topics
(subject to change)

Date	Topic	Chapter	Quiz Completion Dates
June 4-7	UNIT 1		June 4-8 (by 11:00 p.m.)
	Course Introduction		
	A Framework for Interpersonal Skill Development	Chapter 1	
	Understanding Individual Differences	Chapter 2	
	Building Self-Esteem and Self-Confidence	Chapter 3	
	Interpersonal Communication	Chapter 4	
June 11-14	UNIT 2 (In-Class Assignment 1)		June 9-15 (by 11:00 p.m.)
	Interpersonal Skills for the Digital World	Chapter 5	
	Developing Teamwork Skills	Chapter 6	
	Group Problem-Solving and Decision Making	Chapter 7	
June 18-21	UNIT 3 (In-Class Assignment 2)		June 16-22 (by 11:00 p.m.)
	Cross-Cultural Relations and Diversity	Chapter 8	
	Resolving Conflict with Others	Chapter 9	
	Becoming an Effective Leader	Chapter 10	
June 25-28	UNIT 4 (In-Class Assignment 3)		June 23-29 (by 11:00 p.m.)
	Motivating Others	Chapter 11	
	Helping Others Develop and Grow	Chapter 12	
	Positive Political Skills	Chapter 13	
July 2-5	UNIT 5 (In-Class Assignment 4)		June 30- July 6 (by 11:00 p.m.)
	Development Plan Due: July 5 at 3:30 p.m.		
	July 4 – NO CLASS		
	Enhancing Ethical Behavior	Chapter 15	
	Stress Management and Personal Productivity	Chapter 16	
	Job Search and Career Management Skills	Chapter 17	
July 9	In-Class Assignment 5		