



PSYC 3301-001—Psychology of Human Relations Fall 2017 Syllabus

Instructor: Wyn E. Taylor

Office Hours: Wednesdays 11:00pm-11:50pm

Office: Life Science Building (4th floor) Room 413

(or by appointment)

Email: wyn.taylor@uta.edu

Faculty Profile: <https://utastaging.mentisonline.com/explore/profile/wyn-taylor>

Phone: Psychology Department Main—817-272-2281

Meeting Days/Times/Location:

Tuesday & Thursday, 11:00am-12:20pm, Life Science Building, Room 124

Course Description: Workplace applications of topics including person perception, social influence, group processes and dynamics, interpersonal relations, teamwork, leadership, workplace discrimination, diversity, stress, and burnout. This course is designed to provide a general survey of topics relating to the study of human relations. The point of this course is to develop skills that improve interpersonal relations in organizations, but will apply to other situations as well.

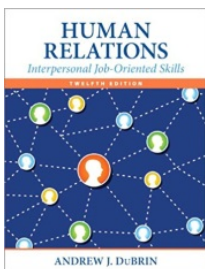
Course Learning Objectives: In order to successfully complete this course, you will be required to:

- learn and understand how to apply basic human relations concepts, their foundations, and common issues;
- develop and refine knowledge that will enhance your “soft skills”; and
- cultivate insight about your own interpersonal style.

Course Approach: The structure of this course will be lecture; however, it will also be interactive. To fully engage in this course material, you will be expected to think critically, discuss respectfully, and to contribute to the group’s efforts to make important connections and consider applications of the material. The purpose of these discussions will be to facilitate deep understanding of the material, to help you incorporate and practice the interpersonal skills you learn, and to provide you with real-life interpersonal feedback.

Communication: You will be expected to communicate in a respectful and professional manner. Distractions will not be tolerated.

Required Textbook & Other Materials:



Human Relations – Interpersonal Job-Oriented Skills, 12th
Ed. By: Andrew J. DuBrin ISBN: 978-0-13-350682-2

Other Materials:

- **Four (4) 882-E Scantrons** and a pencil for exams
- Optional→ ***Psychology of Relationships* Quick Reference Bar Chart**





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Attendance: At The University of Texas at Arlington, taking attendance is not required. Rather, 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. As the instructor, I will not formally be taking attendance, however, there will be **in-class assignments** scattered randomly throughout the semester, and you will NOT be able to receive credit if you are not there. So, attendance is encouraged.

Assignments and Examinations:

- **In-Class Assignments:** There will be 11 in-class assignments randomly given throughout the semester; this could include pop quizzes, group discussions, or other class activities. You will only receive credit for active participation. I will drop your lowest ICA.
 - There will be no makeup for in-class assignment points, unless the absence is university approved.
- **Exams:** There will be 4 exams, each covering new material. Tests will be mostly multiple-choice, but could include other types of questions like matching, true/false, fill-in-the-blank, or short answer.
 - Bring an 882-E scantron and pencil to each exam.
- **Extra Credit:** Possible extra credit assignments *may* be assigned at the instructor's discretion and details of the assignment and due dates will be given at the time it is announced. No individualized extra credit will be offered, as a matter of fairness.
- **Makeup Exams:** Makeup exams will be given during the regular class time on the last day of class (Tuesday December 5th), without exception.
 - If you need to make up more than one exam, you must take them ALL that day.
 - There will be NO MAKEUP for the final exam.

Grading: Grades will be calculated on a point system, out of a total possible 500 points. Students are expected to keep track of their own performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels--also see "Student Support Services," at the end of the syllabus. Keep track of your performance using the grade tracker below. Grades will not be "bumped up" for any reason.

Course Assignment	Total Possible	My Score
Exam 1	100	_____
Exam 2	100	_____
Exam 3	100	_____
Final Exam (Exam 4)	100	_____
In Class Assignments	100	_____
Total Possible (plus any extra credit)	500	_____

Final Grade Scale:

A = 448+
B = 398 – 447
C = 348 – 397
D = 298 – 347
F = 297 and below



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Course Schedule:

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. – Wyn E. Taylor

	<u>Course Schedule</u>	
	Tuesday	Thursday
Week 1		8/24-- Intro. Syllabus. Begin Chapter 1.
Week 2	8/29-- Ch. 1 Framework for Interpersonal Skill Development	8/31-- Ch. 2 Understanding Individual Differences
Week 3	9/5-- Ch. 3 Building Self-Esteem and Self-Confidence	9/7-- Ch. 4 Interpersonal Communication
Week 4	9/12-- Ch. 5 Interpersonal Skills for the Digital World	9/14--EXAM 1 Ch 1-5
Week 5	9/19-- Ch. 6 Development of Teamwork Skills	9/21-- Ch. 6 Development of Teamwork Skills
Week 6	9/26-- Ch. 7 Group Problem Solving and Decision Making	9/28-- Ch. 7 Group Problem Solving and Decision Making
Week 7	10/3-- Ch. 8 Cross-Cultural Relations and Diversity	10/5-- Ch. 8 Cross-Cultural Relations and Diversity
Week 8	10/10-- Ch. 9 Resolving Conflict with Others	10/12-- EXAM 2 Ch 6-9
Week 9	10/17-- Ch. 10 Becoming an Effective Leader	10/19-- Ch. 10 Becoming an Effective Leader
Week 10	10/24-- Ch. 11 Motivating Others	10/26-- Ch. 11 Motivating Others
Week 11	10/31-- Ch. 12 Helping Others Develop and Grow	11/2-- Ch. 12 Helping Others Develop and Grow
Week 12	11/7-- Ch. 13 Positive Political Skills	11/9-- EXAM 3 Ch 10-13
Week 13	11/14-- Ch. 14 Customer Satisfaction Skills	11/16-- Ch. 15 Enhancing Ethical Behavior
Week 14	11/21-- Ch. 15 Enhancing Ethical Behavior	11/23--Thanksgiving break
Week 15	11/28-- Ch. 16 Stress Management and Personal Productivity	11/30-- Ch. 17 Job Search and Career Management Skills
Week 16	12/5--Make-up Exam day	
Week 17	12/12--Final Exam Ch 14-17, 11-1:30	

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://web.uta.edu/aao/fao/>).

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)**. 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:



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The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364.
Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671.

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX: *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 uta.edu/eos. For information regarding Title IX, visit www.uta.edu/titleIX.*

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. Students caught cheating on an exam will receive a zero for the course.

Electronic Communication: 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. All students are assigned a MavMail account and are responsible for checking the inbox regularly. 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>.

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>.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students



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sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as 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, which are located on this floor to the left and right as you exit LS 124. 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.

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>

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