



HRD 3333: Human Relations
MWF* 10:10am –11:05am, Spring 2024
COB 212

**Hybrid design: Mondays and Wednesdays – face-to-face; Fridays – online*

Instructor: Dr. Sangok Yoo (pronounced Sæn-gək ju:) **Email:** syoo@uttyler.edu (preferred contact method)
Office: COB 315.17 **Office Phone:** 903-565-5646
Office Hours: Monday and Wednesday: 11:30 am to 2:00 pm
By appointment via email. Zoom meetings can be scheduled by request.

Required Materials:

- **Textbook:** DuBrin, A. (2014). Human relations: Interpersonal job-oriented skills (12th ed.). ISBN: 0133506827
- Supplementary readings are provided on Canvas

Course Description: This course is designed to introduce the basics of individual difference in interpersonal communication; and facilitate a better understanding of the importance of developing positive relationships with others in the work setting. The problem-solving skills, decision making skills, teamwork skills, motivating skills, and other management skills are also introduced to prepare the students for a successful career in the contemporary organization environment

Course Objectives: By the end of this course, participants will be able to / or have an:

- Understanding of individual differences, basic political skills, motivating others
- Understanding the basic concepts of self-esteem and self-confidence in relationship to job performance
- Learn basic problem-solving and decision-making techniques
- Understanding of the nature and changes of demographic diversity in the workplace
- Apply concepts of human relations to a semester project.

Graded Course Requirements: Letter grades will be assigned based on the scale provided. Grades will not be rounded beyond that stated below. Students are responsible for verifying that all electronic submissions are correctly uploaded. All scores will be based on what is submitted by the deadline. The possible points for each assignment are as follows:

Attendance/Participation (5%)	5%
Weekly Canvas Activity (30%)	
Self-assessment Reflection	10%
Case Study Discussion	10%
Threaded Discussion	10%
Team Project (20%)	20%
Quizzes and Exams (45%)	
Periodic Quizzes	30%
Final Exam	15%
Course Total	100%

Attendance/Participation (5% of grade): Students will be responsible to report an absence in advance to avoid penalty. Participation is a critical part of the class. Your participation grade will be graded based on **your attendance and in-class participation**. Students will be responsible to report an absence in advance to avoid penalty. *Your active participation* may increase your chance to have bonus points throughout this course.

Weekly Canvas Activity (30% of grade): **Consistency and engagement** are keys to achieving this requirement group successfully. In the hybrid format, Fridays are specifically allocated as online days for the completion of assigned activities. Your weekly Canvas activity grade will consist of the following:

1. **Self-assessment Reflection (10%):** In every chapter, self-assessment quizzes will be provided. Self-assessment reflection is structured to enhance an understanding of yourself. After completing assigned self-assessment quizzes, students will submit a short reflection paper by 11:59pm Fridays. *Late submissions will be penalized by 10% for any full or partial day late.*
2. **Case Study Discussion (10%):** Case Study Discussion boards are structured to allow students to apply knowledge in the textbook to real-world problems. *Late postings will be penalized by 10% for any full or partial day late.*
 - a. Each week, students are required to post one reply to the designated case study, with a minimum of four sentences to qualify for full credit. Postings are expected to meet college-level standards, incorporating citations and references where necessary, while maintaining a high standard of grammar and spelling to ensure error-free content.
 - b. **Bonus point opportunity:** Your peer responses to classmates' postings will be counted as activities that will be added to bonus points that will be added to the Case Study Discussion credit. For bonus points, the instructor will only count the responses that extend or support classmates' postings. Responses such as "I agree" or "disagree" with you or simplistic peer responses do not "extend or support" the classroom dialogue. The bonus points will be directly added to the week's Case Study Discussion grade.
3. **Threaded Discussion (10%):** Threaded Discussion boards are structured to enhance your understanding and skills in human relations. *Late postings will be penalized by 10% for any full or partial day late.*
 - c. Students will need to provide **two threaded discussion topics** (5% each, total 10%), with a minimum of four sentences to qualify for full credit. Postings are expected to meet college-level standards, incorporating citations and references where necessary, while maintaining a high standard of grammar and spelling to ensure error-free content.
 - d. **Bonus point opportunity:** Your peer responses to classmates' postings will be counted as activities that will be added to bonus points that will be added to the Threaded Discussion credit. For bonus points, the instructor will only count the responses that extend or support classmates' postings. Responses such as "I agree" or "disagree" with you or simplistic peer responses do not "extend or support" the classroom dialogue. The bonus points will be directly added to the week's Threaded Discussion grade.

Team Project (20% of grade): "Human relations lessons from your favorite movie": For the team project, three to four students will become a team. Teams will write an analysis essay. The essay will require teams to apply Human Relations theories to a well-made (and fun) movie to extract real-life lessons. Teams will be created based on the survey on Canvas. The detailed prompt for the assignment will be distributed in class.

- At the end of the semester, each student will evaluate their fellow team members. These evaluations will be utilized by the instructor to make appropriate adjustments to the score received for the team project paper. In addition, teams should immediately inform the instructor of any issues that arise during the course of the semester. If initial attempts to correct any issues fail, the team may vote a member out of

the team. In such instances, the individual removed from the team will complete the project alone.

Quizzes and Exam (45% of grade): There will be three periodic quizzes (10% each, a total 30%) and the final exam (15%). The exams will be in multiple-choice and true/false formats. Your exams will be open book; however, they will be timed so it is important to prepare for them properly and in a timely manner. **Late submissions will not be accepted.**

Grading Scale: Students will be evaluated based on the grading scale below.

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	≤ 59%

Note: Final grades will not be rounded or adjusted based on proximity to these cut-points.

Course Outline/Major Topics Studied:

Week	Dates	Topics	Assigned Readings	Quiz
1	1/16~1/20	A Framework for Interpersonal Skill Development	Ch.1	
2	1/21~1/27	Understanding Individual Differences	Ch.2	
3	1/28~2/3	Building Self-Esteem and Self-Confidence	Ch.3	
4	2/4~2/10	Interpersonal Communication	Ch.4	Q1 (Ch1-4)
5	2/11~2/17	Developing Teamwork Skills	Ch.6	
6	2/18~2/24	Group Problem Solving and Decision Making	Ch.7	
7	2/25~3/2	Cross-Cultural Relations and Diversity	Ch.8	
8	3/3~3/9	Positive Political Skills	Ch.13	Q2 (Ch6-8, 13)
9	3/10~3/16	Spring Break		
10	3/17~3/23	Resolving Conflicts with Others	Ch.9	
11	3/24~3/30	Becoming an Effective Leader	Ch.10	
12	3/31~4/6	Motivating Others	Ch.11	
13	4/7~4/13	Helping Others Develop and Grow	Ch.12	Q3 (Ch9-12)
14	4/14~4/20	Enhancing Ethical Behaviors	Ch.15	
15	4/21~4/27	Job Search and Career Management Skills	Ch.17	
16	4/28~5/3	Final Exam		

Disclaimer: Course schedule is subject to change and you will be responsible for abiding by any such changes. Your instructor will notify you of any changes.

Grading Philosophy:

I understand that the process of receiving grades can inhibit the learning process. I endeavor to create a safe learning environment. As part of that environment, you have several opportunities to maintain a high grade in the course, including:

- All quizzes and exams are open book. However, it will be timed so it is important to prepare for them properly and in a timely manner.
- Bonus opportunities throughout semester.
- Timely feedback on assignments.
- Course schedule in the Syllabus may be altered during the semester due to unforeseen circumstances.

Course Policies:

Class Meeting Attendance

Attendance at all online class sessions is expected for the accomplishment of course objectives. The facilitator recognizes that learners may have special issues and responsibilities that may impact attendance, however regular attendance is expected. If absences occur, the learner is responsible for contacting the facilitator in advance so that adjustments can be made to the instructional activities planned for a specific session. The learner is also responsible for all work that is missed due to the absence from any class meeting, or portion thereof.

Late Work

No credit will be given for late assignments unless the learner's provider and/or UT Tyler's system prevents the student from submitting a discussion post, assignment, quiz, or exam. The student is responsible for contacting the instructor, providing evidence of the outage and submitting any missed work within 24 hours of resolution of any system outage.

University Policies and Information Highlights*:

Final Exam Policy

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.

Academic Honesty and Academic Misconduct

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) (Links to an external site.) in the Student Manual Of Operating Procedures (Section 8).

COVID Guidance

- **Information for Classrooms and Laboratories:** It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing, and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure ([CDC quarantine/isolation guidelines](#) (Links to an external site.)). Please work with your faculty members to maintain coursework and please consult [existing campus resources](#) (Links to an external site.) for support.

***You can find the details of university policies about the following areas in the "University Policies and Information" page on the class Canvas site.**

- Withdrawing from Class
- Incomplete Grade Policy
- Grade Appeal Policy:
- Disability/Accessibility Services

- Military Affiliated Students
- FERPA
- Absence for Official University Events or Activities
- Absence for Religious Holidays
- Campus Carry