Soules College of Business
The University of Texas at Tyler

HRD3333 Human Relations

Syllabus

Course Number: HRD 5333.060

Course Title: Human Relations

Semester: Fall, 2024

Instructor: Judy Yi Sun, Ph.D. Associate Professor

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Office Hours
Monday and Wednesday: 12:00pm -2:30pm

Other times by appointment

Welcome

Welcome to our online program at UT Tyler and to HRD 5333 Human Relations. This class employs self-directed learning (SDL) approach as a major learning method to guide students in subject learning. SDL is described as "a process in which individual take the initiative, with or without the help of other, to diagnose their learning needs, formulate learning goals, identify resources for learning, select and implement learning strategies, and evaluate learning outcomes" (Knowles, 1975, p.18) . Contrast to instructor oriented learning, self-directed learning is learner oriented and views learners as responsible owners and managers of their own learning process. SDL integrates self-management with self-monitoring.

Specifically, this course is developed in a modular format to assist you in organizing your time and efforts. Other than textbook reading and PPT material to guide your reading, questions and debates are used to trigger your thoughts on how to understand and apply the knowledge learned in the textbook. Three online quizzes are provided to evaluate your learning progress. Each module outline will specify required reading, writing, and discussion requirements to facilitate your learning. A team project is designed for you to apply human relation theories that you have learned in this class and extract real-life lessons through analyzing a movie.

Required Textbook

- 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 organizational environment.

Course Objectives

By the end of the semester, learning participants are able to:

- Understand the individual differences.
- Understand Basic concepts such as self-esteem and self-confidence and the relationship to performance.
- Learn basic problem solving and decision-making techniques.
- Understand the nature and changes of demographic diversity in the workplace.
- Understand effective stress management.
- Understand how to develop careers through career management skills.

2. Competencies to be demonstrated in this course:
1. Computer-Based Skills – the student will complete the Job Analysis project in a word processing package that may include graphs, charts, spreadsheets, database manipulation
2. Communication Skills – the student will exhibit a mastery of written skills in completion and presentation of the project.
3. Interpersonal Skills – the student will work in a group to identify problem statements for the data collection phase of the research project.
4. Problem Solving (Critical Thinking) – the student will use conceptual thinking, and analyzing data, and creativity and innovation in case studies
5. Ethical Issues in Decision Making and Behavior- the student will understand and exhibit ethics through the data collection and presentation portions of this project.
6. Personal Accountability for Achievement – the student will complete the project at the time designated by the instructor

Course Requirements

Reading Assignments
- Students are responsible for completing the reading assignments in a timely manner. Most readings will be from your textbook as indicated in the course modules. There will be supplemental readings uploaded on Canvas (journal articles or cases) to provide different theoretical perspectives or opportunities to do in-depth analysis. Since it is an on-line learning, the Lecture PPT handouts are posted on Canvas to guide your reading and learning.
- Deadlines are listed in the Course Module Outlines as well as in the Canvuas Calendar.
- The required reading assignments need to be completed prior to completion of discussion and written assignments.

Discussion Assignments

- All discussion postings should be submitted in "discussion board". The firs student needs to create a thread under the chapter discussion topic in order for others to reply.
- Each participant is responsible for participating in the asynchronous discussions of each module. All class participants are expected to engage in presenting their own progress in learning as well as contributing insights to others' postings.
- Discussion postings should be made in a timely manner. Deadlines are listed in the Course Module Outline.
- Please note that all discussion postings must be completed by midnight Central Standard Time on the due date.
- Please refer to the discussion requirements listed under each discussion assignment in Canvas. The following describes the participation criteria. Participation with peers will account for 50% of the eligible discussion score.

Score	Description Note: The length of the initial contribution should be a minimum of 300 words and not exceed 500 words. Actively responding to another student's initial submission means providing the rationale as to why you agree or disagree with other students with supported arguments from literature or credible sources; responses such as "I agree," will not be counted.
100%	**Exceptional Participation – Met both of these conditions:** • Submitted own contribution and actively responded to 3 or more other students. • Exceptional quality - Student explored others' comments and built on others' insights. The contributions are especially insightful and represent new high-value added input with new insights, material, and/or references.
80%	**Commendable Participation – Met both these conditions:** • Submitted own contribution and actively responded to 2 or more other students. • High quality - Student explored others' comments and built` on others' insights. The contributions are insightful and represent high-value added input with insights, material, and/or references.
60%	**Moderate Participation – Met both of these conditions:** • Submitted own initial contribution for a selected discussion topic and responded to 1 or more other students. • Moderate quality – Student was active in discussions made some valuable contributions, but the contributions were not noteworthy or did not include sufficient insights, material, and/or references.
40%	**Acceptable Participation – Met both of these conditions:** • Submitted own initial contribution for a selected discussion topic and responded to three or more other students. • Low Level quality – Student participated in discussions made contributions, but the contributions did not add value to the discussion or did not include sufficient insights, material, and/or references.
20%	**Minimal Participation – Met both of these conditions:** • Submitted own initial contribution for a selected discussion topic but did not respond to two or more other students. • Minimal quality – Student participated in some discussions made irrelevant or incorrect contributions, contributions did not include sufficient insights, material, and/or references.
0%	**Inadequate Participation:** • Did not participate in the discussion topic.

- Note: When posting to the discussion area, please enter your comments directly into the discussion board. **Do not attach documents** to the discussion board unless instructed, as this method is difficult for some students to access.

Written Assignments
- All written assignments are to be completed in Microsoft Word or as Rich Text Format, and submitted in a timely manner. Deadlines are listed in each Course Module Outline. Please note that all written assignments must be submitted by midnight Central Standard Time on the due date.
- All written assignments should be submitted to the designed submission link.
- Late assignments will **Not** be accepted

Quizzes

- The quizzes will be taken on Canvas with a link under "Assignments". You can access each quiz **only once** during the available time frame, so please arrange your time accordingly.
- Please note that all 3 quizzes must be completed by midnight Central Standard Time on the due date.
- Feel free to use the self-test bank to practice before taking each quiz.

Team Project

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. A great deal of time and effort will be required for this assignment. A detailed description of the project and group presentation requirements can be found in a separate document posted on Canvas under Modules.

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 semester. If initial attempts to correct any issues fail, the team may vote a member out of the team before October 1st. In such instances, the individual removed from the team will complete the project alone.

Grades and Grading

Final grades for the course will be determined based upon the following criteria for assessment:

- A – Exceptional work; demonstrates full understanding of topic in written assignments; demonstrates graduate-level written communication by attention to conventions of standard written English and good writing "flow"

- B – Good work; demonstrates basic understanding of topic in written assignments; acceptable demonstration of graduate-level writing; some lack of attention to detail in content or presentation.

- C – Shows only some understanding of basic concepts; written assignments lack attention to conventions of standard written English; incomplete responses; consistent lack of attention to detail.

- D – Failure to demonstrate understanding of basic concepts.

- F – Failure to complete assignments.

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

1. A 90% - 100%
2. B 80% - 89%
3. C 70% - 79%
4. D 60% - 69%
5. F ≤59%

The work you will perform for this course is weighted as follows:

Class participation/Chapter discussion 30%

Personality Report 10%

Final Group Project 30%

Three quizzes 30%

Grading components are assigned weights based upon the work required of the participant and the importance to the course. Assignments may be submitted prior to the due date listed in the course module outlines.

Course Outline

Modules	Days	Topics/Chapters Covered	Assignments	Quizzes
M 1	08/26-09/22	• A Framework for Skill Development • Understanding Individual Differences • Building Self-Esteem & Self-Confidence • Interpersonal Communication	(1) Self-Introduction due 09/01 (2) Personality Report due 09/15 (3) Chapters 2&3 Discussion due 09/22	
M 2	09/23 - 10/13	• Interpersonal Skills • Developing Teamwork Skills • Group Problem Solving • Cross-Cultural Relations & Diversity	(1) Chapter 5&6 discussion due 09/29 (2) Chapter 7&8 discussion due 10/13	Quiz 1 Due 10/13
M 3	10/14-11/10	• Resolving Conflicts • Becoming an Effective Leader • Motivating Others • Helping Others develop and Grow • Positive Political Skills	(1) Chapters 9&10 discussion due 10/27 (2) Chapters 11,12&13 due 11/10	Quiz 2 due 11/10

M 4	11/11-12/09	• Customer Satisfaction Skills • Enhancing Ethical Behavior • Stress Mgment & Personal Productivity • Job Search and Career Development	(1) Chapters 14-17 due 12/09	Quiz 3 due 12/09

Technical Support Information:

If you experience technical problems with this course or Canvas, contact the 24/7 Canvas Support by phone or chat by clicking the Help button "?" in Canvas which is located at the bottom of the Canvas Global Menu on the left side of the window.

When you contact Canvas Support, be sure to include a complete description of your problem or question including:

* The title and number of the course

* The page in question

* If you get an error message, a description and message number

* What you were doing at the time you got the error message

You can also search the Canvas Student Guide for useful information on using Canvas at https://community.canvaslms.com/docs/DOC-10701

If you are experiencing login/password problems or need support for other technical issues, contact Campus Computing Services located in the Business Building (BUS 101), by phone 903-565-5555, or by email at itsupport@uttyler.edu

ACADEMIC DISHONESTY STATEMENT:

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work. Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one's own work of material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students' official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www.uttyler.edu/wellness/rightsresponsibilities.php

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at http://www.uttyler.edu/about/campus-carry/index.php

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar. Each

semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

* Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.

* Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)

* Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)

* Being reinstated or re-enrolled in classes after being dropped for non-payment

* Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit https://hood.accessiblelearning.com/UTTyler and fill out the New Student application. The

Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at http://www.uttyler.edu/disabilityservices, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

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Social Security and FERPA Statement
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct
Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.
  i. "Cheating" includes, but is not limited to:
      • copying from another student's test paper;
      • using, during a test, materials not authorized by the person giving the test;
      • failure to comply with instructions given by the person administering the test;
      • possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;

- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by SafeAssignTM, available on Blackboard.

Using AI Tools

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

For this course, AI is permitted only for specific assignments or situations, and appropriate acknowledgment is required.

This course has specific assignments where artificial intelligence (AI) tools (such as ChatGPT or Copilot) are permitted and encouraged. When AI use is permissible, it will be clearly stated in the assignment directions, and all use of AI must be appropriately acknowledged and cited. Otherwise, the default is that AI is not allowed during any stage of an assignment.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)