



Fall 2011
HRPO 1311.304 Human Relations

Instructor: Sue Jones

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Syllabus

"The importance of human relations can be summarized in one concise law of personal and organizational success: All work is done through relations."

Effective Human Relations Interpersonal and Organizational Applications 11th edition,
Reece, Brandt, Howie, South-Western Cengage Learning

COURSE DESCRIPTION: HRPO 1311 Human Relations (52.1003) (3 credit hrs)

Practical application of the principles and concepts of the behavioral science to interpersonal relationships in the business and industrial environment. (SCANS 5, 7, 9, 10, 11) No prerequisite required.

REQUIRED TEXT: Effective Human Relations, Interpersonal and Organizational Applications, 11th edition, Reece, Brandt, & Howie, South-Western Cengage Learning. ISBN: 9780538747509. This book may be purchased from the [Odessa College Bookstore](#) or from an online book seller.

Class Website: <http://www.odessa.edu/dept/management/sjones/humanrelations.htm>

Instructor's Office Hours:

http://www.odessa.edu/dept/management/sjones/office_hours.htm

COURSE LEARNING OUTCOMES: Upon successful completion of this course, student will be prepared to

- evaluate human relations including diversity, attitudes, self-esteem and interpersonal skills to promote career success
- identify and evaluate the causes and effects of stress in the workplace
- develop individual and group communication, listening and decision making skills
- analyze how theories of motivation and human behavior impact strategies of change management.

COURSE EXPECTATIONS: This is a college level course and you will, therefore, be expected to uphold established college standards as outlined in the most recent [Odessa College catalog](#). Your final grade will be based upon a combination of the following factors:

1. Preparedness
2. Purposeful participation in the classroom discussion
3. Ability to relate and apply the concepts discussed in the course
4. Attendance of community leadership meetings - minimum of 4 per semester
5. Scores on exams, projects, and other assignments
6. Score on final exam



Note: Preparedness and purposeful participation are the first two elements of the grading criteria. Being prepared means having the tools you need to take notes or to complete a writing assignment (book, pen, pencil, paper, etc). This is **not** strictly a lecture course. Students will be required to actively participate in the discussions, both individually and in assigned groups. You cannot participate if you are not present in class, and purposeful participation is difficult to achieve if you are not prepared. If you must be absent, please contact your instructor before the absence if possible or as soon after the missed class as possible to make arrangements for the make-up work or missed assignments. **This is your responsibility.** Show respect to everyone in the class by communicating appropriately - do not sleep or put your head or feet on the tables or chairs. Taking phone calls during class is disruptive as well.

The instructor's office hours and phone number are listed above and posted near the classroom. Please do not hesitate to utilize this time to discuss any course-related topic.

Management students are encouraged to make an appointment with Connie Nichols or Sue Jones to discuss both academic and career goals toward the end of each long semester.

DEPARTMENTAL AND INSTRUCTOR COURSE REQUIREMENTS, EVALUATION METHODS AND GRADING POLICY: There are projects and/or assignments associated with this course as well as a Final Exam. The assignments must be completed and turned in by due date. Students are required to attend a minimum of 4 community leadership

meetings during each semester. Check the calendar page located on the instructor's website for a list of organizations, meeting dates and times, and instructions.

- Class participation 35%
- Class/Group Work 15%
- Homework 20%
- [Community Leadership Meetings](#) 10%
- Final Exam 20%

The projected cutoff point for A's, B's, C's, and D's are based on a 90%, 80%, 70%, and 60%, respectively. At the end of the semester these projected cutoff points will be adjusted (i.e. raised or lowered) in order to reflect the overall performance of the class. Thus the actual grade will not be known with certainty until after the semester is over.

Student will receive an updated grade sheet along with any graded assignments and any comments or suggestions regarding the work submitted.

If you consider withdrawing or dropping this class, please contact the instructor who will provide information regarding withdrawals, dropping a class or receiving an incomplete.

Management students should be aware that a grade of a "C" or better is necessary to meet the degree or certificate requirements.

STUDENT E-MAIL: If you have not already accessed your Odessa College Student E-mail, please follow the link to set up your account: <http://odessa.edu/gmail/> . Any assignments or correspondence will be submitted using your Odessa College email.

OBJECTIVE OF THE MANAGEMENT DEPARTMENT: The primary object of the management program is to prepare each student for employment by providing skills training in critical thinking, problem solving, decision making, communication, self-management, and leadership. The management program is not intended to serve as preparatory work toward a baccalaureate degree although courses are transferable to several colleges and universities. Students planning to pursue a four-year degree should consult the upper level institution of their choice regarding transferability of courses.

Department Web site: <http://www.odessa.edu/dept/management/>

MANAGEMENT DEPARTMENT PHILOSOPHY: Marketing is the core of all business practices - from the mom and pop neighborhood store to Fortune 500 companies. To help students understand this broad based concept, the following acronym has been created by Sue Jones and Connie Nichols, instructors in the Management Department of Odessa College:

- **M** - managing
- **A** - all
- **R** - resources,
- **K** - knowledge and
- **E** - efforts
- **T** - toward
- **I** - intentionally
- **N**- navigating
- **G** - gains

Learning Contract: Each student is expected to make a commitment to learn. Example below:

On this day, _____ I, _____ commit to learn.

Information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Special Needs: Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the American with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this class, please contact me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations. Students with disabilities are expected to carry out their obligations in completing coursework required of all students.

Semester Schedule - Tentative

WEEK OF	TOPIC	Assignment
Week 1 8-22	Introductions and Course Overview Part 1: Human Relations: The Key to Personal Growth and Career Success Chapter 1 - Introduction to Human Relations	 Reading Learning Styles
Week 2	Chapter 2 -Improving Personal and Organizational Communications	Personality Assessments

WEEK OF	TOPIC		Assignment
8-29			
Week 3 9-07	Part II: Career Success Begins With Knowing Yourself Chapter 3 - Understanding Your Communication Style		Reading
Week 4 9-12	Chapter 4 - Building High Self Esteem		Reading Brochure Activity
Week 5 9-19	Chapter 5 - Personal Values Influence Ethical Choices		Reading Celebrate What's Right with the World
Week 6 9-26	Chapter 6 - Attitudes Can Shape Your Life		Seeing Red Cars
Week 7 10-3	Chapter 7 - Motivating Yourself and Others		Reading
Week 8 10-10	Part III: Personal Strategies for Improving Human Relations Chapter 8 - Improving Interpersonal Relations with constructive Self-Disclosure		Mid-term Assignment
Week 9 10-17	Chapter 9 - Achieving Emotional Balance in a Chaotic World		Reading
Week 10 10-24	Part IV: If We All Work Together Chapter 12 - Team Building: A Leadership Strategy		Reading
Week 11 10-31/11- 2		Chapter 13 - Resolving Conflict and Dealing With Difficult People	Reading

WEEK OF	TOPIC		Assignment
Week 12 11-07	Part V: Special Challenges in Human Relations Chapter 14 - Responding to Personal and Work-Related Stress		Reading
Week 13 11-14	Chapter 15 - Valuing Work Force Diversity Chapter 16 - The Changing Roles of Men and Women		Semester Review Power Point PDF
Week 14 11-21	Thanksgiving Holiday - No Class 		
Week 15 11-28		Final Exam	
Week 16 12-05	Final Exam Due		

Holidays: September 5 2011 - Labor Day (College Closed)
 November 22 (5:30 pm) - 27, 2011 - Thanksgiving Holidays (College Closed)
 November 9, 2011 - Last Day to Drop
 December 3, 2011 - Last Class Day
 December 9, 2011 - Graduation