

**NORTHEASTERN TECHNICAL COLLEGE  
COURSE OUTLINE**

<b>COURSE:</b>	<b>PREFIX</b>	<b>NO.</b>	<b>EFFECTIVE DATE</b>	<b>NEXT REVIEW DATE</b>	
	PSY	103	Fall 2005	Fall 2006	
<b>TITLE</b>			<b>CREDITS</b>	<b>CONTACTS</b>	
				<b>CLASS</b>	<b>- LAB - TOTAL</b>
Human Relations			3	3	0 3

**PREREQUISITES:** None

**DESCRIPTION:** This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life; includes human relations in organizations and skills for the workplace.

**TEXTBOOK(S) OR ALTERNATIVE:** Human Relations: Principles & Practices, 6<sup>th</sup> edition, Reece/Brandt, Houghton. 2006.

**MATERIALS (specifying those to be purchased by student):** The student is expected to purchase the accompanying Study Guide.

**COLLATERAL READING:** There will be additional readings to supplement the textbook material to be assigned by the Instructor.

**CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):**

**ACADEMIC HONESTY:** The College expects each student to earn his/her own grades; if academic dishonesty occurs, disciplinary action will be taken. Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, and falsification of information. (Refer to pp. 24-25 of the NETC college catalog.)

**ATTENDANCE:** Punctual and regular attendance in all classes is the obligation of every student. There are no excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies cause a student to be absent for a period of time, it is the responsibility of the student to notify the Instructor immediately and to make up the work missed. Please consider absences to be for emergencies, not for "skipping" class. It is your responsibility to find out what you missed. Attendance is tracked by sign-in sheets. It is the student's responsibility to sign in at the beginning of each class period.

**ABSENCE POLICY:** Students are required to attend 80% of their classes from the date of enrollment. Students enrolled in a 3-credit hour course that meets on Monday, Wednesday, and Friday are allowed a maximum of 9 absences for a semester. Classes that meet on Monday and Wednesday or on Tuesday and Thursday have a maximum 6 absences. For evening classes that meet once a week, only 3 absences are allowed.

The absence allowances for summer school are 8 for daytime classes and will be dropped with a grade of "F" after the ninth

absence. Summer students enrolled in evening classes that meet once a week are allowed two absences and will be dropped after the third absence.

TARDY POLICY: A student is considered tardy if not in the classroom at the time the teacher begins class instruction. Three (3) times tardy equals one full absence.

WITHDRAWAL FROM COURSE: Once the absence limit has been reached, students will be dropped from class for excessive absences. If this occurs at any time during the semester, the student will receive an F for the course. It is advised that the student review p. 26 of the college catalog regarding college absence policies.

Consider carefully any decision regarding dropping a course. It is important that you check first with the Financial Aid Office to be able to consider all possible ramifications such as insurance coverage and financial aid benefits. If circumstances warrant withdrawing from a course, a grade of W will be assigned as long as the student is passing the course at the time of withdrawal and initiates the appropriate paperwork by contacting their instructor or advisor. If a student is failing the course and drops after midterm, a WF will be assigned as outlined on page 34 of the college catalog.

MAKE-UP TEST: If you know that you will be unable to take a test on the day it is assigned because of a previously made appointment, work obligations, family health problems, etc., then you may take the test early by prior arrangements with the Instructor. Please avoid making doctor and dentist appointments during class time.

If an emergency arises or you are too sick to take a scheduled exam, please call or E-mail the Instructor ASAP, within 24 hours of the test. Make-up tests will be at the discretion of the Instructor and must be taken as quickly as possible.

CLASSROOM ETIQUETTE:

An integral part of education is developing a sense of integrity and responsibility not only toward ourself but also towards others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc. reflects negatively on you. Please be considerate. *"Students have no right to impinge on the freedom of instructors to teach or the right of students to learn. If a student behaves disruptively in class after the instructor explained the unacceptability of such conduct, the instructor may temporarily dismiss the student from the class and refer the matter to the Vice President of Student Services."* (Refer to page 27 and pages 46-47 of the college catalog.)

There is to be neither food nor drink permitted in classrooms.

ELECTRONIC DEVICES:

To minimize classroom disruptions and to protect the integrity of testing, activated electronic communication devices such as pager, beepers, and telephones are not permitted in classroom at NETC. The only exception is for on-call emergency personnel (police, fire, EMS); these students are required to notify the Instructor of their need for such devices with documentation verifying employment. This information must be provided at the beginning of the term and at the beginning of each applicable class session. (Refer to page 27 and pages 47-48 of the college catalog.)

STUDENT ID:

It is mandatory that every student wear his or her student ID at all times. The instructor will dismiss students without ID from class. The student may get his/her ID and return to class before the midpoint of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

DISABILITIES STATEMENT:

Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See Catalog, Page 13).

RESOURCES (A-V, persons, tools/equipment):

- (1) Handouts may be used to supplement the class lecture where appropriate.
- (2) Videos will be used to supplement the textbook material.

COURSE TOPICAL OUTLINE: (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

Welcome to the study of human relations! It is my goal to introduce you to this exciting and relevant field. It is my belief that you will find the information and skills learned in this course most useful and perhaps even invaluable!

I would like to add this quote from the preface of the textbook:

*"A solid grounding in interpersonal skills is an essential key to career success in the age of information. Persons entering the work force today encounter a work/life landscape that is more complex than at any other time in history...relationships are often more important than products."*

**TENTATIVE COURSE CONTENT**

<b>WEEK</b>	<b>CHAPTERS</b>	<b>ASSIGNMENTS</b>	<b>TESTS</b>
1		"What Kind of Student Am I?" (extra credit)	
2	CHAPTER 1-INTRODUCTION TO HUMAN RELATIONS		
3	Organizational Culture - videos/website		
4		100 Best Companies	
5	CHAPTER 2-IMPROVING INTERPERSONAL COMMUNICATIONS		
6			CH 1 & 2
7	CHAPTER 3-BUILDING HIGH SELF-ESTEEM Career Research		
8	CHAPTER 5-ATTITUDES CAN SHARE YOUR LIFE		
9	CHAPTER 4-PERSONAL VALUES INFLUENCE ETHICAL CHOICES		
10			CH 3, 4, 5
11	CHAPTER 6-DEVELOPING A PROFESSIONAL PRESENCE Key Train/Job Shadowing		
12	CHAPTER 7-VALUING WORK FORCE DIVERSITY		
13	CHAPTER 8-RESOLVING CONFLICT AND ACHIEVING EMOTIONAL BALANCE		
14			CH 7 & 8
15	CHAPTER 9		

**FINAL EXAM**

**CHAPTER 9**

**OBJECTIVES OF COURSE:** Upon completion of this course, the student will be able to demonstrate the following competencies:

- Explain the importance of human relations in an organizational setting
- Be able to show understanding of the communication process and how to make improvements in both personal and work settings
- Identify how personal values affect organizational value systems and ethical choices.
- Demonstrate insight and an awareness of the importance of valuing work force diversity.

- Identify ways to manage conflict constructively.
- Determine a personal life plan for effective and successful human relations.

**INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:** Classroom lectures will be supplemented with the textbook web site, assessment tools, videos, Internet and current publications, along with students' conversation and discussion to explore the topics this course generates. I invite lively discussion and examples of the concepts and ideas; what we collectively bring to this course greatly enhances it.

**EVALUATIVE METHODS TO APPRAISE OBJECTIVES:** Students will be asked to demonstrate knowledge of the chapter topics by exams covering textbook material as well the other resources brought to the attention of the class. There will be three objective exams covering textbook chapters and related materials. There will also be a written take-home project to cover the last chapter. The three assignments are from materials supplemental to the textbook. Test dates and other due dates will be announced.

**GRADING SCALE:** The grading scale for this course is as follows:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
0 - 59	=	F

**College-Wide Learning Outcome for Social Sciences Departemnt:**

Demonstrate an awareness of an international perspective to include ethnic/cultural diversity.