



LTEC 4470 Human Relations in Business, Education and Industry

Course Syllabus for the Spring of 2017

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Instructor Contact: Use Blackboard Messages

Course Description/Course Philosophy:

This course is a study of the components of human relations and interpersonal communication factors in business, education, trade and industrial education and training programs.

Course Objectives:

After completing this course, you should be able to:

- Establish a framework for human relations
- Identify individual differences
- Build self-esteem and self-confidence
- Develop teamwork skills
- Utilize group problem solving and decision making skills
- Identify the importance of cross-cultural relations and diversity
- Resolve conflicts with others
- Develop tools to become an effective leader
- Determine ways to motivate others
- Identify positive political skills in the workplace
- Determine how to increase customer service skills
- Apply ethical behavior in the workplace

Textbook:

Human Relations Interpersonal Job-Oriented Skills. Andrew J. DuBrin. (2015). Pearson Education, Inc. 12th ed (ISBN: 978-0133506822)

Grading Scale:

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

Notice: It is the responsibility of the student to insure that assignments are completed on or prior to the due date. Discussions/Chats utilize the Discussion Tool on the Tool Bar. Assignments to be turned in will be attached to the respective assignment in the Assignment Tool. Not having the book does not justify an extension or late submission of an assignment. It is the student's responsibility to get the required texts.

Late Policy:

Late work (after the due date and time) will RECEIVE ZERO POINTS WITHOUT AN APPROPRIATE MEDICAL EXCUSE. There will be NO EXCEPTIONS. Students are encouraged to submit assignments early. There are a lot of assignments in the class. Work hard and plan to work on the course daily, so you won't fall behind.

Writing Skills:

Students will compose grammatically correct sentences, write well-developed paragraphs, and express ideas in a well-organized, coherent matter, so no outlines. This is a writing intensive course, students should prepare accordingly. **Every assignment (Word document) must include the student's name, course and section, date, module number and assignment title.**

Submissions must have complete sentences, correct punctuation and capitalization. Avoid using abbreviations and acronyms.

Discussions:

You should submit an original discussion item and **respond to the posting of two of your classmates in this course.** There should be a total of at least three discussion entries. **DO NOT SUBMIT DISCUSSION ASSIGNMENTS UNTIL ALL THREE OF THESE COMPONENTS ARE COMPLETED. THE INSTRUCTOR WILL NOT CONTINUE TO GRADE INCOMPLETE DISCUSSION SUBMISSIONS.** Do NOT put attachments in discussion tool. Do NOT submit assignments to discussion. Instructor will not grade assignments put in discussion area. Discussion area is not the space to ask the instructor questions. Send the instructor an email in Blackboard with questions. Discussion postings will be reviewed by the instructor a week or more after the module is complete. Students are encouraged to develop communication networks with other class members via electronic communication like discussions, chats, SKYPE, or email. Postings that contain ONLY responses such as "I agree," "You are right on track," "I could not agree more," "I disagree," etc. will not receive any credit. Your postings must actually add value to the discussion by elaborating on relevant points,

providing an argument that is supported by additional information, and moving the conversation in a positive direction. You can still use these phrases in your posts, but if this is the only response posted, no credit will be given.

Policy on Incompletes:

An “incomplete” will be awarded only in cases where 75% of the coursework has been completed AND the grade is warranted by written documentation (e.g., medical, military). Inability to complete coursework in a timely manner does NOT constitute an acceptable reason for requesting or receiving an incomplete. The Graduate Catalog describes and explains grading policies. A grade of Incomplete (I) will be given only for a justifiable reason and only if the student is passing the course. The student is responsible for meeting with the instructor to request an incomplete and discussing requirements and a specific date for completing the course. If an incomplete is not removed within the time frame agreed to by instructor and student, the instructor may assign a grade of F.

Information on LTEC Web-based Courses:

Knowledge of personal computing is a prerequisite for course registration and completion. Students taking the course should be proficient in the Microsoft Office Suite (Word, PowerPoint, Excel, and Access).

The acquisition of these skills is the responsibility of student and can be obtained through prior coursework and/or personal experience. A student who is not proficient in these programs should not register for this course. Blackboard is fully supported for both computers using Windows and Apple computers. This includes the programs noted above. Purchase and installation of the programs in a current and compatible version is the responsibility of the student. For personally owned computers, the UNT bookstore offers software for both systems with student pricing. In addition, upon starting this or any LTEC Blackboard course, you should review the “Check Browser” link in Blackboard and install the appropriate browser and plug-ins and update their browser to the appropriate settings.

Communication Parameters

You should contact the instructor via the instructor's preferred communication (see above). Instructors will attempt to respond to your email within five working days. Working days do not include weekends or holidays. You should not expect the communication parameters in a web-based class to significantly differ from the parameters in traditional campus-based classes. Please make sure you develop communication networks with other class members via electronic communication tools such as Blackboard’s Messages, email, bulletin boards, chat rooms, SKYPE, or other. You should consider the communication parameters with regard to assignment due dates. Please be aware that instructors will not be able to respond to "last minute" requests for assignment clarification, and you may encounter unforeseen problems with your Internet Facility Provider, software, or hardware. This makes it critical for you to manage your time well, work ahead to avoid stressful last minute situations.

Student Responsibilities for Distributed Learning Courses:

- Access the course web page and initiate contact with instructor within the first week of the semester. In many cases, this will be BEFORE the first class meeting.
- Work independently on course objectives, given the format for interaction with faculty and students will be non-traditional.
- Complete UNT Student Tutorial prior to taking the first Blackboard course.
- Verify appropriate hardware and software as described in the course description.
- Provide the instructor with access to a working email account (Eagle mail, Blackboard or private provider).
- Contact the instructor or instructor's assistant within two days if any problems develop with regard to accessing the course.
- Adhere to communication parameters of course (i.e., email, discussion, chat)
- Review Student Resources prior to taking the first Blackboard Course.
- Use appropriate netiquette in online communication and interaction.
- Acquire all necessary software and books.
- Complete all course requirements by posted deadlines.

You should maintain electronic copies in chronological order of ALL journal entries, bulletin board responses, lesson plans, and other assignments listed within the "Sequence of Tests, Papers, and Activities" section of this syllabus. It is your responsibility to verify that all messages AND attachments are sent to the course instructor. See the "Attendance and Participation" section for additional information.

You should activate and regularly check their Eagle Mail (e-mail) account. Eagle Mail is used for official communication from the University to students. Many important announcements from the University and College are sent to students via Eagle Mail. For information about Eagle Mail, including how to activate an account and how to have Eagle Mail forwarded to another e-mail address, visit <https://eaglemail.unt.edu>

Medical Emergencies:

If you have a medical emergency that will prevent you from completing the course as scheduled, you **MUST notify your instructor at the time of your medical problem**. Requests for an INC or to drop the course must come **at the time of the medical emergency and must be supported by a letter from your physician and must specifically state that your medical situation will NOT permit you to work at your computer in order to submit your assignments as scheduled.**

Requests for an INC or to DROP this course based on a medical emergency WILL NOT be granted after the medical emergency (e.g. at the end of the course). All requests must meet standard university policy.

Doctor's notes must be received during week 1 or 2 of the medical emergency. Those submitted at the end or once the medical emergency is over will not be accepted.

Attendance and Participation:

The instructor reserves the right to request that the Registrar drop a student from the course (W or WF) due to unsatisfactory progress. All students are expected to fully participate in all class activities. Full participation includes all web-based activities.

University Policy of Absence for Religious Holidays:

In accordance with state law, students absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within a reasonable time after the absence, if the student has notified the instructor of each class of the date of the absence within the first 15 days of the semester. Notification must be in writing, either personally delivered with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested.

Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included. A student who is excused under this provision may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Professionalism:

At all times, you are expected to conduct yourself in a professional manner. This includes being prepared for all class assignments, and being flexible to unforeseen changes in the course schedule and assignments.

Honesty and Integrity:

The *UNT Code of Student Conduct and Discipline* provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university.

The term "**plagiarism**" includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If a student engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

University Policy of Disability Accommodations:

In accordance with Section 504 of the federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University of North Texas endeavors to make reasonable adjustments in its policies, practices, services and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

Whenever a special accommodation or auxiliary aid is necessary in order to ensure access to and full participation by students with disabilities in University programs or services, the department or agency responsible for the program or service to which the individual requires access will work with the Office of Disability Accommodation and appropriate federal and state agencies to ensure that reasonable accommodations are made.

The student requiring special accommodation or auxiliary aids must make application for such assistance through the Office of Disability Accommodation. Proof of disability from a competent authority will be required, as well as information regarding specific limitations for which accommodation is requested.

The University assumes no responsibility for personal assistance necessary for independent living nor for specialized medical care. Students requiring personal attendants or mobility assistants must employ such persons at their own expense before completion of registration. Students requiring specialized medical care above and beyond that ordinarily offered through the Student Health Center should be prepared to bear the expense of this care through a general hospital or a private physician/clinic of their choice.

Changes may be made as long as it does not compromise the quality of education. Cooperation of faculty, staff, and students is needed to help with physical access and to meet academic requirements. For example, giving extra time on tests or assignments, substituting courses, or adapting classroom presentations (like allowing tape recorders, note takers, or asking a professor to face the class when speaking to allow students to lip read) may be done.

Questions or concerns about discrimination on the basis of disability or about equal educational opportunities for persons with disabilities should be directed to Equal Opportunity Office, Room 175, Hurley Administration Building, 940.565.2759. Information concerning specific accommodations to provide equal opportunities is available through the Office of Disability Accommodation, University of North Texas 1167 Union Circle, Sage Hall, Suite 167 (940) 565-4323 or 800-RelayTX.

ADA Statement:

The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking an accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide the student with an accommodation letter that s/he must deliver to faculty to begin a private discussion of course specific needs. You may request accommodations at any time, but ODA

notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Students must obtain a new letter of accommodation for every semester, and they must meet with each faculty member prior to the implementation of an accommodation in each class. Please contact the UNT Office of Disability for additional information: <https://disability.unt.edu> or 940.565.4323.

Bureau of Citizenship and Immigration Services Regulations for F1 Visa Holders:

To read INS regulations for F-1 students taking online courses, please go to this website <http://www.immigration.gov/graphics/services/visas.htm> and select the link to "8 CFR 214.2(f)" in the table next to "F-1." Paragraph (f)(6)(i)(G)

A Final Rule with clarifications on the restriction can be found in a pdf file located at <http://www.immigration.gov/graphics/lawsregs/fr121102.pdf>

Within this document, refer to Section IX on page 9 with the subject header "Online and Distance Education Courses."

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course. If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.