

LTEC 4470 Human Relations Syllabus

Information for LTEC Web-based Courses

Required Software and Hardware Required

In addition to the software and hardware requirements listed by Blackboard Vista additional requirements are:

- Word processing program (e.g., Microsoft Word ®)
- Presentation program (e.g., Microsoft PowerPoint ®)
- Spreadsheet program (e.g., Microsoft Excel ®)
- Graphics program - Must be capable of reducing graphic file size
- Plugins (e.g., Authorware webplayer ® , Shockwave ® , Real One ® , Adobe Acrobat Reader ®)
- External email service outside of Blackboard Vista (e.g., Eglemail ® , Hotmail ® , Yahoo ®)

Communication Parameters

Students should contact the instructor via the instructor's preferred communication (see above). Instructors will attempt to respond to student emails within five working days. Working days do not include weekends or holidays. Students should not expect the communication parameters in a web-based class to significantly differ from the parameters in traditional campus-based classes.

Students are encouraged to develop communication networks with other class members via electronic communication vehicles such as Blackboard Vista email, bulletin board, and/or chat. Students 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 students may encounter unforeseen problems with their Internet provider, software, or hardware.

Student Responsibilities for Distributed Learning Courses

1. Access 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.
2. Be able to work independently on course objectives, given the format for interaction with faculty and students will be nontraditional.
3. Verify appropriate hardware and software as described in the course description.
4. Provide instructor with access to a working email account (Eagle mail, Blackboard or private provider) via the department electronic information form. *This form MUST be completed within the first week of the semester. In many cases, this will be BEFORE the first class meeting.*

5. Contact instructor or instructor's assistant within two days if any problems develop with regard to accessing the course.
6. Adhere to communication parameters of course (i.e., email, discussion, chat)
7. Review *Student Resources* prior to taking the first Blackboard course.
8. Comply with appropriate electronic etiquette and abbreviations.
9. Acquire all necessary software and books.
10. Complete all course requirements by posted deadlines.

Students 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 the responsibility of the student to verify that all messages AND attachments are sent to the course instructor. See “*Course Attendance and Participation*” section for more information.

All students 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 for 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

NOTE ABOUT 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 indicating 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 **CAN NOT** be granted after the medical emergency. Of course all requests must meet standard university policy.

Information for ALL LTEC Courses

Attendance and Participation

The instructor reserves the right to request of the Registrar that a student be dropped 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, students are expected to conduct themselves in a professional manner. This includes being prepared for all class assignments, and being flexible to unforeseen changes in schedules 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.

Classroom Disability Accommodations

The University of North Texas does not discriminate on the basis of an individual's disability and complies with Section 504 and Public Law 101-336 (Americans with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities. A copy of the College of Education ADA Compliance Document is available in the Dean's Office, Matthews Hall 214. *It is the responsibility of the student to inform the instructor of any disabling condition that will require modifications.* The following information is from: <http://www.unt.edu/oda/oda-facg.htm> . Additionally, this site provides a set of FAQ for students and faculty.

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 203, Administration Building, 940.565.2456. Information concerning specific accommodations to provide equal opportunities is available through the Office of Disability Accommodation, Suite 324, Union, 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.

Course Information

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, the learner 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

- Determine ways to increase personal productivity

Course Evaluation Scale Evaluation

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

Submit all work as specified by the instructor. You must take into consideration: postal mail time and electronic communication difficulties. *The student is responsible for all course deadlines. Student must keep a copy of all assignments.* All assignments must be turned in by the “due date”. Assignments submitted after the due date may receive a grade of zero.