INSTRUCTOR:
Chet Barney, MISM
Office: GU 300N
Office Hours: Tuesdays 10:30-11:30 AM and by appointment
Phone: 575-646-5612
Email: chet@nmsu.edu (email is the best way to contact me)

COURSE PREREQUISITES:
Refer to the undergraduate catalog.

COURSE DESCRIPTION:
This course addresses the nature of the study of human relations within the organizational context, and identifies and analyzes traditional human relations topics and theories while emphasizing interpersonal skill development and skill assessment. The course incorporates current developments in the business world to acquaint students with the applications of concepts and theories of human relations. Students will apply their knowledge and skills to business situations characterized by imperfect and incomplete information.

LEARNING OBJECTIVES:
After completing this course the student should be able to:

- Develop an understanding of human behavior in groups and organizations, with increased:
  - ability to address performance issues, both with individuals and groups
  - willingness to work in groups
  - skills in managing conflict situations
- Develop skills in problem identification, diagnosis, & decision making at work
- Develop frameworks for the analysis of human performance in organizations, including understanding
  - personality, learning styles, and motivation;
  - interpersonal interaction and communication;
  - group processes and leadership;
  - organizational processes and structures; and
  - management practices to improve human performance, satisfaction, and productivity
- Increase self-awareness of personal working behaviors, styles, and preference;
- Use self-awareness as a stepping stone to understanding others’ working behaviors, styles, and preferences;
- Understand how stereotyping, attribution theory, and other dynamics affect both individuals and groups from diverse backgrounds.

DISTANCE EDUCATION FORMAT:
This is a Blackboard course accessible via: http://learn.nmsu.edu. Our “classroom” is a virtual environment. It is the responsibility of the student to use the available material to become familiar with using Blackboard and navigating the course website. Knowing where to find resources, where and how to submit your work, and how to take exams is essential to achieving your goals in this class. Additional help is provided by the Distance Education services at http://ict.nmsu.edu/~training/new/student.html

TEXTBOOK:
Human Relations: Job-Oriented Interpersonal Skills, 10th edition, by Andrew DuBrin (Be sure to get the 10th edition!) (ISBN 10: 0-13-501944-3). The textbook is required during the week of January 19th. It is your responsibility, as the student, to have the textbook on time in order to complete the course requirements.

Textbook web site:
Go to http://www.prenhall.com/dubrin/ and click on the picture of our textbook to find additional learning materials. You are strongly encouraged to utilize the material on the textbook website. The practice applications from the textbook website will help with your class performance.
ADDITIONAL READINGS:
You may be assigned additional readings other than the textbook to supplement your learning in this course.

TEACHING METHODS:
Occasionally supplemental material will be posted on Blackboard to clarify some of the concepts that students will learn from the textbook and online materials. It is not possible to cover all of the material in this manner. Therefore, this is NOT a substitute to reading the assigned material.

GRADING POLICY:
- Quizzes (20 points each) ...... 280 points
- Final exam* ....................... see note
- Weekly exercises ............ 70 points
- Reflection assignments ...... 100 points
- TOTAL ................................ 450 points

Note: point values of individual assignment are subject to change.

GRADING SCALE:
- A: 90 – 100%
- B: 80 – 89%
- C: 70 – 79%
- D: 60 – 69%
- F: 0 – 59%

*The final exam may be used to replace up to 3 of the quiz grades. The exam will replace 1, 2, or 3 of the lowest quiz grades as long as the student’s final grade has improved to a higher percentage. For example if you earn a score of 54/60 on the final exam, which equals 90%, you may replace up to three lower quiz scores with a score of 90%. Since students are given this opportunity, no make-ups will be given on any of the quizzes. The final exam is optional!

ACADEMIC INTEGRITY:
Cheating is forbidden. This includes plagiarism on the written assignments and/or working on quizzes/test with other people. Per the NMSU Student Code of Conduct, plagiarism “includes, but is not necessarily limited to, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, computer-processed materials, or other material as one's own work when such work has been prepared by another person or copied from another person.” Anyone found violating this policy will receive an “F” for the course, have his or her name reported to the Dean and/or the University, and may be subject to further sanctions as indicated in the Student Code of Conduct including possible dismissal from the academic program or from the University.

Definitions and examples are described in the NMSU Student Code of Conduct and it is your responsibility as a student to be familiar with the Code.

INCOMPLETES:
See the catalog for Incomplete policy details.
Incompletes are rarely awarded; however under special circumstances incompletes may be awarded for passable (C) work that could not be completed beyond the student's control (e.g., severe illness, death in the immediate family). These circumstances must have developed after the last day to withdraw from the course. Requests for "I" grades should be made to the instructor, but must be approved by the head of the Department of Management. Do not ask for an “I” grade in lieu of a “D” or “F” grade.

LATE/INCOMPLETE ASSIGNMENT POLICY:
There is no provision for late assignments/quizzes. Do not ask to submit materials later than the due dates.

WITHDRAWALS:
It is the responsibility of the student to know important dates such as University drop dates (last day to drop with a “W” is Tuesday, March 9th; last day to withdraw from the university is Friday, April 16th). Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.
**TENTATIVE CALENDAR:**

<table>
<thead>
<tr>
<th>Week beginning Monday</th>
<th>Topic</th>
<th>Tests start on Wednesday’s</th>
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<tbody>
<tr>
<td>Jan. 14</td>
<td>Become familiar with Blackboard</td>
<td>Mandatory Test &amp; Assignment</td>
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<tr>
<td>18</td>
<td>Skill development &amp; differences</td>
<td>Quiz/Assignment on Chapters 1 &amp; 2</td>
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<tr>
<td>25</td>
<td>Self-esteem &amp; confidence</td>
<td>Quiz/Assignment on Chapter 3</td>
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<td>Reflection Assignment 1</td>
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<tr>
<td>Feb. 1</td>
<td>Interpersonal communication</td>
<td>Quiz/Assignment on Chapter 4</td>
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<td>. 8</td>
<td>Team skills</td>
<td>Quiz/Assignment on Chapter 5</td>
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<td>15</td>
<td>Problem solving/decision making</td>
<td>Quiz/Assignment on Chapter 6</td>
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<tr>
<td>22</td>
<td>Diversity</td>
<td>Quiz/Assignment on Chapter 7</td>
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<td>Reflection Assignment 2</td>
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<td>Mar. 1</td>
<td>Conflict resolution</td>
<td>Quiz/Assignment on Chapter 8</td>
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<td>8</td>
<td>Effective leadership</td>
<td>Quiz/Assignment on Chapter 9</td>
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<td>15</td>
<td>Motivating others &amp; development</td>
<td>Quiz/Assignment on Chapters 10 &amp; 11</td>
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<tr>
<td>22</td>
<td>Spring Break</td>
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<tr>
<td>29</td>
<td>Political skills</td>
<td>Quiz/Assignment on Chapter 12</td>
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<td>Reflection Assignment 3</td>
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<td>Apr. 5</td>
<td>Customer satisfaction</td>
<td>Quiz/Assignment on Chapter 13</td>
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<td>12</td>
<td>Ethical behavior</td>
<td>Quiz/Assignment on Chapter 14</td>
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<tr>
<td>19</td>
<td>Stress management &amp; productivity</td>
<td>Quiz/Assignment on Chapter 15</td>
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<tr>
<td>26</td>
<td>Career management</td>
<td>Quiz/Assignment on Chapter 16</td>
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<td></td>
<td>Reflection Assignment 4</td>
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<tr>
<td>May 3</td>
<td>Exam Week</td>
<td>Final Exam</td>
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**NOTE:** This schedule of events may change as circumstances dictate.

**WEEKLY QUIZZES:**

At approximately 1:00 AM on Wednesday of each week (beginning Jan. 20) a quiz on the corresponding chapter(s) will be available for all students. The quizzes will typically consist of 20 multiple choice questions and will be available until the following Saturday at 11:00 PM. It will not be available thereafter. Students will have one-half hour to complete the quiz. NOTE CAREFULLY: This will be a continuous 30 minute period; once the quiz starts it will continue until time expires. After that the quiz will no longer be available. That is, one cannot start on Wednesday, work 15 minutes and use the other 15 minutes on another day. Also, (depending upon the functionality of Blackboard) if you start a test on Saturday at 10:55 PM you will only have 5 minutes to complete the test. **Do not attempt to take the quiz without reading the textbook beforehand!** You will only be able to see one question at a time as you complete the quiz. When time expires you will be locked out of the assessment and you will not be allowed to answer incomplete questions. It is very important to save each question as you complete the quiz, unsaved questions will not be recorded if time expires and you will receive zeros for unsaved questions.

**WRITTEN ASSIGNMENTS:**

Also, I want you to experience first-hand the dilemmas and issues involved in many aspects of organizational life. To this end, students will prepare four written assignments in which the human relations topics covered during the class are analyzed. Each written assignment will be graded on a 0 – 25 point scale and will constitute 100 points toward the students’ grades. The written assignments will be described in detail on Blackboard.
WEEKLY ASSIGNMENTS:
The class will also have weekly exercises with respect to human relations. These exercises will be described in detail on Blackboard. You must complete these assignments on time as late assignments are not accepted.

ATTENDANCE POLICY:
As this is an on-line course, students are responsible for everything posted on Blackboard and written in the textbook. It is suggested that you check your blackboard account on a daily basis.

MAKE-UP ASSIGNMENT POLICY:
Other than the final exam specification there is no make-up provision.

ORAL/WRITTEN COMMUNICATION:
Course evaluation will be based on written assignments, examinations, and the student’s participation in the Blackboard Course.

LIBRARY and COMPUTER USAGE:
This class will be conducted on-line and students are expected to be proficient with Blackboard. The assignments will require extensive library usage and the course will require the use of a word processor and the World Wide Web.

GLOBAL/INTERNATIONAL BUSINESS CONTENT:
The text has material concerning research in other countries.

ETHICS, POLITICAL, SOCIAL, LEGAL, REGULATORY, ENVIRONMENTAL, AND TECHNOLOGICAL CONTENT:
Ethics and legal issues will be included in the course.

DIVERSITY CONTENT:
Diversity issues are part of the course content.

ADA STATEMENT:
Disabilities/Employee Relations: If you have or believe you have a disability and would benefit from any accommodations, you may wish to self-identify by contacting the Services for Students with Disabilities (SSD) Office located in Garcia Annex (phone: 575-646-6840). If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SSD within the first two weeks of classes. It is your responsibility to inform either your instructor and/or your SSD representative in a timely manner if services/accommodations provided are not meeting your needs.
Feel free to call Mr. Gerard Nevarez, Director of Institutional Equity and EEO/ADA Office at 575-646-3635 with any questions about the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.