INSTRUCTOR:
Chet E. Barney
Office: GU 300N
Office Hours: by appointment
Phone: 575-646-5612
Email: chet@nmsu.edu

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 Canvas 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 Canvas 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://studenttech.nmsu.edu/need-help-with-learn.html

TEXTBOOK:
Human Relations: Job-Oriented Interpersonal Skills, 11th edition, by Andrew DuBrin (Be sure to get the 11th edition!) (ISBN 978-0-13-510941-0). The textbook is required starting the week of August 27th. It is your responsibility, as the student, to have the textbook on time in order to complete the course requirements. If you prefer, you can find digital copies of the textbook online. http://www.coursesmart.com/human-relations-interpersonal-job-oriented/andrew-j-dubrin/dp/9780132108232

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 Canvas 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.

ACADEMIC INTEGRITY:
Cheating is forbidden. This includes plagiarism on the written assignments and/or working on quizzes/tests 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 due to circumstances 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.

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 Monday, March 12th; last day to withdraw from the university is Friday, April 20th). Moreover, it is the responsibility of the student to officially withdraw from any class that he or she intends to drop.

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

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

LIBRARY and COMPUTER USAGE:
This class will be conducted on-line and students are expected to be proficient with Canvas. 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.
### TENTATIVE CALENDAR:

<table>
<thead>
<tr>
<th>Week beginning Monday</th>
<th>Topic</th>
<th>Tests start on Wednesday’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 23</td>
<td>Become familiar with Canvas</td>
<td><em>Mandatory Test &amp; Assignment</em></td>
</tr>
<tr>
<td>27</td>
<td>Skill development &amp; differences</td>
<td>Quiz/Assignment on Chapters 1 &amp; 2</td>
</tr>
<tr>
<td>Sept. 4</td>
<td>Self-esteem &amp; confidence</td>
<td>Quiz/Assignment on Chapter 3</td>
</tr>
<tr>
<td>10</td>
<td>Interpersonal communication &amp; skills</td>
<td>Quiz/Assignment on Chapter 4 &amp; 5</td>
</tr>
<tr>
<td>17</td>
<td>Team skills</td>
<td>Quiz/Assignment on Chapter 6</td>
</tr>
<tr>
<td>24</td>
<td>Problem solving/decision making</td>
<td>Quiz/Assignment on Chapter 7</td>
</tr>
<tr>
<td>Oct. 1</td>
<td>Diversity</td>
<td>Quiz/Assignment on Chapter 8</td>
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<td></td>
<td></td>
<td>Reflection Assignment Due</td>
</tr>
<tr>
<td>8</td>
<td>Conflict resolution</td>
<td>Quiz/Assignment on Chapter 9</td>
</tr>
<tr>
<td>15</td>
<td>Effective leadership</td>
<td>Quiz/Assignment on Chapter 10</td>
</tr>
<tr>
<td>22</td>
<td>Motivating others</td>
<td>Quiz/Assignment on Chapters 11 &amp; 12</td>
</tr>
<tr>
<td>29</td>
<td>Political skills</td>
<td>Quiz/Assignment on Chapter 13</td>
</tr>
<tr>
<td>Nov. 5</td>
<td>Customer satisfaction</td>
<td>Quiz/Assignment on Chapter 14</td>
</tr>
<tr>
<td>12</td>
<td>Ethical behavior</td>
<td>Quiz/Assignment on Chapter 14</td>
</tr>
<tr>
<td>19</td>
<td>Thanksgiving Break</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Stress management &amp; productivity</td>
<td>Quiz/Assignment on Chapter 16</td>
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<tr>
<td></td>
<td></td>
<td>Reflection Assignment Due</td>
</tr>
<tr>
<td>Dec. 3</td>
<td>Career management</td>
<td>Quiz/Assignment on Chapter 17</td>
</tr>
<tr>
<td>10</td>
<td>Exam Week</td>
<td>Final Exam</td>
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**NOTE:** This schedule of events may change as circumstances dictate.

### GRADING POLICY:

- **Quizzes (14 @ 20 points) .... 280 points**
- **Assignments (14 @ 5 points). 70 points**
- **Essay (2 @ 25 points)..............50 points**
- **TOTAL ................................ 400 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%
- E: 50 – 59%
- F: 0 – 59%

If S/U graded, S: 70 – 100%

### QUizzes:

Students will have one-half hour to complete each quiz. This will be a continuous 30 minute period; once it starts it will continue until time expires, meaning, one cannot start the quiz, work 15 minutes one day and use the other 15 minutes on another day.

There is a quiz corresponding to each chapter covered in the course. Quizzes will become available on the dates listed above and will remain open for just less than two weeks. Even though chapter quiz dates may overlap, each quiz/module must be completed in sequential order. In other words, you must complete Module 1 in order to gain access to Module 2 and Quiz 2. **See Canvas for due dates.** Since there is ample time to take each quiz, no makeup quizzes will be allowed.

*Do not attempt to take a quiz without reading the textbook beforehand!* You will only be able to see one question at a time as you complete the exam. When time expires you will be locked out of the quiz 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.

CHAPTER ASSIGNMENTS:
Assignments relating to human relations and the student’s personal and professional goals will be required throughout the semester. See Canvas for due dates.

ESSAYS:
I want you to ponder the dilemmas and issues involved in Human Relations. To this end, students will prepare two written papers in which human relations issues related to the topics covered are analyzed within their chosen majors. Each written assignment will constitute 25 points toward the students’ final grade. The papers will be described in detail on Canvas.

ACADEMIC SURVIVAL KIT:
The following website will provide students with additional information on business writing and presentations. Please utilize these resources as needed: http://business.nmsu.edu/students/survival-kit/

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

OPTIONAL FINAL EXAM:
The optional final exam will replace one of your lowest quiz scores. Taking this exam will not hurt your grade, but may help boost your overall quiz percentage. The exam will consist of one to three questions from each chapter and will total 60 questions with a 90 minute time limit.

ADA STATEMENT:
Feel free to call the Student Accessibility Services (SAS) Office at 575-646-6840 or email at sas@nmsu.edu with any questions you may have on student issues related to the Americans with Disabilities Act (ADA and/or Section 504 of the Rehabilitation Act). Students requesting accommodations and/or services relating to a disability may seek assistance from the SAS Office located in Corbett Center, Room 244. All medical information will be treated confidentially. If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SAS within the first two weeks of classes. It is your responsibility to inform either your instructor or a SAS representative in a timely manner if services/accommodations provided are not meeting your needs.

Questions regarding NMSU’s Non-Discrimination Policy and discrimination complaints should be referred to the Office of Institutional Equity, 575-646-3635.