



Section Information: PSYC 3301-001

Time and Place of Class Meetings: Tuesday/Thursday 11-12:20 - Life Science, 124

Instructor: Jubilee Dickson

Office Number: LS 403

Office Hours: Tuesday and Thursday 9:30-11 am, or by appointment

Telephone Number: Psychology Department number: 817-272-2281

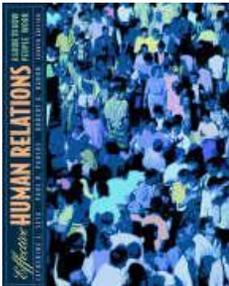
Email Address: jubilee.dickson@mavs.uta.edu **email is the BEST way to contact me!**

Faculty Profile: <https://www.uta.edu/profiles/jubilee-dickson>

Description of Course Content: This is a course in human relations. It is a course that is intended primarily for students who are not majoring in psychology but who would like to learn how to apply basic psychological principles in their work settings and in their everyday lives.

Student Learning Outcomes: The goal of the course is to provide students with a basic background in the psychology of human relations. Students are expected to understand the basics of human relations topics including person interactions and communication, understanding the self, motivation, social influence, group processes and dynamics, interpersonal relations, teamwork, leadership, prejudice and discrimination, diversity, stress and burnout, and workplace applications of topics.

Required Textbooks and Other Course Materials:



Required Textbook:

Effective Human Relations: A Guide to People at Work, 4th Edition

By: Seta, Paulus, & Baron ISBN:0-205-29333-6

Other Materials:

- You will need **four (4) 882-E scantrons** and a pencil for the exams
- You will need to bring note-taking material to each class

Electronic Communication: UT Arlington has adopted MavMail as its **official** means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>. You are also expected to *check blackboard regularly* for information about the class and to find helpful materials. Log in with your Mavs username and password here: <https://elearn.uta.edu/>

Attendance: At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I will not formally be taking attendance, **however, there will be in-class assignments scattered randomly throughout the semester, and you will NOT be able to receive credit if you are not there. So, attendance is encouraged!**

Expectations for Out-of-Class Study: Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.



Classroom Behavior Expectation: Students are expected to be respectful of the professor and other students while in class. Questions and comments are encouraged, but negative and offensive language will not be tolerated. The instructor reserves the right to ask anyone to leave the class at any time if they are violating these expectations, acting offensively, or being disruptive. Disruptive behavior includes (but is not limited to) coming to class late or leaving early, leaving the room and coming back, texting, playing with, or talking on the phone, talking during lecture, or anything else that is disruptive. **Please come to class on time!** Also, please email or talk to the instructor about missed days, or situations in which you will have to come late or leave early so you can stay caught up on the schedule. **Please communicate with your instructor** through email or in person during office hours or after class.

Descriptions of major assignments and examinations:

- **Exams:** There will be 4 exams, each covering new material. Tests will be mostly multiple choice, but could include other types of questions like matching, true/false, fill-in-the-blank, or short answer. **You will need to bring an 882-E scantron and pencil to each test.** It is imperative that you arrive on time to take the exam. Walking in late is disruptive to your classmates. Any student arriving late will not be allowed to take the exam once the first person completing the exam has left the room. Once the exam starts in class, no one can exit and re-enter. If a student exits the exam, only the points earned prior to exiting will apply towards their grade. Students may leave when they finish the exam. Please do not use your cell phone for any reason while taking an exam. We will *not* be reviewing exams in class; however, you can visit me in my office during office hours to see your exam. Specific questions about your grade will only be addressed during office hours, not in class.
- **Make-up Exams:** All makeup exams will be given in class on the last day of class, Tuesday December 6th, without exception. If you need to make up more than one exam, you must take them ALL on the official makeup exam day. **There is NO MAKEUP for the final exam.**
- **In-Class Assignments:** There will be **10** in-class assignments randomly given throughout the semester. This may include pop quizzes, group discussions or other class activities. You will earn credit for active participation. Being tardy, leaving early, not participating, using cell phones, studying for another class, and sleeping will mean that you might not receive all the in-class assignment points for that class. It is important to attend class in order to not miss the in-class assignments, which together will be worth as much as an exam. **There is no makeup for in-class assignment points.**
- **Extra Credit:** Possible extra credit assignments *may* be assigned at the instructor's discretion and details of the assignment and due date will be given at the time the extra credit is announced. **No late extra credit will be accepted.** If you are concerned about your grade in the course, it is important to talk to your professor during office hours (or by email), and the sooner you communicate your concern, the more likely I will be able to help you.

Grading: Grades will be calculated on a point system, out of a total possible 500 points. See the final grade scale to the right. If you miss an exam and fail to make up that grade during the official makeup day, you will receive a zero for that exam, and that score will be factored into your final grade. Students are expected to keep track of their own performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; also see "Student Support Services," at the end of the syllabus. You can also keep track of your performance the grade tracker on the next page.

Final Grade Scale:

A = 448+
B = 398 – 447
C = 348 – 397
D = 298 – 347
F = 297 and below



Grade Tracker:

Course Assignment	Total Possible	My Grade
Exam 1	100	_____
Exam 2	100	_____
Exam 3	100	_____
Final Exam (Exam 4)	100	_____
In Class Assignments (10 @10 points each)	100	_____
Total Possible (plus any extra credit)	500	_____

Course Schedule:

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. – Jubilee Dickson

Class begins on **Thursday, August 25th**

Unit 1 (Parts 1 & 2 in textbook)

- Week 1 Ch. 1. Understanding Human Relations
- Week 2 Ch. 2 Coping with the Future: The Challenge of Change
- Week 3 Ch. 3 Perception: Perceiving Other Persons and the World Around Us
- Week 4 Ch. 4 Self and Personality: Understanding How and Why Individuals Differ

Exam 1 – Tuesday, September 20th

Unit 2 (Part 3 in textbook)

- Week 5 Ch. 5 Motivation: Moving yourself and Others
- Week 6 Ch. 6 Communication: The Art of Getting your Message Across
- Week 7 Ch. 7 Persuasion and Power: Understanding Social Influence

Exam 2 – Tuesday, October 11th

Unit 3 (Part 4 in textbook)

- Week 8 Ch. 8 Group Behavior and Influence: How do Groups Affect Us?
- Week 9 Ch. 9 Teamwork and Conflict in Work Settings
- Week 10 Ch. 10 Leadership: Getting the Most Out of Groups Teams, and Organizations

Exam 3 – Tuesday, November 1st

Unit 4 (Part 5 in textbook)

- Week 11 Ch. 11 Work-Related Attitudes: Job Satisfaction and Organizational Commitment
- Week 12 Ch. 12 Interpersonal Relations: Relationships and Work
- Week 13 Ch. 13 Prejudice and Discrimination: Roadblocks to Traveling in a Multicultural World
- Week 14 Ch. 14 Stress and Burnout: Key Problems at Work
No Class Thursday, November 24th – Thanksgiving
- Week 15 Ch. 15 Career Choice and Development: Planning for Success
- Week 16 Last day of Class: **Tuesday Dec. 6th – Makeup Exam Day**

Final Exam: Tuesday, December 13th, 11 am – 1:30 pm

(as per the Fall 2015 Final Exam Schedule:

<http://www.uta.edu/records/downloads/finals/finalexamschedulefall2016.doc.pdf>)



Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

Last day to drop a class: November 2nd – submit request to advisor by 4 pm

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

- **Cheating:** If any student is caught cheating on an exam, they will receive a zero for that exam and will not be able to make up that grade. Cheating includes (but is not limited to), looking at someone else's exam, using a cheat-sheet or notes of any kind, using a cell phone, leaving the classroom to look up material during the exam, helping someone else cheat, taking the exam for someone, having someone take the exam for you, purposefully missing an exam in order to get the material from a friend with the intention of making it up later, or anything else that violates the Honor Code.



Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog:
<http://catalog.uta.edu/academicregulations/grades/#undergraduatetext>

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the **Office for Students with Disabilities (OSD)**. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:
The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364.
Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671.

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX: *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos. For information regarding Title IX, visit www.uta.edu/titleIX.*

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located out the door, to either the right or left, all the way down the hall. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities. Emergency/Fire Evacuation Procedures:
<http://www.uta.edu/police/EvacuationProcedures.pdf>

Student Resources:

- Library Home Page <http://www.uta.edu/library>
- Subject Guides..... <http://libguides.uta.edu>
- Subject Librarians <http://www.uta.edu/library/help/subject-librarians.php>
- Course Reserves <http://pulse.uta.edu/vwebv/enterCourseReserve.do>
- Library Tutorials <http://www.uta.edu/library/help/tutorials.php>
- Connecting from Off- Campus..... <http://libguides.uta.edu/offcampus>
- Ask A Librarian..... <http://ask.uta.edu>

Student Support Services: Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>



The English Writing Center (411LIBR): Hours are 9 am to 8 pm Mondays-Thursdays, 9 am to 3 pm Fridays and Noon to 5 pm Saturdays and Sundays. Walk In **Quick Hits** sessions during all open hours Mon-Thurs. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits, Workshops, and advanced services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information.

START STRONG Freshman Tutoring Program

University Tutorial and Supplemental Instruction (UTSI)/University College

First time freshmen can receive six FREE hours of tutoring for this course and other selected subjects for this semester. Students must sign up and complete their first hour of tutoring by **October 2nd**. To sign up, visit UTSI in 205 Ransom Hall/University College. Upon completion of your first tutoring appointment, you will receive five hours of additional free tutoring. Flexible tutoring hours are available from 7:00am – 9:00pm, seven days a week in the Central Library. All tutors receive extensive training. Find out more at www.uta.edu/startstrong

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381