

## PSYCHOLOGY 3301: HUMAN RELATIONS

**Instructor:** Dr. William Ickes

**Office Hours:** 2:00-2:50 MW in 510 LS

**Lectures:** 1:00-1:50 MWF in 101 LS

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**Textbook:** *Effective Human Relations* (4th edition) by Seta, Paulus, and Baron

This is a course in human relations. It is a lower-division 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. No prerequisite coursework is needed to enroll.

The goal of the course is to provide students with a basic background in the psychology of human relations. To do well in this course, most students will find it necessary to read each of the assigned chapters twice: first, when the chapter is assigned; and, second, in advance of the scheduled exam. Past experience has indicated that failure to read the chapters will often result in a failing grade (F).

### **Important Dates:**

September 10: Census date

October 31: Last day to drop classes

November 27-30: Thanksgiving Holiday

December 8: Final exam (Exam 3) from 11 am to 1:30 pm

### **Attendance Policy:**

In educational contexts, as in the workplace, people who show up for work every day are entitled to greater benefits than people who don't. The benefit to people who show up every day in this course will be 15 attendance points that will be applied to the total points they earn during the semester before final grades are computed.

Attendance will be taken 5 times during the semester on randomly determined class days. All students who are present on these "attendance days" will receive 3 attendance points for each day they are present. Students who are present on all 5 days will receive the maximum of 15 attendance points, whereas students who are present on none of these 5 days will receive the minimum of 0 (zero) attendance points. Students who are present on 1, 2, 3, or 4 of these days will receive 3, 6, 9, or 12 attendance points, respectively.

Last semester, the number of attendance points earned correlated .38 with the number of total points earned in another of my undergraduate courses. Attendance points provide one way to measure students' level of motivation and involvement in a course.

## Course Outline:

Aug	25		Introduction
	27-29	Chapter 1	Understanding Human Relations
<b>Sep</b>	<b>1</b>		<b>Labor Day Holiday</b>
	3-5	Chapter 2	Coping with the Future
	8-12	Chapter 3	Perceiving Other Persons
	15-19	Chapter 4	Self and Personality: Individual Differences
	22-24	Chapter 5	Motivating Self and Others
	<b>26</b>	<b>Exam 1</b>	<b>50 multiple-choice questions</b>
	<b>29</b>	<b>Review of Exam 1</b>	
Oct	1-6	Chapter 6	Communication: Getting Your Message Across
	8-13	Chapter 7	Persuasion and Power: Social Influence
	15-20	Chapter 8	Group Behavior and Influence
	22-27	Chapter 9	Teamwork and Conflict in Work Settings
	29-31	Chapter 10	Leadership in Groups and Organizations
<b>Nov</b>	<b>3</b>	<b>Exam 2</b>	<b>50 multiple-choice questions</b>
	<b>5</b>	<b>Review of Exam 2</b>	
	7-10	Chapter 11	Job Satisfaction and Organizational Commitment
	12-17	Chapter 12	Interpersonal Relations in the Workplace
	19-21	Chapter 13	Prejudice and Discrimination
	24-26	Chapter 14	Stress and Burnout
	<b>26</b>		<b>Final due date for term papers</b>
Dec	1-5	Chapter 15	Career Choice and Development
	<b>8</b>	<b>Exam 3</b>	<b>50 multiple-choice questions</b>

## Grading:

Your grade for this course will be determined by your scores on the three exams and your score on the career development paper. It will be based on the total number of points you earn during the semester. Grade assignment will begin by first taking absolute performance criteria into account (for example, if everyone in the class got 80% or more of the total exam points, everyone in the class would receive a final course grade of at least a "B"). If the absolute performance criteria result in a less generous final grade distribution than the application of a curve, then a curve will be used instead of the absolute performance criteria to determine final course grades. To give you some idea of how you are progressing in the class, a **hypothetical grade breakdown** will be given after each of the first two exams, but **no actual grades will be assigned at these points**. Actual grades will be assigned only as final course grades, at the end of the semester.

If it is not already obvious, your grade in this course is your responsibility. Any attempts to plead for an undeserved higher grade at the end of the term will fall on deaf ears.

## Career Plan Paper:

It is a requirement of this course that you write and submit a 5-page term paper titled "My Career Plan." The term paper must be typed or computer-printed, and must not exceed 5 double-spaced pages in length (not counting the title page). The final due date for the term paper is November 26, 2008. Doing a good job on the career choice paper can contribute up to 20 points toward your final course grade. On the other hand, failure to complete this

requirement will result in a final course grade of **X** (incomplete) that will have to be cleared by completing the requirement early in the following long semester.

To help you get the information you need to complete the term paper, you will have the opportunity to take an occupational interest test on-line this semester. The cost of the testing has already been covered through a testing fee that is associated with this course. After you have taken the occupational interest test, you will receive specific feedback about the results. This information will help you determine which occupational groups your own interests most closely match. In your career plan paper, you will consider the set of career options that are open to you, decide which option(s) you would like to pursue, and describe your plan for developing your career.

### **Exams and Make-up Exams:**

You are expected to be on time for each of the scheduled exams. ***If you arrive more than 20 minutes late, you will not be allowed to take the exam. Plan to come early on the days that exams are scheduled.***

Make-ups will be given for the first two exams only, and then only if you provide a written, documented excuse (from a physician, the Dean of Students, etc.) indicating that your absence from the regularly scheduled exam was both justified and unavoidable. ***No exceptions to this rule will be made.***

### **Americans with Disabilities Act (ADA):**

If you are a student who requires accommodations in compliance with the ADA, please consult with me at the beginning of the semester. As a faculty member, I am required to provide reasonable accommodation to students with disabilities, so as not to discriminate on the basis of that disability. Your responsibility is to inform me of documentation authorizing the specific accommodation. Student services at UTA include the Office for Students with Disabilities (located in the lower level of the University Center), which is responsible for verifying and implementing accommodations to ensure equal opportunity in all programs and activities.

### **Student Support Services:**

UTA supports a variety of student success programs to help you connect with the university and achieve academic success. They include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at 817-272-6107 for more information and appropriate referrals.

### **Library Information:**

Helen Hough is the Psychology Librarian. She can be reached by phone at 817-272-7429, and by e-mail at [hough@uta.edu](mailto:hough@uta.edu). You will find useful research information for psychology at <http://www.uta.edu/library/research/rt-psych.html>.

**Drop for Non-payment of Tuition:**

If you are dropped from this class for non-payment of tuition, you may secure an Enrollment Loan through the Bursar's Office. You may not continue to attend class until your Enrollment Loan has been applied to outstanding tuition fees.

**Academic Dishonesty:**

Academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with university regulations and procedures. Discipline may include suspension or expulsion from the university. "Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts." (Regents' Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22).

**Bomb Threats:**

If anyone is tempted to call in a bomb threat, be aware that UTA will attempt to trace the phone call and prosecute all responsible parties. Every effort will be made to avoid the cancellation of presentations/tests because of bomb threats. Unannounced alternative sites will be available for these classes. Your instructor will make you aware of alternative class sites in the event that your classroom is not available.

**E-mail Protocol:**

Whenever you send an e-mail message to me, please put the class name in the subject line of your e-mail. Inside the body of the e-mail message, please insert your full name and the class name. I will do my best to respond to your e-mail messages in a prompt manner.

**Beepers and Cell Phones:**

Please turn off all pagers, beepers and cell phones during class, as these devices are disruptive to other students and to me. Any use of these devices in class will result in your being asked to leave the classroom immediately.