

Syllabus for Human Relations
PSYC 3301-001
Summer 2008 – Summer II

Instructor Name: Katy Rollings

Office Number: LS301

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Office Hours: Monday and Wednesday 10:00 – 11:00 a.m.

Time and Place of Class Meetings: LS424; M, T, W, Th 8:00 – 9:50 a.m.

Description of Course Content: This course is designed to introduce students to psychological concepts that can be referenced and applied in a workplace setting.

Course Learning Objectives: By the end of this course, you will have a good understanding of how psychology is at play in everyday interactions in the workplace. You will be familiar with a variety of psychological constructs, and you will understand how these constructs relate to you in the workplace.

Required Textbooks and Other Course Materials: Effective Human Relations: A Guide to People at Work; Seta, Paulus, & Baron, 4th Edition. This book is available from the campus bookstore, in addition to on-line outlets.

Attendance Policy: Attendance is not required; however, there are many benefits to attending class:

- 1) I do not provide my lecture materials (powerpoints and handouts) outside of class. Therefore, in order to get class notes, you will need to either attend the class sessions yourself or have someone provide you with their notes.
- 2) There will be several questions on each exam that are derived from material discussed exclusively in class and not in your textbook.
- 3) I will give ten “pop quizzes” during the course of the term. These will not count against your grade, but will be treated as extra credit, each counting one point. If you are present for all of the quizzes, then you have an opportunity to raise your final grade by one letter point.

Drop Policy: A course drop grade will be assigned in accord with UT-Arlington policy (see current catalog). No grade is given if a student drops a course before the Census Date, **July 10th**. A student may drop a course with a grade of “W” after **July 10th**, and on or before **July 28th**. A student may not drop a course after **July 28th**.

Tentative Lecture Schedule (Subject to Change):

Date	Session	Topics	Read Ahead
July 7 th	1	Course overview + syllabus	-----
July 8 th	2	Introduction to Human Relations	Chapter 1
July 9 th	3	Change Management	Chapter 2
July 10 th	4	Social Cognition/Impression Management CENSUS DATE	Chapter 3
July 14 th	5	Personality at Work	Chapter 4
July 15th	6	EXAM 1	Chapters 1 – 4
July 16 th	7	Motivation	Chapter 5
July 17 th	8	Communication	Chapter 6
July 21 st	9	Persuasion and Power	Chapter 7
July 22nd	10	EXAM 2	Chapter 5 – 7
July 23 rd	11	Groups	Chapter 8
July 24 th	12	Teamwork	Chapter 9
July 28 th	13	Leadership LAST DAY TO DROP WITH A GRADE OF “W”	Chapter 10
July 29 th	14	Job Satisfaction and Organizational Commitment	Chapter 11
July 30th	15	EXAM 3	Chapters 8 – 11
July 31 st	16	Relationships at Work	Chapter 12
August 4 th	17	Prejudice and Discrimination RESEARCH PAPER DUE	Chapter 13
August 5 th	21	Stress and Burnout	Chapter 14
August 6 th	22	Career Choices	Chapter 15
August 7th	23	EXAM 4	Chapters 12 – 15

Last Day to Drop with a “W” automatically assigned is July 28th, 2008.

Specific Course Requirements with Descriptions

Examinations:

There will be four non-comprehensive exams. The exams will cover the information in your textbook, as well as any topics discussed in class. Not everything in the textbook will be discussed in class, and not everything discussed in class will be in the textbook; this is why it is important for you to keep up with readings and attend each class session. A study guide will be provided prior to each

exam. Each exam will consist of 100 multiple choice questions worth one point each. **Students arriving after the scheduled class start time on an exam date will not be allowed to take the exam after the first completed exam is turned in.**

Missed Exams & Quizzes:

Makeup exams will be offered **ONLY** to students who can provide official documentation for their absence from an exam. Official documentation includes a doctor’s note in the case of illness or emergency, school documentation for a university approved absence, etc. Students should contact the instructor ASAP after the exam and provide documentation in a timely manner. Students who provide appropriate documentation for their absence will be required to make up the exam during the week following their absence. Please note that work obligations **ARE NOT** excused absences. Please make appropriate arrangements now as opposed to waiting until the last minute. If you have any questions about this policy, see the instructor for clarification.

Written Assignments:

You will be asked to complete a research paper, details on which will be provided during the first week of class. Please note that the instructor expects all written assignments to reflect the students’ original work. If I find that your written assignment has been plagiarized, I will give you a grade of “0” the assignment, and will pursue the case with the judicial board on campus. Please do not put me in the position of having to take these measures.

Course Evaluation & Final Grade: You will be given an opportunity to evaluate me as an instructor and the course as a whole during the last two weeks of class.

Item	Points	% of Final Grade
Exam 1	100	20
Exam 2	100	20
Exam 3	100	20
Exam 4	100	20
Research Paper	100	20
TOTAL	500	100

Letter grades will be distributed as follows:

Total Points	%	Letter Grade
448 – 500	89.5 – 100	A
398 – 447	79.5 – 89.4	B
348 – 397	69.5 – 79.4	C
298 – 347	59.5 – 69.4	D

297 and below	59.4 and below	F
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Grading Format Weighting/Point Value of Assignments and Examinations:

The grade for each exam will be the number of correct of exam questions (A=90-100, B=80-89, C=70-79, D=60-69, F=0-59). All exams are of equal weight. The paper will be graded according to a rubric that will be handed out during the first week of class.

Americans with Disabilities Act

The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. With the passage of federal legislation entitled *Americans with Disabilities Act (ADA)*, pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at www.uta.edu/disability. Also, you may visit the Office for Students with Disabilities in room 102 of University Hall or call them at (817) 272-3364.

Academic Integrity

It is the philosophy of The University of Texas at Arlington that 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.

"Scholastic 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, Series 50101, Section 2.2)

Student Support Services Available

The University of Texas at Arlington supports a variety of student success programs to help you connect with the University and achieve academic success. These programs 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.

The University of Texas at Arlington has adopted the University email address as an official means of communication with students. Through the use of email, UT-Arlington is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be sent to students through email.

All students are assigned an email account and information about activating and using it is available at www.uta.edu/email. New students (first semester at UTA) are able to activate their email account 24 hours after registering for courses. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at UT-Arlington. Students are responsible for checking their email regularly.

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.