

PSYCHOLOGY 3301: HUMAN RELATIONS

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Office Hours: M & W 10:00 a.m.-11:00 a.m.

Course Number, Section Number, and Course Title: PSYC 3301 HUMAN RELATIONS

Time and Place of Class Meetings: LS 424 M, T, W, R 8:00 – 9:50 a.m.

Description of Course Content:

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 pre requisite 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).

Student Learning Outcomes:

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.

Examinations:

There will be three 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. Each exam will consist of 50 multiple choice questions worth two points 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.

Course Outline:

Tentative Lecture Schedule (Subject to Change): Date	Session	Topics	Read Ahead
July 8	1	Course overview + syllabus	-----
July 9	2	Introduction to Human Relations	Chapter 1
July 13	3	Change Management	Chapter 2
July 14		NO CLASS	
July 15	4	Social Cognition/Impression Management	Chapter 3
July 16	5	Personality at Work	Chapter 4
July 20	6	Motivation	Chapter 5
July 21	7	EXAM 1	Chapters 1-5
July 22	8	Communication	Chapter 6
July 23	9	Persuasion and Power	Chapter 7
July 27	10	Groups	Chapter 8
July 28	11	Teamwork	Chapter 9
July 29	12	Leadership	Chapter 10
July 30	13	EXAM 2	Chapters 6-10
August 3	14	Job Satisfaction and Organizational Commitment	Chapter 11
August 4	15	Relationships at Work	Chapter 12
August 5	16	Prejudice and Discrimination	Chapter 13
August 6	17	Stress and Burnout	Chapter 14
August 10	21	Career Choices	Chapter 15
August 11	22	EXAM 3	Chapters 11 – 15

Grading Policy:

	Points	% of Final Grade
Exam 1	100	33.3
Exam 2	100	33.3
Exam 3	100	33.3
TOTAL	300	300

Attendance Policy:

Attendance will be taken 3 times during the semester on randomly determined class days. All students who are present on these “attendance days” will receive 1 attendance points for each day they are present. These 3 points will be added to the course average score out of 100. Your attendance points could bump you up a grade.

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 13th**. A student may drop a course with a grade of "W" after **July 13th, and on or before July 28th**. A student may not drop a course after **July 28th**.

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.

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.