

ABUS F154-F81 – HUMAN RELATIONS

Course Outline

Summer Session 2009

Course web address - <http://classes.uaf.edu>

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Course Duration: July 6 – August 14th	

- Requirements for this course include: Internet access, UAF email, MS Word and PowerPoint ability to run audio on computer, consistent access to email, and the internet.
- The course **lectures with audio** are downloaded under “**Lectures**” on Blackboard.
- **Students will be responsible for completing all assignments posted on Blackboard before the final day of class on August 14th. No late assignments will be accepted after this date regardless of the situation.** Students should complete a chapter every week to stay on track. Since students’ schedules are generally more erratic during summer months, I do not have strict weekly deadlines as I do during my fall/spring semester courses. This means that students need to carefully set their own schedule to ensure assignments are completed on a regular basis. Do not wait until the final weeks to complete assignments as this will dramatically affect the quality of work. Even if you manage to complete the work in the last days, but the quality is poor, you will still fail this course. **If students do not have half of the assignments completed by July 25th (halfway through the term), I will DROP them from the course.**
- All essay assignments, quizzes, and discussion board topics are posted on Blackboard. It is your responsibility to check Blackboard’s **Assignment** page and **Discussion Board** page and complete **all** of the work posted before the end of the term.
- You will be quizzed on what is covered in the PowerPoint lectures AND the reading assignments. While the lectures and reading assignment each week will cover the same topic area, they each contain very different material and examples. Hence, if you only watch the lectures or only do the reading, you will not do well in this course.
- If you have basic questions about Blackboard, visit the Center for Academic Technology's [Blackboard Knowledge Base](#)
- Computers with internet access and PowerPoint are located at the Downtown Center, Tanana Valley Campus Center and on the Main Campus. You’ll need to bring your own headphones which plug directly into the CD drive.
- If you have Email problems, please contact the Department of Computing & Communication at 474.6564 (local) or 1.800.478.4667 (toll free) or visit their [website](http://www.uaf.edu/helpdesk) at <http://www.uaf.edu/helpdesk>.
- UAF Email accounts are automatically generated for you once you register for a course. If you have another email account you check regularly, you can forward the mail from your UAF account to your other account if you would like to do so.
- Please be flexible in this course. Because of external and internal forces impacting this class, production and quality requirements may shift periodically during the semester. Each student is responsible for adapting to these changes. Assignments may change, be added or deleted. While I try to detail exactly where to find all course material and assignments, it would behoove you to become as familiar as possible with the course CD’s, Blackboard and PowerPoint.
- You will automatically be logged into Blackboard <http://classes.uaf.edu> soon after you register. The course will be accessible by the first day of classes. If on the first day, the course link does not appear on Blackboard’s main page, please contact me immediately and I will log you in manually. If you have not used Blackboard before, the first part of your UAF email address will be your user ID (for example- fsabc) and your password should initially be your social security number. There is a link on Blackboard’s page to help you through logging in to the site.

Catalog Description

ABUS 154 Human Relations - 3.0 Credits

This course will address attitudes, self-concepts, personal communication styles, motivation, interactions, positive reinforcements, team building, cultural diversity, decision making, ethics, and leadership development.

Course Purpose

The purpose of this course is to provide students with a foundation of understanding into the complex behavior patterns of people at work. It should also give students methods of promoting positive relationships and improving productivity. Upon completion of this course, students should be empowered with the interpersonal skills to succeed in the workplace.

Course Learning Objectives

Upon Completion of this course you should be able to:

- Develop effective career management skills
- Recognize destructive habits and replace them with positive habits
- Understand individual differences and perspectives
- Set and achieve goals
- Manage Time
- Understand the importance of ethical behavior
- Control Stress
- Build effective teams
- Accept the challenges of success
- Grow and prosper; help others develop and succeed
- Motivate yourself and others
- Develop and maintain a winning attitude
- Seize control of working with difficult people
- Develop effective communication skills
- Become an effective leader
- Understand the importance of contribution
- Solve problems effectively and make positive decisions
- Understand diversity issues

Instructional Tasks

The following course tasks are designed to assist you in achieving the course objectives:

- PowerPoint lectures for each topic.
- Assigned readings in course text.
- Active participation on the Discussion Board & completion of all questions posted.
- Quizzes on lectures and assigned readings
- Essay Assignments posted on Blackboard.

The PowerPoint lectures and text readings are rich in information and constitute the core of the material to be covered on each quiz. Consequently, it is very important in this course to stay current with the assigned readings and lectures to be able to pass quizzes, participate in online discussions and complete essay assignments.

Essay Assignments

Essay Questions are posted for students to answer and submit directly online through Blackboard. Students will be graded on the quality and thoughtfulness of the answers given.

Discussion Board Participation

Participation is vital – class activities will include online discussion. Limited participation and vague responses will negatively affect you grade.

Quizzes

Quizzes, consisting of approximately 15 questions, will be given every week. Each quiz will cover a topic area. Material covered in the quizzes will come from the PowerPoint lectures AND the text. Quizzes will be composed of true/false and multiple choice questions. You may use your text and notes for assistance. Please do not consult with other students for answers.

WARNING: Quizzes will be timed (30 minutes) and you have ONE opportunity to take it. Translation – once you choose to sit down and take your quiz, be prepared to take it undisturbed for 30 minutes. Once you finish, there's no going back in. In addition, if you click on the BACK or FORWARD functions on Blackboard, or you minimize your

screen, this will lock you out of your quiz. If you lose your internet connection and get locked out of your quiz, contact me immediately.

Grading System

Homepage	(1@15 points)	15 points
Discussion Board	(12 @ 15 points each)	180 points
Quizzes	(12@ 15 points each)	180 points
Essay Assignments	(12 @ 15 points each)	180 points
TOTAL POINTS		555 points

Grade Requirements

514 – 555 points =	A	
497 - 513 points =	A-	
481 - 496 points =	B+	
458 – 480 points =	B	
441 – 457 points =	B-	
425 – 440 points =	C+	
403 - 424 points =	C	
386 – 402 points =	C-	
370 - 385 points =	D+	
347 – 369 points =	D	
330 – 346 points =	D-	
329 points or less =	F-----	Where were you???

ASSIGNMENT SCHEDULE

Students will be responsible for completing the following assignments before the final day of class on August 17th. No late assignments will be accepted after this time regardless of the situation.

Topic Covered	Assignment	
<p>Introduction to Human Relations</p>	<ol style="list-style-type: none"> 1. Get comfortable with Blackboard by navigating around the site. Find site at http://classes.uaf.edu/ Log in with your user name & password. 2. Place a <i>short bio</i> about yourself on Blackboard. Click on Student Tools, click on Edit Your Homepage. Insert text to briefly tell others in the course about yourself. Using a photo wins major brownie points since the class will never meet face-to-face. This is a graded assignment. 3. Watch PowerPoint Slide <i>1. Welcome to Human Relations</i>. This will give you an overview of what this course will be like. Ensure that the CD PowerPoint slides run effectively with audio on the system you're using. Become comfortable with running PP if you have not used this program previously. 4. Go to Assignments to take the <i>Sample Quiz</i> and <i>Essay Questions</i>. These are for fun and will not be graded. But they will give you a good idea how your weekly quizzes and assignments will be set up. Also, if there is any confusion next week in how to access the Quiz or Essay Questions, I will have no mercy. 	<p>You should complete these assignments by the due date listed</p> <p>7/11</p>
<p>Chapter 1 Human Behavior</p>	<ol style="list-style-type: none"> 1. Read Chapter 1 in text 2. Watch PowerPoint Lectures for Chapter 1 on CD 1. Take the Quiz found under Assignments in Blackboard. You may access the quiz only once and you have 30 minutes to complete it. 2. Short Essay Assignment - Complete the essay questions posted under Assignments and click on submit. There is no time limit to complete these questions and you may access the assignment more than once. 3. On the Discussion Board answer ALL the questions posted for this chapter – there is more than one. Click on Reply to post your responses. <p>Please be aware that if you decide to complete assignments in the last few days before the August 16th deadline, you do so at the risk of running into problems without enough time for me to assist you.</p>	<p>7/11</p>

<p>Chapter 2 People</p>	<ol style="list-style-type: none"> 1. Read Chapter 2 in text 2. Watch PowerPoint Lectures for Chapter 2 “Perspectives” on CD 3. Take the Quiz found under Assignments in Blackboard. You may access the quiz only once and you have 30 minutes to complete it. 4. Short Essay Assignment - Complete the essay questions posted under Assignments and click on submit. There is no time limit to complete these questions and you may access the assignment more than once. 5. On the Discussion Board answer ALL the questions posted for this chapter. Click on Reply to post your responses. 	<p>7/11</p>
<p>Chapter 3 & 4 Basic Principles of Human Needs & Motivation</p> <p>4- Creating a Motivational Environment</p>	<ol style="list-style-type: none"> 1. Read Chapter 3 & 4 in text 2. Watch PowerPoint Lectures Chapters 3 & 4 “Motivation” on CD 3. Take the Quiz found under Assignments in Blackboard. You may access the quiz only once and you have 30 minutes to complete it. 4. Short Essay Assignment - Complete the essay questions posted under Assignments. 5. On the Discussion Board answer ALL the questions posted for this chapter. 	<p>7/18</p>
<p>Chapter 7 The Human Side of Organizations</p>	<ol style="list-style-type: none"> 1. Read Chapter 7 in text 2. Watch PowerPoint Lectures Chapter 7 The Human Side of Organizations on CD 3. Take the Quiz found under Assignments in Blackboard. 4. Short Essay Assignment - Complete the essay questions posted under Assignments. 5. On the Discussion Board answer ALL the questions posted for this chapter. 	<p>7/18</p>
<p>Chapter 8 The Driving Force: Leadership</p>	<ol style="list-style-type: none"> 1. Read Chapter 8 in text 2. Watch PowerPoint Lectures Chapter 8 Leadership on CD 3. Take Quiz found under Assignments. 4. Assignment - Take the Meyers Briggs Personality Test to determine your management style. (Find by going to http://www.humanmetrics.com/cgi-win/JTypes2.asp . Take the test, then click on the <u> </u> type description offered by D. Kiersey and determine what kind of leader you are. Post your four digit results, short description, and which leader you’re most like on the Discussion Board.) 5. On the Discussion Board answer ALL the questions posted for this chapter. . 	<p>7/25</p>
<p>Chapter 11 Understanding Communication at Work</p>	<ol style="list-style-type: none"> 1. Read Chapter 11 in text 2. Watch PowerPoint Lectures Chapter 11, Communication on CD 3. Take the Quiz found under Assignments in Blackboard. 4. Short Essay Assignment - Complete the essay questions posted under Assignments. 5. On the Discussion Board answer ALL the questions posted for this chapter. Note: Chapters 9 & 10 will not be covered in this course. The chapters, however, are rich in information, so if time allows you should read them) 	<p>7/25</p>

Please complete the Chapters listed above before July 25th.

<p>Chapter 12 Interpersonal Communication: Being Effective With People</p>	<ol style="list-style-type: none"> 1. Read Chapter 12 in text. 2. Watch PowerPoint Lectures Chapter 12, Listening on CD 3. Take the Quiz found under Assignments in Blackboard. 4. Short Essay Assignment - Complete the essay questions posted under Assignments. 5. On the Discussion Board answer ALL the questions. 	<p>8/1</p>
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<p>Chapter 13 Effective Teamwork in Organizations</p>	<ol style="list-style-type: none"> 1. Read Chapter 13 2. Watch PowerPoint Lectures, Effective Teamwork on CD 3. Take the Quiz found under Assignments in Blackboard. 4. Short Essay Assignment - Complete the essay questions posted under Assignments. 5. On the Discussion Board answer ALL the questions posted for this chapter. 	<p>8/1</p>
<p>Chapters 14 & 15 Workforce Issues: Diversity, Socialization & Stress 15- Perspectives on Cultural Socialization</p>	<ol style="list-style-type: none"> 1. Read Chapters 14 & 15 in text. 2. No PowerPoint slides for these chapters on CD. 3. Additional reading assignment can be found on Blackboard. 4. Take the Quiz found under Assignments in Blackboard. 5. Short Essay Assignment - Complete the essay questions posted under Assignments. 6. On the Discussion Board answer ALL the questions posted for this chapter. 	<p>8/8</p>
<p>Chapter 16 Coping with Personal Stress</p>	<ol style="list-style-type: none"> 1. Read Chapter 16 2. Watch PowerPoint Lectures Chapter 16 Stress on CD 3. Take the Quiz found under Assignments in Blackboard. 4. Short Essay Assignment - Complete the essay questions posted under Assignments. 5. On the Discussion Board answer ALL the questions posted for this chapter. 	<p>8/8</p>
<p>Chapter 17 Your Career in the Information Age</p>	<ol style="list-style-type: none"> 1. Read Chapter 17 2. Watch PowerPoint Lectures Work & Career on CD 3. Take the Quiz found under Assignments in Blackboard. 4. Short Essay Assignment - Complete the essay questions posted under Assignments. 5. On the Discussion Board answer ALL the questions posted for this chapter. 	<p>8/15</p>
<p>Meaning & Values No text reading assigned</p>	<ol style="list-style-type: none"> 1. No text reading assigned 2. Watch PowerPoint Lectures Meaning & Values on CD 3. Take the Quiz found under Assignments in Blackboard. 4. Short Essay Assignment - Complete the essay questions posted under Assignments. 5. On the Discussion Board answer ALL the questions posted for this chapter. 	<p>8/14</p>
<p>Survey</p>	<p>Found under Assignments is a course survey. It is not required, but I would sincerely appreciate if you could take a few minutes to complete it. There are 10 questions regarding your assessment of this course. It is voluntary and anonymous. Also, this evaluation does not take the place of the course assessment you were recently sent by mail.</p>	<p>8/14</p>

**The final due date for assignments is August 14.
NO late assignments will be accepted. No exceptions.**

Holy cow! You're finished. Great Job!! I hope the rest of your summer is wonderful!