

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: PSYC 100—HUMAN RELATIONS IN ORGANIZATIONS

Number of Credits: 3 semester hours

Pre/Co-requisites: None

Instructor: Penny Belgarde

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Lecture/Lab Schedule: None

Office Hours: MWF 9:00 – 10:45 am and 2:00 – 3:30pm

T-TH 9:00 – 11:00 am and 2:00 – 3:30pm

Textbook(s): Human Relations: Interpersonal Job-Oriented Skills, 12th Edition, by Andrew Dubrin

ISBN #978-0-13-350682-2

Course Requirements

1. Completion of assignments, tests, and discussions are required.
2. Everyone will complete two research papers.
3. Grading is the accumulation of assignments, quizzes, and tests for total points.

Grading Scale

90-100 = A

80-89 = B

70-79 = C

65-69 = D

Below 65 = F

Course Description

This course examines the importance of human relations and professional development. Students are given the opportunity to achieve a deepened sense of awareness of themselves and others. This understanding is applied to human relations at home and on the job. The topics covered include the impact of personal and organizational values, motivation, self-awareness, goal setting, conflict management, communications, and stress management.

Course Objectives - Upon successful completion of this course, the student should be able to:

1. Explain interpersonal skill development
2. Understand individual differences
3. Learn to build self-esteem and self-confidence in the workplace
4. Understand interpersonal communications
5. Exhibit teamwork skills
6. Group problem solving and decision making
7. Comprehend cross cultural relations and diversity
8. Understand how to resolve conflict with others
9. Become an effective leader
10. Understand how to motivate others
11. Helping others develop and grow
12. Explain positive political skills

13. Demonstrate customer satisfaction skills
14. Explain ethical behavior
15. Learn about stress management and personal productivity
16. Demonstrate job search and career management skills

Tentative Course Outline

- Interpersonal Skill Development
- Understanding Individual Differences
- Building Self-Esteem and Self-Confidence
- Interpersonal Communication
- Interpersonal Skills for the Digital World
- Developing Teamwork Skills
- Group Problem Solving and Decision Making
- Cross-Cultural Relations and Diversity
- Resolving Conflicts with Others
- Becoming an Effective Leader
- Motivating Others
- Helping Others Develop and Grow
- Positive Political Skills
- Customer Satisfaction Skills
- Enhancing Ethical Behavior
- Stress Management
- Job Search and Career Management Skill

General Education Goals/Objectives

- Demonstrates the knowledge of the human experience throughout history.
- Recognizes the world of human diversity.
- Demonstrates knowledge of varying cultural standards throughout the world.

Classroom Policies:

Plagiarism

To plagiarize is to “steal and pass off the ideas or words of another and one’s own” (Webster’s Dictionary). Plagiarism will not be tolerated in this course. When completing a research paper, it is necessary to cite all information gathered from other sources – including direct quotations and paraphrases – within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for research papers. If you have any questions – please contact myself or go to the learning center for more information. Students found plagiarizing material will receive an “o” for the assignment.

Absences and Assignments Due Dates

Late work will incur point deductions: 10% off in points for each day it is late. Any assignment turned in after 3 days will result in a 0. This is the policy for all assignments. Participation is expected. You are responsible for the activities for each weekly module. If you know of a conflict ahead of time, you are welcome to submit assignments early or notify prior to the assignment due date.

Disabilities and Special Needs

If you have any condition, such as a physical or learning disability, for which you need extra assistance, please see me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that I can make appropriate accommodations.

Student Email Policy

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Relationship to Campus Theme

Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered here. This course will emphasize communications and the diverse makeup of the business community, which enhances the "Human" nature.