

COURSE INFORMATION SHEET

COURSE NUMBER & TITLE

HRPO 1311: Human Relations (3-0-3)

COURSE CATALOG DESCRIPTION

This course offers students practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. A focus of the course will be on the knowledge and application of critical thinking and learning strategies integrated with computer literacy components to produce an electronic portfolio. Students will become familiar with basic computer applications, including word processing, spreadsheets, presentation graphics, e-mail, and utilization of the internet. An emphasis on career understanding and development will be demonstrated through course content and activities utilizing a variety of instructional methods which may include case studies, team projects and service learning opportunities. This course is designed for first year students in technical programs.

End-of-Course Outcomes: Evaluate human relations including diversity, attitudes, self-esteem, and interpersonal skills to promote career success; identify and evaluate theories in problem solving, customer service principles, and ethical behavior in the workplace; develop individual and group communication, listening, and decision-making skills; analyze how theories of motivation and human behavior impact strategies of change management; and demonstrate critical thinking skills through the use of technology in the form of an electronic portfolio.

INSTRUCTOR

John C. Hensley, MSW

OFFICE HOURS:

Mon. Wed. 2:30 – 03:30

Tue & Thu. 1:30 – 3:00

OFFICE:

**Office Occupation Building (C-103)
(956) 364-4112**

EMAIL:

john.hensley@harlingen.tstc.edu

REQUIRED TEXT AND MATERIALS

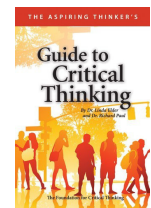
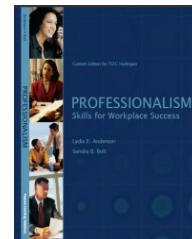
* Text: **Professionalism: Skills for Workplace Success**,

ISBN# 0558756905

(Includes **"Guide to Critical Thinking"**, ISBN 978-0-944583-41-8

*USB Flash Drive (Not provided)

* Scantrons (form number 882-E)



COURSE OBJECTIVES

The following objectives will be covered during the course. By attending each class, actively reading and participating, completing assignments and quizzes, students should have the opportunity to grow in self-awareness and will be able to:

1. Identify essential campus resources for college success.
2. Understand that education promotes success.
3. Apply learning strategies to promote academic and career success
4. Understand the importance of self-assessment for goal-setting, planning and the development of interpersonal skills.
5. Identify the elements of thought for critical thinking.
6. Assess learning theories to identify learning preferences/styles.
7. Assess career interests.
8. Explain the model for interpersonal skills development.
9. Explain the relationship aspect of interpersonal communication.
10. Enhance listening skills.
11. Identify several types of teams in work settings and organizations.
12. Use decision-making and problem-solving processes for case study scenarios
13. Identify the different styles of handling conflict
14. Identify methods for making ethical decisions.
15. Apply technology to demonstrate critical thinking knowledge and skills
16. Learn how to integrate computer applications to create an electronic portfolio.

GRADING POLICY		GRADING SCALE
Exams:	30%	A = 90 - 100
Computer Assignments	25%	B = 80 - 89
Assignments/Quizzes:	20%	C = 70 - 79
Critical Thinking Project:	15%	D = 60 - 69
Lab:	10%	F = 59 and below
Total:	100%	

Addendum

Effective Fall 2010, all HRPO 1311 students are MANDATED by the Student Learning Division to complete lab assignments outside of class throughout the semester through the MyIT system. These assignments will be compiled and averaged into your overall grades as indicated in the Assignment Grading Policy.

ACCOMODATION STATEMENT

If you have a documented disability which will make it difficult for you to carry out the work as the instructor has outlined and/or if you need special accommodations due to a disability, please contact (956) 364-4520 or visit Support Services Office located in the Auxiliary Building as soon as possible to make appropriate arrangements

COURSE PARTICIPATION POLICY

Class participation in this course is mandatory and is a part of the Grading Policy. Attendance will be kept throughout the semester. Students must maintain all daily assignments, class discussions, tests, class projects, and all other assignments at the passage rates located in the GRADING CRITERIA AND SCALE for each activity. If passing rates are not maintained, then the student will receive a grade of “F” at the end of the term. Excused absences will not count against the student. However, it is the student’s responsibility to meet with the instructor **BEFORE** the next class meeting to obtain the assignment.

In order for an absence to be excused, the student must:

- A. Notify the instructor of the absence BEFORE the class period.
- B. Notice may be given by calling the instructor at **364-4112**. **THIS NUMBER HAS A 24-HOUR VOICE MAIL, SO CALLS MAY BE RECEIVED AT ANY TIME OF THE DAY OR NIGHT.**
- C. If a student notifies an instructor before class, this does not mean the absence will be excused.
- D. Students must bring a written excuse from an appropriate authority for an absence to be considered to be excused. Appointments scheduled during class time may be considered to be an unexcused absence. The above requirements **must** be met before considerations for issuing an *incomplete* for a student not able to finish the semester.

*** The course instructor determines whether an absence is excused or unexcused.**

*Students will be referred for advisement if they are unsatisfactorily participating in class.

*A student is considered unsatisfactorily participating in class when:

The student fails to participate in the class by not completing daily assignments, tests, quizzes, class projects, participating in class discussion, handing work in promptly, and completing any other assignments required by your instructor at the passage rates indicated in the **GRADING CRITERIA and SCALE**.

- A. Class participation begins at the time class is scheduled to begin, the **FIRST DAY OF CLASS**.
- B. The student will be counted absent from class if the student arrives 15 minutes, or more, late for class, leaves the class for an extended period of time, or exits the classroom without notifying the instructor. As a result of a student’s preceding actions, the student may be asked to leave the class. It will be the student’s responsibility to meet with the instructor outside of class time, if such a circumstance arises. **Any assignments due at the beginning of class will not be accepted and will result in a zero, if a student is more than 15 minutes late to class.**

If a student fails to adhere to the class participation policy, it will be the STUDENT’S RESPONSIBILITY to “W” (withdraw) from the course. This withdrawal process is not initiated by the instructor. Student wishing to withdraw must file a **SCHEDULE CHANGE FORM** with the Admissions Office. Student must remain in constant contact with his/her instructor to understand what his/her class participation status is at any time during the term.

MAKE-UP WORK:

An unexcused absence on test day will result in an automatic 0 for that test. No makeup tests will be given for an excused absence. If an absence is excused, the next test will count twice. If two consecutive tests are missed, the first will automatically become a 0. All assignments not submitted by their due date will result in a 0. If an absence is unexcused, a grade of 0 will be given for all missed work. Any assignments missed due to an *excused* absence will need to be submitted within 1 week of returning back to class. If missed work is not submitted in this time frame, the assignment will result in a zero.

*The instructor reserves the right to make any changes to the Course Information Sheet as he perceives necessary to facilitate the delivery of the course material and student learning. The class will be notified if changes occur.

ADDENDUM:

- 1 All cell phones and pagers must be turned off or muted during class.**
- 2 No texting during class.**
- 3 Children are not permitted in instructional buildings on campus.**
- 4 No pets are allowed in the classroom.**
- 5 Students must adhere to all building/classroom rules and regulations (i.e. no sitting on the floor in hallways; no food or drink allowed; no smoking etc.)**
- 6 The use of headphones is prohibited at all times during class.**
- 7 No talking during lecture or exams, no inappropriate language or gestures, no sleeping or disruptive behavior is allowed in class. Students will be asked to leave the classroom for such behaviors and will forfeit all class work and attendance for that day. Disruptive behavior may result in dismissal from class for the remainder of the semester and possibly from TSTC.**
- 8 Computer use is for HRPO assignments ONLY. Students using the computer for other uses such as working on other class assignments or browsing the internet will be asked to leave the classroom and will forfeit all class work and attendance for that day.**
- 9 Anyone not registered for class is not permitted in the classroom without the instructors prior consent.**

Faculty Statement

(Please keep in mind that all Faculty have the right (and maybe an obligation) to ask any disruptive or threatening student to leave their classroom. Faculty may also counsel the student regarding his/her behavior and/or refer him/her to counseling services on campus as well as his/ her program advisor. Should the student fail to obey the faculty member's request, College Police can be contacted for assistance in dealing with the situation.

- * **Students asked to leave the classroom for disciplinary reasons will not be allowed to return to class until their Program Advisor or Program Director contacts the instructor on the students behalf and requests that the student be allowed back into the class. All work including test will be forfeited and given the grade of zero during the student's disciplinary absence.**

Tutoring schedules can be located at:

<http://www.harlingen.tstc.edu/ossprograms.aspx>, by contacting the Tutoring Coordinator @ (956) 364-4108, or by visiting the Student Success Office located in the Biomedical Engineering Building in Room D-121.

Copyright Statement

The materials used in the course (textbooks, handouts, media files, podcast, MP3, Videos, RSS Feeds), and all instructional resources on the colleges Learning Management System (Moodle) are intended for use only by students registered and enrolled in this course, and are only to be used for instructional use, activities associated with, and for the duration of the course. By “handouts,” this means all materials generated for this course, which includes but are not limited to syllabi, quizzes, exams, lab problems, in-class materials, review sheets, and any additional materials.

These materials may not be retained in any other medium or disseminated further. They are provided in compliance with the provision of the Teach Act. These materials may not be reproduced, displayed, modified or distributed without the express prior written permission of the copyright holder or TSTC. For further information contact your instructor.

Communicating with your Instructor (MyMail Email System)

The use of your MyMail TSTC College student e-mail account will be the only way to receive official notices from the college. When communicating with instructors and/or employees of the college you are required to use your TSTC MyMail student e-mail address. If you choose to forward your e-mail to another account please be advised that all communication from and within the college will use you MyMail student e-mail.

The previous policies have been reviewed with me by my instructor. I understand and agree to comply with all stated policies. I am fully aware that not complying with the above stated requirements may result in having to retake the HRPO 1311 course the following semester in order to fulfill my degree plan requirements.

_____ HRPO 1311 _____
Print your name Section #

_____ _____
Student Signature Date

Student Information

ID# _____ Program of Study/Major _____

Phone # _____ Phone # _____

E-Mail Address _____

HRPO 1311 – Fall 2011

Date	Monday	Wednesday	Friday
January 9, 11, 13	Course Introduction	Noel- Levitz	New Student Survey
January 16, 18, 20	LASSI and PEEK Surveys	Student Introduction and Log on to Mahara Portfolio	<i>Autobiography/ EP-Mahara</i>
January 23, 25, 27	MyIT Lab	Listening & Note Taking	Reading & Test Taking
January 30, February, 1, 3	Case Study Sample	Case Study Sample	Case Study Assignment Due
February 6, 8, 10	Ch. 1 Your Attitude and Personality	Ch. 2 Goal Setting and Life Management	Ch. 3 Personal Financial Management
February 13, 15, 17	Ch. 3 Personal Financial Management	Ch 4 Time and Stress Management/ Organization Skills	Exam #1
February 20, 22, 24	DISCOVER Assignment	<i>Budget/Chart Assignment</i>	<i>Budget/Chart Assignment</i>
February 27, 29 March 2	Ch 5 Ethics, Politics, and Diversity	Ch 5 Ethics, Politics, and Diversity	Ch 7 Customer Service
March 5, 7, 9	Ch. 8 Human Resource Management	Ch. 8 Human Resource Management	Exam #2
March 12, 14, 16	<i>Spring Break</i>	<i>Spring Break</i>	<i>Spring Break</i>
March 19, 21, 23	<i>Introduction to Power Point</i>	<i>Power Point Assignment</i>	<i>Power Point Assignment</i>
March 26, 28, 30	Ch 9 Communication	Ch 10 Accountability and Workplace Relationships	Ch 12 Conflict and Negotiation
April 2, 4, 6	Ch 11 Teamwork, Motivation, and Leadership	Exam #3	GOOD FRIDAY HOLIDAY
April 9, 11, 13	<i>Review Exam #3</i>	LASSI & PEEKS Surveys	Ch. 14 Resume Package
April 16, 18, 19	<i>Resume/Cover Letter EP-Mahara</i>	<i>Resume/Cover Letter EP-Mahara</i>	Review and Finalize Mahara Portfolio End of Semester Survey