

**THE UNIVERSITY OF GEORGIA
MARKETING EDUCATION**

COURSE: Human Resource Applications in Work-Based Education

INSTRUCTOR: Dr. Elaine Adams Work phone (706) 542-4204
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OFFICE HOURS: Available most days between 12:00 – 2:00 pm.
Additional hours are always available by appointment!

DESCRIPTION: Human relations, communications, management, and career development in work-based education programs, with emphasis on instructional strategies.

TEXT: Human Relations: Principles and Practices
By: Barry L. Reece and Rhonda Brandt, ©2003

OBJECTIVES: Upon completion of this course, you will be able to:

1. Describe the nature, purpose, and importance of human relations.
2. Investigate the forces influencing behavior at work.
3. Trace the development of human relations from the industrial revolution to the 1990s.
4. Evaluate and effectively use interpersonal, organizational, and global communications.
5. Assess the power and influences of high self-esteem.
6. Illustrate how to build self-esteem.
7. Examine how personal values influence ethical choices.
8. Define attitude and describe those attitudes valued by employers.
9. Develop a professional presence that exudes a positive impression.
10. Value diversity personally, professionally, and globally.
11. Identify and describe methods for resolving conflict and achieving emotional control.
12. Appraise the importance of workforce teams, creative problem-solving, and decision making.
13. Encourage productivity, quality, and participative management.
14. Judge your own human relations abilities and skills.
15. Conduct human relations activities appropriate for the classroom and other organizations.
16. Apply human relations concepts to your own work experiences.
17. Use critical-thinking skills to evaluate human relations situations.
18. Participate and contribute to the development of human relations.
19. Explore the dynamics of a variety of businesses, industries, and organizations.
20. Develop a life plan for effective human relations.

EVALUATION: The final grade will be based on the factors as described below.

Case Problems – Each chapter contains a case problem that needs to be solved using improved human relations skills. Case problems will require you to think critically and bridge the gap between human relations concepts and the real world. These problems will develop your abilities to think critically, and assess and provide solutions to real-world situations. Case problems must be completed and turned in on a weekly basis. Responses will be shared and discussed with team members. Case problems will be worth **50** points total. (5 points each + 5 points for completing all case problems).

Article Critiques – You should locate, select, read, and critique **five** articles appropriate for the topics discussed in this course (refer to the chapters in your text and course objectives). Articles will provide you with up-to-date information from and about the real world. These can be located through a variety of resources: magazines, journals, and Internet. All articles must be read, critiqued, and presented. You should use the format provided on the article critique form that will be provided. These will be presented and discussed with your team members. Article critiques will be worth **50** points total (10 points each).

Book Critique – You should locate, select, read, and critique a book on a human relations topic (refer to the chapters in your text and course objectives). Any of the books listed on p. xxi in your text will be appropriate for critique purposes. Also, you may want to refer to your text credits on pp. 258-260 for other ideas. You will provide a presentation of your book to the entire class. Therefore, no two people may read the same book. Make your selection **FAST!** Book critiques and presentations will be worth a total of **100** points.

Quizzes – You will be required to complete a quiz for each of the nine text chapters. Refer to the course timetable for dates of scheduled quizzes. Quizzes will be worth **200** points total (20 points each + 20 points for completing all quizzes).

Attendance/Participation – It is essential that you attend class and participate in class and team discussions on a regular basis. **There are NO excused absences!** It is up to you to decide if you need to be absent from class. Should something occur that requires you to be absent from class, it will be your responsibility to turn in your case problem and complete your quiz prior to the next class session. Once the next class session following the absence has occurred, no additional make-ups will be permitted. Everyone begins the semester with **100** attendance points. Any student missing any of a class session can lose **up to 10 points** depending on the length of the absence. If you must enter class late or leave early, it is your responsibility to make this documentation on your attendance card. **Any student missing more than 3 classes (which actually is equivalent to three weeks of class) will earn a grade of F.**

GRADUATE STUDENTS

All graduate students must prepare a learning activity that can be used when teaching human resource applications. Graduate students will be required to apply their learning activities in a class session. Please refer to your course timetable for the dates of learning activity presentations. Instructions for this assignment will be provided. The learning activity will be worth 100 points.

GRADING:

Article Critiques	100 points	
Attendance/Participation	100 points	
Quizzes	200 points	
Book Critique	100 points	
Graduate Learning Activity	100 points	(graduate students only)

Equivalent Grading Points and Percentages

	Percentage	Grad Students	Undergrad Students
Grade A	100% - 90%	600 – 540	500 – 450
Grade B	89% - 80%	539 – 480	449 – 400
Grade C	79% - 70%	479 – 420	399 – 350
Grade D	69% - 60%	419 – 360	349 – 300
Grade F	Below 60 %	359 or below	299 or below

Human Resource Applications for Work-Based Education
EMKT 4120/6120

Session 1 - January 15	Class Introduction Human Relations Activities
Session 2 - January 22	Chapter 1: Introduction to Human Relations Article Critique #1
Session 3 – January 29	Chapter 2: Improving Interpersonal Communication Case Problem and Quiz for Chapter 1
Session 4 – February 5	Chapter 3 – Building High Self-Esteem Case Problem and Quiz for Chapter 2 Article Critique #2
Session 5 – February 12	Chapter 4 – Personal Values Influence Ethical Choices Case Problem and Quiz for Chapter 3
Session 6 – February 19	Chapter 5 – Attitudes Can Shape Your Life Case Problem and Quiz for Chapter 4 Article Critique #3
Session 7 – February 26	Chapter 6 – Developing a Professional Presence Case Problem and Quiz for Chapter 5
Session 8 – March 5	Chapter 7 – Valuing Work Force Diversity Case Problem and Quiz for Chapter 6 Article Critique #4
Session 9 – March 12	Chapter 8 – Strategies for Resolving Conflict and Achieving Emotional Control Case Problem and Quiz for Chapter 7
March 19	NO CLASS!!! Spring Break
Session 10 – March 26	Chapter 9 – A Life Plan for Effective Human Relations Case Problem and Quiz for Chapter 8
Session 11 – April 2	Case Problem and Quiz for Chapter 9 Article Critique #5
Session 12 – April 9	Graduate Learning Activities and Evaluations
Session 13 – April 16	Graduate Learning Activities and Evaluations
Session 14 – April 23	Book Critiques and Presentations
Session 15 – April 30	Book Critiques and Presentations Final Graduate Learning Activities Due

GOOD LUCK FOR A SUCCESSFUL SEMESTER

*****This schedule is subject to change at the discretion of the professor**

** The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.*

** University Honor Code and Academic Honesty Policy*

All academic work must meet the standards contained in “A Culture of Honesty.” Each student is responsible to inform themselves about those standards before performing any academic work.

** The University of Georgia is committed to full inclusion of all students. Students who, by nature of a documented disability, require academic accommodations should contact the professor during office hours. Students may also speak with Disability Services at 542-8719 to discuss the process for requesting accommodations.*