

COURSE EVALUATION:

The final grade will be based on the components described below. **No assignments will be accepted late.** If you find it necessary to be absent from class, it is your responsibility to **DELIVER** your assignments prior to class. Assignments sent via email will **NOT** be accepted.

Discussion Team – You will be **randomly assigned** to a discussion team that will convene weekly. Team discussions will typically last for approximately 30 minutes. The team leader will be rotated each week and will be responsible for facilitating team discussion, attendance record, and collecting all assignments. Each team session will be worth 10 points – 90 points total. An absence from a team session will result in the loss of 10 points. **These points cannot be made up.**

Case Studies – Each chapter contains two end-of-chapter cases (Chapter 9 has one case study) that need to be solved using improved human relations skills. Case studies 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. You will be responsible for answering the questions at the end of each case. ***These will be discussed on a weekly basis with your team members.*** You will submit your answers to the cases for a grade. Each case study is worth 10 points – 170 points total.

Case Study Instructions:

1. **TYPED!!**
2. Your name
3. Title and number of case study
4. Question and answer format
5. Points will be deducted if format is not followed (no exceptions)

Internet Exercises – Each chapter contains Internet exercises. Internet activities will ask you to look up a variety of information related to topics discussed and perform an assortment of activities. These activities are designed to provide you with information and insight. ***These will be discussed on a weekly basis with your team members.*** You will submit your Internet exercises for a grade. Each Internet exercise will be worth 10 points – 90 points total.

Internet Exercises Instructions:

1. **TYPED!!**
2. Your name
3. Chapter ____ Internet Exercise
4. Description of activity as identified in the text and/or by the professor
5. Points will be deducted if format is not followed (no exceptions)

Book Critique – You should locate, select, read, and critique a book on a human resource 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. 263-265 for other ideas. You will conduct a 10 minute 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 **125** points. A rubric will be provided and book critiques must be typed. These are due on _____.

Midterm Exam – You will be required to complete a midterm exam. The midterm exam will be an objective-type assessment and will cover chapters 1, 2, 3, 4, and 5. Your midterm exam will be held on _____.

Final Exam – You will be required to complete a final exam. The final exam will be an objective-type assessment and will cover chapters 6, 7, 8, and 9. Your final exam will be held on _____.

Graduate Students – Students taking this course for graduate credit will be expected to submit a written research paper on an assigned topic. Complete instructions and a grading rubric will be provided. The graduate paper is worth 100 points. The due date for this paper is scheduled for _____.

GRADING:

Discussion Team	90 points
Case Studies	170 points
Internet Exercises	90 points
Midterm Exam	100 points
Final Exam	100 points
Book Critique	125 points
Graduate Research Paper	100 points (graduate students only)

	Grad Students	Undergraduate Students
Grade A	775 - 700	675 - 610
Grade B	699 - 625	609 - 540
Grade C	624 - 550	539 - 475
Grade D	549 - 470	474 - 405
Grade F	469 or below	404 or below

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

College of Education Mission

The College of Education at the University of Georgia has a public contract with the citizens of the state and nation to define and achieve its land and sea grant, level one research missions.

That responsibility is to provide the highest level of leadership in furthering education, communication, life long learning, and health and well-being for all citizens. This mission must be pursued at local, state, national, and international levels and it must permeate academic preparation programs, community collaborations and partnerships, and the domains of teaching, research, and service.

The College of Education will be known for its systematic inquiry, the scholarship of teaching, and the commitment to service through partnerships as guiding principles for our actions. We have established core principles as a way to express our dedication to excellence in education at all levels.

College of Education Vision

The College of Education at the University of Georgia will be known for outstanding scholarship, leadership, collaboration, contribution, excellence in education, communication, and professions fostering health and well-being in order to revitalize education and learning and promote the general health and welfare of a democratic society.

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.

University of Georgia Disability Statement

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.

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

Session 1 - January 11	Class Introduction Human Relations Activities
Session 2 - January 18**	Chapter 1: Introduction to Human Relations
Session 3 – January 25	Chapter 2: Improving Interpersonal Communication Team Discussion for Chapter 1 Assignments
Session 4 – February 1	Chapter 3 – Building High Self-Esteem Team Discussion for Chapter 2 Assignments
Session 5 – February 8	Chapter 4 – Personal Values Influence Ethical Choices Team Discussion for Chapter 3 Assignments
Session 6 – February 15	Chapter 5 – Attitudes Can Shape Your Life Team Discussion for Chapter 4 Assignments
Session 7 – February 22	Team Discussion for Chapter 5 Assignments Midterm Exam Review Human Relations Activities
Session 8 – March 1	Midterm Exam
Session 9 – March 8	Chapter 6 – Developing a Professional Presence
March 15	NO CLASS!!! Spring Break
Session 10 – March 22	Chapter 7 – Valuing Work Force Diversity Team Discussion for Chapter 6 Assignments
Session 11 – March 29	Chapter 8 – Strategies for Resolving Conflict and Achieving Emotional Control Team Discussion for Chapter 7 Assignments
Session 12 – April 5	Chapter 9 – A Life Plan for Effective Human Relations Team Discussion for Chapter 8 Assignments
Session 13 – April 12	Team Discussion for Chapter 9 Assignments Book Critique Presentations
Session 14 – April 22**	Book Critique Presentations Due: Book Critiques Final Exam Review
Session 15 – April 26	Final Exam

**** Class will begin at 5:00 instead of 4:30**

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

GOOD LUCK FOR A SUCCESSFUL SEMESTER!! ☺