

COURSE SYLLABUS

COURSE NUMBER AND 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 including case studies, team projects and service learning opportunities. This course is designed for first year students in technical programs.

REQUIRED TEXT AND MATERIALS:

Textbook:

Keys to Success in Career and Education: Human Relations in the Work Place
Custom Edition for Texas State Technical College

Materials:

TSTC 2009-2010 Student Planner and Handbook (Provided in class)
USB Flash Drive (Not provided)
6 scantrons

GRADING CRITERIA:

Quizzes	33%
Assignments	33%
Electronic Portfolio	34%

GRADING SCALE:

A = 90-100	D = 60-69
B = 80-89	F = 59 and below
C = 70-79	

STUDENT LEARNING OUTCOMES:

Evaluate human relations including diversity, attitudes, self-esteem, and interpersonal skills to promote career success; identify and evaluate leadership styles, 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.

ACCOMMODATIONS:

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

DEPARTMENT 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, unit tests, lecture and laboratory quizzes, 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.

CLASS POLICIES:

1. Out-of-Class Assignments – Students are responsible for completing all assignments on the due date.
2. In-Class Assignments – Students must be present in class to receive credit for assignments that are done during class time. In-class assignments cannot be made up.
3. E-Portfolio – Students are expected to complete an electronic portfolio at the end of the semester. The e-portfolio will demonstrate your critical thinking knowledge and skills on topics discussed in the class. It will contain evidence of your ability to use technology to support your learning. The e-portfolio will utilize Microsoft office word, excel, and power point. It will also demonstrate your use of internet and e-mail. **E-portfolio projects must be completed by the assigned due date.** Students who miss class when e-portfolio assignments are discussed and distributed **must** attend an outside tutoring session to make-up the missed class. These tutoring sessions are coordinated by the Tutoring Coordinator located in the Student Success Office room 121 in building D. **No extensions or make-up dates will be given for e-portfolio assignments that are not completed by the assigned due date.**
4. All cell phones and electronic equipment must be turned off during class.
5. Do not bring children to class; they are not permitted in instructional buildings on campus.

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 another medium or disseminated further. They are provided in compliance with the provisions 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 your Mymail student e-mail.

"TSTC Harlingen faculty, staff, and students are asked to report all threats, perceived or real, immediately to College Police located in the Auxiliary Building. If the threat is imminent, the College Police emergency phone line at 364-4234 or 9-911 should be called. College Police will then coordinate the proper response in accordance with State and federal laws and TSTC System/College rules and regulations."

NOTE: Any changes to this Course Information Sheet will be provided in writing to the student.