



Course Syllabus: COUN 6013: Human Relations
Gorddon T. & Ellen West College of Education
12719 X10
PART of TERM
A
Fall 2025

Contact Information

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Instructor Response Policy

I aim to respond to student inquiries within 24-48 hours on weekdays. If I anticipate delays, I'll communicate them in advance.

For urgent concerns, please indicate "Urgent" in the subject line or reach out via cell phone.

Textbook & Instructional Materials

Course Description

This course provides an immersive experience in human behavior and relationship management within the modern workplace. Through case-based learning, applied assignments, and self-assessment tools, students will examine culturally responsive leadership, equity-minded policy-making, and effective strategies for engaging with diverse teams. Special attention is given to legal compliance, ethical conduct, and the evolving role of HR as a strategic partner in employee relations.

Course Content and Skills Core Content

By the end of this course, students will be able to:

1. **Demonstrate advanced interpersonal and intrapersonal communication skills** essential for navigating complex workplace relationships and managing diverse teams.

(Identify basic concepts or terms such as acculturation, ethnic class, economic exploitation, prejudice, etc.)

2. **Analyze and apply principles of cultural competence**, to real-world HR scenarios involving identity, power, and systemic structures.

(Identify current biases and deficiencies in curriculum, learning materials, and teaching strategies perpetuate sexism.)

(Recognize similarities and differences among majority and minority cultures.)

3. **Interpret and apply relevant employment laws, ethical guidelines, and HR compliance standards** to promote just and lawful workplace practices.

(Identify current biases in standardized test uses, teaching strategies, and employment and promotion practices)

4. **Implement effective conflict resolution, restorative practices, and coaching techniques** to support individual and organizational well-being.

(Evidence awareness of national studies relative to ethnic achievement, abilities, and grouping in public schools.)

5. **Evaluate communication strategies within organizational systems**, including internal messaging, feedback loops, and employee engagement initiatives.

6. **Design a personal leadership philosophy and professional communication portfolio** that reflects self-awareness, strategic thinking, and a deep understanding of human relations in an HR context.

(Recognize communication patterns in self and others that enhance or inhibit the communication process)

Study Hours and Tutoring Assistance

The TASP offers a schedule of tutoring assistance for selected subjects. Please contact the TASP at (940) 397- 4684, or visit the ASC homepage for more information, [Tutoring & Academic Support Program](#)

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Assignments

There will be four major assignments in this course which are described within the core assessment folder: Communication and conflict case analysis, experiential audit report, strategic field note portfolio, and the final capstone. You will also receive a grade for participation in the discussion boards and/or other various activities. Information related to the participation and quizzes will be posted on D2L.

Core Assessment

Core Assessment Core Assessment will be conducted in a research portfolio that requires students to be engaged in the research process, rather than to simply read about it. The student will have an analytical, hands-on, active-learning grasp of various aspects, related to the research process.

Communication & Conflict Analysis

Analyze a real or fictional workplace situation involving interpersonal conflict, bias, or miscommunication. Apply communication theory and HR best practices to propose solutions, highlighting your understanding of emotional intelligence and active listening.

Experiential Audit Report

Conduct a mini audit or critical review of an organization's (real or imagined) practices related to workplace inclusion, bias mitigation, and cultural responsiveness. Include key findings, suggested improvements, and reference relevant laws (EEO, Title VII, etc.).

Strategic Field Note Portfolio

Submit weekly 1–2 page reflections capturing personal insights, reactions to course materials, and observations through an HR lens. Includes self-evaluation prompts, lessons learned, and application to future workplace practice.

Capstone: Human Relations Leadership Statement

Develop a culminating professional portfolio that includes your personal HR leadership philosophy, lessons learned during the course, and a strategic communication plan addressing how you would lead relationally within changing organizations.

Grading/Assessment

Students will demonstrate mastery of standards by the following criterion: Class participation, completion of assignments, and various activities.

Table 1:

Assignments	Points
Introduction Post	100
Discussions & Activities	160
Communication & Conflict Analysis	140
Experiential Audit Report	140
Strategic Field Note Portfolio	160
Capstone: Human Relations Leadership Statement	200
Disposition & Participation	100
Total Points	1000

Table 2: Total points for final grade.

Grade	Points
A	900
B	800 to 899
C	700 to 799
D	600 to 699
F	Less than 600

Exams

There is no mid-term exam, your capstone will count as your final exam.

Extra Credit

Extra credit will be assigned depending on the flow of the class, and overall participation of the student.

Late Work

Work must be turned in when it is due for full credit. Late work will only be accepted if cleared with instructor and due to an emergency. Late work will receive a **25% deduction per day per assignment (including Saturday and Sunday)**. This means if the assignment is for 100 points, you can make a maximum score of 75 after one day, 50 after two days, 25 after three days, and zero after 4 days if all your answers are correct. ***There is NO late work on discussion boards!** All this is non-negotiable!!! If there are any issues or you are confused about an assignment, contact me ***BEFORE***

the assignment is due (at least 24 to 48 hours before the assignment is due). Time shown on D2L, or email will be used. *Assignments are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time for submission.

Make Up Work/Tests

Assignment make-ups will be approved in a case-by case basis only.

Important Dates

Last day for term schedule changes: **August 28, 2025** Check date on [Academic Calendar](#).
Deadline to file for graduation: **September 22, 2025**. Check date on [Academic Calendar](#).
Last Day to drop with a grade of "W:" **October 8, 2025**. Check date on [Academic Calendar](#).
Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

Online Course Attendance Policy:

Regular participation is expected in this course. Students should engage in discussions, complete assignments, and attend scheduled virtual sessions when available.

Requirments:

Weekly Engagement: Login regularly and contribute to course activities.

Communication:

Check announcements and emails frequently.

Reach out for support if you are facing access or participation challenges.

Consistant engagement is **critical** to course success, please contact me with any concerns.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the

buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Inclement Weather

Since this is an online course, inclement weather may still impact participation due to **power outages, internet disruptions, or personal safety concerns**. Please follow these guidelines during severe weather events:

Course Continuity:

- Online activities will continue **unless widespread outages occur**.
- If you experience connectivity issues, notify the instructor as soon as possible.

Deadlines & Flexibility:

- Assignment deadlines may be adjusted if severe weather impacts multiple students.
- Students should check announcements and emails for updates.

Communication:

- In case of an emergency, updates will be shared via **email and D2L**.
- If unable to access the course due to weather-related issues, reach out for alternative arrangements.

Your safety comes first, please prioritize staying safe and informed during inclement weather. Contact Mr. Martini for assistance.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. **HOWEVER**, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

Obligation to Report Sex Discrimination under State and Federal Law

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any

kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University's Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

Laura Hetrick
Title IX Coordinator
Sunwatcher Village Clubhouse
940-397-4213
laura.hetrick@msutexas.edu

You may also file an online report 24/7 at [Online Reporting Form](#)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University's policy on Title IX or sexual misconduct, please visit [Title IX Website](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule

Week or Module	Activities/Assignments/Exams	Due Date
Week 1 8/25 to 8/29	Course Introduction/Student Introduction Human Relations & The HR Professional	Discussion Post – 8/29
Week 2 9/1 to 9/5 9/1* Labor Day Holiday	Interpersonal Communication & Team Dynamics	Discussion Post – 9/8 *Extra Day given due to holiday Field Notes One – 9/8 Communication Case Study – 9/8
Week 3 9/8 to 9/12	Cultural Competence & The Workplace Experience	Discussion Post – 9/12 Field Notes Two – 9/12
Week 4 9/15 to 9/19	Employment Law & Ethics in HR Practice	Discussion Post – 9/19 Experiential Audit Report – 9/19
Week 5 9/22 to 9/26	Conflict Management & Restorative Practices	Discussion Post- 9/26

Week or Module	Activities/Assignments/Exams	Due Date
		Filed Notes Three – 9/26
Week 6 9/29 to 10/3	Talent Development & Organizational Communication	Field Notes Four – 10/3
Week 7 10/6 to 10/10	Crisis Communication & Change Management	Discussion Post- 10/10 Field Note Portfolio- 10/10
Week 8 10/13 to 10/17	Capstone: Personal HR Leadership Philosophy	Capstone- 10/17

NOTE: * Schedule, assignments, and due dates may change as per the needs of the class

References/Scientifically-Based Research/Additional Readings: