



Course Syllabus: Human Relations
West College of Education and Professional Studies
COUN 4013X10
Fall 2026
Online - POT A

Contact Information

Instructor: Dr. Kelly Medellin
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Office hours: Mondays and Wednesdays 11am-12:30pm and Tuesdays 10-11am
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Course Description

Developing interpersonal and intrapersonal skills with particular attention to communication.

Textbook & Instructional Materials

There is no textbook for the course. Open Educational Resources will be used this semester. Materials and other information will be provided on D2L.

Student Handbook

Refer to: [Student Handbook](#)

Instructor Response Policy

Please feel free to contact me via cell phone BUT you need to leave a voice or text message so that I can get back to you. I will respond within 24 hours M-F

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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

Table 1: Points allocated to each assignment

Assignments	Points
Discussions (4 @ 150 pts each)	600
Personality Test and Reflection Presentation and Discussion	100
Workplace Communication Case Study	100
Organizational Leadership Interview	100
Wellness & Professional Success Reflection Paper	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

Discussions

Each student brings a unique perspective and life experience to the learning environment and is expected to actively and thoughtfully participate by making pertinent contributions. You are expected to read through course modules and watch embedded videos, and to actively participate by completing all work for each week including module activities and discussions, and these need to be fully completed to the best of your ability.

Personality Test and Reflection Presentation and Discussion

First you will complete two sets of personality tests and reflect on the results, analyzing how your traits influence interpersonal communication. You will create a presentation on your findings and upload to D2L. This assignment emphasizes

self-awareness, individual differences, and workplace communication. See D2L for presentation requirements.

Workplace Communication Case Study

For this assignment, you will analyze workplace scenarios involving miscommunication and interpersonal conflict. Then you will identify contributing factors to the conflict and propose strategies for improving relationships and outcomes based on course readings. See further instructions in D2L.

Organizational Leadership Interview

You will conduct an interview with a leader/administrator in your current place of employment or a leader in a position at a workplace for your future aspiring career and write a 1-2 page paper based on the interview. This could be an assistant principal, a diagnostician, a human resource director, a manager, a CEO, an athletic director, a police lieutenant, etc. See interview questions and rubric in D2L.

Wellness & Professional Success Reflection Paper

For this assignment, you will reflect on the role of personal wellness, stress management, and emotional awareness in maintaining healthy workplace relationships. This assignment assesses your understanding of how wellness contributes to healthy communication, teamwork, and long-term career success. In a 3-5 page paper you will connect course concepts to strategies for long-term career success and professional growth. See further instructions in D2L.

Important Dates

- Last day for term schedule changes: Check date on [Academic Calendar](#).
- Deadline to file for graduation: Check date on [Academic Calendar](#).
- Last Day to drop with a grade of "W": 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.

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 which 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](#).

Recording Classes

****Recording classes is generally prohibited without the professor's explicit permission.*** Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor's prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

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 Student Wellness Center, (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](#).

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

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 WATC. 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 [MSUReady – Active Shooter](#). 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.”](#)

Title 9

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 8/24	Read through Syllabus and Calendar Introductions	AUG 30 11:59 PM Week 1 Discussion # 1 - Due
Week 2 8/31	Perceptual Awareness Module	SEP 6 11:59 PM Perception Awareness Assignment and Discussion - Due
Week 3 9/7	Personality Development Module	SEP 13 11:59 PM Personality Test and Reflection Presentation - Due
Week 4 9/14	Dealing with Emotions Module	SEP 20 11:59 PM Dealing with Emotions Assignment and Discussion - Due
Week 5 9/21	Resolving Conflict Module	SEP 27 11:59 PM Resolving Conflict Assignment and Discussion - Due
Week 6 9/28	Teamwork Module	OCT 4 11:59 PM Discussion # 2 - Due Organizational Leadership Interview - Due
Week 7 10/5	Interpersonal Communication Module	OCT 11 11:59 PM Workplace Communication Case Study Assignment - Due
Week 8 10/12	Managing Emotions and Stress	OCT 16 11:59 PM Wellness & Professional

Week or Module	Activities/Assignments/Exams	Due Date
		Success Reflection Paper - Due