



Dillard College of Business Administration

Syllabus: Employee Relations

MGMT 4513, Section X20

Spring 2021

Contact Information:

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Office Hours: 10:00am to 11:30am Monday and Wednesday, 11:00pm to 12:00pm
Tuesday and Thursday or by appointment

Course Materials:

1. Lowell Lamberton, Leslie Minor, Demitrius Zeigler, Human Relations: Strategies for Success, 6th Edition, McGraw-Hill, Irwin, New York, ISBN: 978-1-260-14015-6 (Required).
2. Class materials on chapter topics, including segments from The Happiness Advantage, by Shawn Achor, Crown Publishing, 2010, ISBN: 978-0-307-59154-8 (Not Required) and David H. Pink, "WHEN" The Scientific Secrets of Perfect Timing, Riverhead Books, NY, 2018, (ISBN 9780 735210 622).
3. Various Websites, including a, [Publishers Student Website www.mheducation.com/connect](http://www.mheducation.com/connect). And Exercises from D2L

Course Description:

An experiential study of human relations in varied employment settings, with special emphasis on communications, self-esteem, ethics, motivation, trust, emotional balance, professionalism, team building, conflict, labor-management relations, dispute resolution, and diversity. Case analysis, real world examples, personal strategies for success, and, of course, theories and concepts.

Course Prerequisite:

Senior Standing in business administration or consent of the chair.

Course Objectives (General Learning Goals):

Competency in Writing about Common Business Scenarios:

Students will write exercise reports and papers comprised of commentaries and analyses picked from designated chapter cases, incidents, and other exercises. Hence, practice of written skills occurs through these assignments. **Assessment** takes place. Assignments are worth points on the total course point profile.

Problem Solving and Decision Making Abilities through Critical Analysis, Evaluation, and Interpretation of Business Information:

These critical skill areas are practiced through smaller real world example (RWE) written assignments. They are assessed through the point values given for these assignments. The RWE's are worth points in the point profile.

Students will demonstrate ethical reasoning skills within a business environment:

Instruction in this skill area will take place primarily in chapter 4 of the textbook, "Attitudes and Values." **Application** of this skill will occur through internet exercises, cases, incidents, and papers. Each of these items will be **assessed** as part of the total class point schedule.

Course Policies:

- **Course Aims:**
To gain insight as to theories, concepts, and skills of good human relations in employment relationships of business and other organizations. To gain strategies for success for individual student careers. To grow in individual human relations skills
- **Course Description:**
This class will be mostly on-line presentation of theories and concepts, with case illustrations, exercises, and other materials. On the average, the rate of study will be one chapter, plus supporting items, per week. Each week, things will begin with basic definitions of new concepts and theories, from chapter slides, strategies for success, "real world" examples (RWE's) and chapter cases. There will also be occasional exercises and self-assessments.
- **Homework Assignments:**
There are 11 homework assignments on theories, concepts, and applications posted on D2L. It is absolutely necessary to not miss one of these, a make-up exercise will be given.
- **Two Application Cases:**
There are 2 application cases on human behavior situations. Specific details are posted on D2L Week 14 Module.

- Two Book Exercises:
There are 2 book-related conceptual exercises to perform. Each exercise has questions to answer. The two books are Shawn Achor's **The Happiness Advantage** and David Pink's **When?** Specific details are posted on D2L Week 15 Module.

Disability Policy:

It is the policy of Midwestern that “no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination” regarding, all aspects of this class. See the current University Catalog for further details. It’s on the MSU website and in the Student Life section. See note on attendance policy above.

Academic Integrity, Dishonesty, and Plagiarism Policies:

Academic integrity, dishonesty, and plagiarism policies are explained in the Student Handbook, in the section, Code of Student Conduct, Standards of Student Conduct, and in the MSU Electronic Catalog, under Student Honor Creed. “By enrolling in this course the student expressly grants MSU a **limited right** in all intellectual property created by the student for the purpose of this course. The **limited right** shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality and authenticity, and educational purposes.”

Syllabus Change Policy:

This syllabus is a guide for the course and is subject to change.

Course Activities:

Activities	Points
Homework Assignment 1	8
Homework Assignment 2	8
Homework Assignment 3	8
Homework Assignment 4	8
Homework Assignment 5	8
Homework Assignment 6	8
Homework Assignment 7	8
Homework Assignment 8	8
Homework Assignment 9	8
Homework Assignment 10	8
Homework Assignment 11	8
2 Application Cases	6
2 Book Exercises	6
Total Course Points	100

Course Schedule

Week & Dates	Weekly Topic	Weekly To-Do List
Week 1 (1/11/21 ~ 1/17/21)	Human Relations: A Background	<ul style="list-style-type: none">• Familiarize with D2L and course syllabus.• Read Start Week 1 Here First file.• Review Chapter 1 Lecture Slides.
Week 2 (1/18/21 ~ 1/24/21)	Human Relations: A Background	<ul style="list-style-type: none">• Continue Reviewing Chapter 1 Lecture Slides.• Complete Homework Assignment 1.
Week 3 (1/25/21 ~ 1/31/21)	Self-Concept and Self-Esteem	<ul style="list-style-type: none">• Read Chapter 2 Introductory Note.• Review Chapter 2 Lecture Slides.• Complete Homework Assignment 2.
Week 4 (2/01/21 ~ 2/07/21)	Self-Awareness and Self-Disclosure	<ul style="list-style-type: none">• Read Chapter 3 Introductory Note.• Review Chapter 3 Lecture Slides.• Complete Homework Assignment 3.
Week 5 (2/08/21 ~ 2/14/21)	Attitudes and Values in Human Relations	<ul style="list-style-type: none">• Read Chapter 4 Introductory Note.• Review Chapter 4 Lecture Slides.
Week 6 (2/15/21 ~ 2/21/21)	Attitudes and Values in Human Relations	<ul style="list-style-type: none">• Continue Reviewing Chapter 4 Lecture Slides.• Complete Homework Assignment 4.
Week 7 (2/22/21 ~ 2/28/21)	Motivation: Increasing Productivity	<ul style="list-style-type: none">• Read Chapter 5 Introductory Note.• Review Chapter 5 Lecture Slides.• Complete Homework Assignment 5.
Week 8 (3/01/21 ~ 3/07/21)	Communication and Human Relations	<ul style="list-style-type: none">• Read Chapter 6 Introductory Note.• Review Chapter 6 Lecture Slides.• Complete Homework Assignment 6.
Week 9 (3/8/21 ~ 3/14/21)	Achieving Emotional Control	<ul style="list-style-type: none">• Read Chapter 8 Introductory Note.• Review Chapter 8 Lecture Slides.• Complete Homework Assignment 7.
Week 10 (3/15/21 ~ 3/21/21)	Individual and Organizational Change	<ul style="list-style-type: none">• Read Chapter 9 Introductory Note.• Review Chapter 9 Lecture Slides.• Complete Homework Assignment 8.

Week & Dates	Weekly Topic	Weekly To-Do List
Week 11 (3/22/21 ~ 3/28/21)	Creativity and Human Relations	<ul style="list-style-type: none"> • Read Chapter 10 Introductory Note. • Review Chapter 10 Lecture Slides. • Complete Homework Assignment 9.
Week 12 (3/29/21 ~ 4/04/21)	Conflict Management	<ul style="list-style-type: none"> • Read Chapter 11 Introductory Note. • Review Chapter 11 Lecture Slides. • Complete Homework Assignment 10.
Week 13 (4/05/21 ~ 4/11/21)	Stress and Stress Management	<ul style="list-style-type: none"> • Read Chapter 12 Introductory Note. • Review Chapter 12 Lecture Slides. • Complete Homework Assignment 11.
Week 14 (4/12/21 ~ 4/18/21)	Application Cases	<ul style="list-style-type: none"> • Complete Application Case 1. • Complete Application Case 2.
Week 15 (4/19/21 ~ 4/25/21)	Book Exercises	<ul style="list-style-type: none"> • Complete Book Exercise 1. • Complete Book Exercise 2.
Week 16 (4/26/21 ~ 4/30/21)	Course Conclusion	<ul style="list-style-type: none"> • Watch the Course Conclusion Video.