



## Dillard College of Business Administration

### SYLLABUS: Employment Relations

MGMT 4513, Section 201

Spring 2020

Monday and Wednesday 9:30 a.m. to 10:50 a.m.

Dillard Building 131

### CONTACT INFORMATION:

INSTRUCTOR: Dr. Charles D. Ramser  
OFFICE BLDG: Dillard College, Second Floor, Room 261  
OFFICE PHONE: (940) 397-4362  
E-MAIL: [charles.ramser@msutexas.edu](mailto:charles.ramser@msutexas.edu)  
OFFICE HOURS: 11:00am to 12:00pm Monday and Wednesday, 1:00pm to 2:00pm  
Monday and Wednesday or by appointment

### COURSE MATERIALS:

1. Lowell Lamberton, Leslie Minor, Demitrius Zeigler, HUMAN RELATIONS: Strategies for Success, 6<sup>th</sup> Edition, McGraw-Hill, Irwin, New York, ISBN: 978- 1-260-14015-6 (Required).
2. Class Handouts 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 and those attached to your "preferred" Banner MSUTEXAS e mail.

### 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. Extensive use of 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 speaking within common business scenarios:**

Students will **practice** their oral presentation skills in informal discussions on chapter topics from the textbook. In each discussion, students will be encouraged to participate openly. Repeated absence of participation will affect class participation points.

### **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, papers and the journal. Each of these items will be **assessed** as part of the total class point schedule.

## **COURSE POLICIES:**

### Attendance Policy:

Students are expected to attend all class meetings for this course, following the university attendance policy. **(See the Midwestern State University Undergraduate Catalog)**. This catalog is electronic only. It may be found on the MSU website using the Registrar Button then University Catalogs button. University attendance policy is then found under Registrar. Attendance will be recorded. Unjustified absences will be recorded and retained. This number should be held below 6 per semester to remain non-excessive and to avoid one or more points subtracted from final course average. If absences go beyond, losses could include loss of a letter grade. Full attendance, likewise, will be rewarded with one point extra added to final course average. So as not to disturb the class, one should not walk in and out of the classroom during the class session except for an emergency. **Cell phone activity, talking, texting, is prohibited.** Smart Devices, Tablets, Lap Tops can be used to view class materials. **All**

**cell phones and smart devices and computers must be off and stored during tests exercises.** Distracting conversation between students sitting in proximity with each other is prohibited. Missed classes can be made up through e mail contact with the professor or with other students. If you miss a class, it is expected that you will contact a classmate for information on what was done and any new assignment information.

### **Other Related 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 section includes assignments, responsibilities, grading and evaluation.**  
This class will be mostly lecture/discussion format, with case illustrations, exercises, videos, 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, followed by lectures with slides, strategies for success, “real world” examples (RWE’s) and chapter cases. There will also be occasional internet exercises and self-assessments.
- **TEST EXERCISES:**  
Four 15 point exercises (60 points). These four exercises are closed, and some, open book over course concepts and theories. (It is absolutely necessary if you miss one of these, a make-up test will be given.)
- **INDIVIDUAL CASE PAPERS:**  
Are 3 in number and will each be worth 7 points for a total of 20, or 21% of final grade. (Each of the 3 case papers must be a minimum of two double-spaced pages (font of no larger than 12) or equivalent if you handwrite the paper.) It is always good to have **footnoted outside references**. See “Early Questions Answered” at the end of this syllabus.
- Finally, 19% of the class grade is reserved for written discussions of various exercises through the semester and also the live action role plays. Other grade factors include attendance, and other student contributions to the learning experience. These exercises will be T B.D A WG.

**Keep all the exams, quizzes, and homework until the end of the semester to verify any discrepancy in records. If you happen to be absent on the day the exams or homework are returned in the class, you must come to my office to pick see or pick them up.**

- **EXTRA READING:**  
Some extra reading is required. Handouts about issues, problems and other topics will be provided. Several handouts will be extracted from Shawn Achor's book, **The Happiness Advantage** and David Pink's **When?**

**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, 2014-2016 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.

**EARLY QUESTIONS ANSWERED:**

What about the cases?

(Everyone should participate in discussions of the cases following the chapters and write three papers over the semester from those cases which will be due about one and a half weeks after the class panel discussion. These write-ups are worth 7 points each., It is more professional if one includes in their paper an outside reference (google, asking an “expert,” the use of any article or book excluding the textbook for this course) **with a footnote tying the reference to some part of your comments.**)

By the way, this is the class logo as it stands now. You may put your version of it on the cover page of your journal. 

 Calendar for Spring 2020

Unit 1 Jan 21 23      **Chapter One +Introductory Handouts—Human Relations**  
Class Assignment work; Larks vs. Owls, The Owner's Son (Daughter),  
Disgruntled Deliveryman or woman, Definition of Human Relations,

			Reilly's Mental levels, Maynard, Kelly's Social Media Event, The History of HR, and the HRSSF.
	Jan 28	30	<b>Ch. 2</b> Self- Concept and Self-Esteem in Human Relations
	Feb 4	6	Review and cases over Ch 1 & 2: Jill and Self-Esteem, Stage Fright, Fighting Carpenters, Buzz.com (Write-up due Feb 13 for 7 points)
	Feb 6		<b>TEST EXERCISE ONE</b> on Ch. 1 & 2 (15 points)
Unit 2	Feb 11	13	<b>Ch. 3</b> Self-Awareness and Self-Disclosure
	Feb 13		Two-page case papers due
	Feb 18	20	<b>Chapter four</b> —Attitudes and Values in Human Relations
	Feb 25		Review and case discussions over Ch. 3 & 4: Silent Sydney, Fred Lincoln, Make Your Attitude, Relationships in HR, (Write up due Mar 5 for 7 points)
	Feb 27		<b>TEST EXERCISE TWO</b> on Ch. 3 & 4 (15 Points)
Unit 3	Mar 3	5	<b>Ch. 5</b> on Motivation
	Mar 5		Two-page case papers due
	Mar 12		<b>Ch. 6</b> Communications and Happiness Advantage
			<b>SPRING BREAK</b>
	Mar 24		<b>Ch. 8</b> on Achieving Emotional Control
	Mar 26		Review and Case discussions over Ch. 6 & 8: Mysterious Strangers, Un-Gorgeous George, Airport Incident and Never-Ending Game. (Paper due for 7 points)
	April 2		
	Mar 31		<b>TEST EXERCISE THREE</b> on Ch. 6 & 8 (15 Points)
Unit 4	Apr 2		<b>Ch. 9</b> The Change Process
	Apr 2		Two page case papers are due
	Apr 7	14	<b>Ch. 10</b> Creativity <b>Ch. 11</b> Conflict
	Apr 16		Review over ch. 9, 10 and 11 and Happiness Advantage
	Apr 21		<b>TEST EXERCISE FOUR</b> on Ch. 9, 10 and 11 (8 points)
Unit 5	Apr 23		<b>Ch. 14</b> Diversity.
	Apr 28		<b>Ch. 15</b> Ethics
	May 2		<u>Final</u> Case papers due
	Apr 30		<b>Ch. 16</b> Productive Workplace and Success
	May 5	7	Handout of Last Exercise which also serve as <b>Test Exercise</b>

**TEST FIVE** Handed out May 5 due Exam Week, May 11. This will be open book and only cover chapters 14, 15, and 16.