



## **Dillard College of Business Administration**

### **SYLLABUS: Employment Relations**

MGMT 4513, Section 201

Spring 2022

Tuesday and Thursday 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 and 1:30pm to 3:00pm Tuesday and Thursday  
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 e-mail.

#### **COURSE DESCRIPTION:**

An experiential study of human relations in varied employment settings, with special emphasis on communications, self-esteem, self-awareness, disclosure, ethics, attitudes, values, productivity, trust, emotional balance, change, creativity, conflict, labor-management relations, 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. There will be Live-Action Role Plays. 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 3 two-page Case Papers comprised of commentaries and analyses (not summaries) picked from designated chapter cases. Hence, practice of written skills occurs through these assignments. **Assessment** takes place, as these assignments are worth 7 points of 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 and Live Action Role Plays. 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 5 of the textbook, "Personal and organizational values," and Chapter 4, "Attitudes can shape your life."

**Application** of this skill will occur through internet exercises, cases and incidents. Each of these items will be **assessed** as part of the total class point schedule.

## **Attendance Policy:**

Students are expected to attend all class meetings for this course, following the university attendance policy. (See **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 noted.** This number should be held low to avoid one or more points subtracted from final course average. 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. **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 and it is good to send the prof an e mail of explanation.

## 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. Things will begin with basic definitions of new concepts and theories, followed by with strategies for success and “real world” examples (RWE’s) and chapter cases and Live Action role plays. There will also be occasional internet exercises and self-assessments.
- **TEST EXERCISES:**  
Four 15-point exercises (60 points). These four exercises may be closed, and some, can be 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 are designed to be relevant and motivating.**

**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 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, 2021-2022 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,” which is 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.**) **One format that can be used in the write-up is to start with (1) why you picked this case, (2) what are the major issues in your view, (3) what are some solutions and observations you can make about the issue(s)?**

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 2022

Unit 1 Jan 11 to 13 **Chapter 1 +Introductory Handouts—Human Relations**  
Class Pre-matching; Larks vs. Owls, The Owner's Son (Daughter);  
Disgruntled Deliveryman or woman, Definition of Human Relations,

	Reilly's Mental levels, Maynard, Scott, Kelly's Social Media Event, The History of HR, and the Keeping a job Attitudes, and Self Talk.
Jan 18 to 20	<b>Chapter 2</b> Self-Concept and Self-Esteem in Human Relations
Jan 25 to 27	Review and cases over Chapter 1 & 2: Jill and Self-Esteem, Stage Fright, Fighting Carpenters, Buzz.com (Write-up due Feb 10 for 7 points).
Feb 1	<b>TEST EXERCISE ONE</b> on Chapter 1 & 2 (15 points)
Unit 2	<b>Chapter 3</b> - Self-Awareness and Self-Disclosure
Feb 3 to 8	Two-page case papers due
Feb 10	<b>Chapter 4</b> — Attitudes and Values in Human Relations
Feb 10 to 15	Review and case discussions over Chapter 3 & 4: Silent Sydney, Fred Lincoln, Make Your Attitude, Relationships in HR, (Write up due Mar 3 for 7 points)
Feb 17 to 22	
Feb 24	<b>TEST EXERCISE TWO</b> on Chapter 3 & 4 (15 Points)
Unit 3	<b>Chapter 5</b> on Motivation
Mar 1 to 3	Two-page case papers due
Mar 3	<b>Chapter 6</b> Communications and Happiness Advantage
Mar 8 to 10	
Mar 12	<b>SPRING BREAK</b>
Mar 22	<b>Chapter 8</b> on Achieving Emotional Control
Mar 24 to 29	Review and Case discussions over Chapters 5, 6 & 8: Mysterious Strangers, Un-Gorgeous George, Airport Incident and Never-Ending Game. (Paper due April 5 for 7 points).
Mar 31	<b>TEST EXERCISE THREE</b> on Chapters 5, 6 & 8 (15 Points)
Unit 4	<b>Chapter 9</b> The Change Process
Apr 5	Two-page case papers are due
Apr 5	<b>Chapter 10</b> Creativity
Apr 7	
Apr 12	<b>Chapters 11</b> Conflict
Apr 13 to 15	<b>EASTER BREAK</b>
Apr 19	<b>TEST EXERCISE FOUR</b> on Chapters 9, 10 and 11 (8 points)
Unit 5	<b>Chapter 14</b> Diversity
Apr 21	
Apr 26	<b>Chapter 15</b> Ethics
Apr 28	<b>Chapter 16</b> Productive Workplace
Apr 28	Handout of take home exercise which also serve as <b>Test Exercise Five</b>

**TEST FIVE Handed out April 28 due Exam Week, May 4 or any time prior to that. It is open book and only cover chapters 14,15 and 16.**