



Dillard College of Business Administration

Syllabus: Employment Relations

MGMT 4513, Section X20

Spring 2024

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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, Demetrius Zeigler, Human Relations: Strategies for Success, 6th Edition, McGraw-Hill, Irwin, New York, ISBN: 978- 1-260-14015-6 (Encouraged) or any similar edition. .
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 exercises, incidents, and other sources. 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 a 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 5 Rest Exercises on theories, concepts, and applications posted on D2L. It is absolutely necessary to not miss one of these.

*` Real World Incidents

There are several of these RWI's which required written commentaries.

- 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.

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
Test Exercise 1	15
Test Exercise 2	15
Test Exercise 3	15
Test Exercise 4	15
Test Exercise 5	15
Two Application Cases	12
Two Book Exercises	13
TOTAL	100

Week & Dates	Weekly Topic	Weekly To-Do List
Week 1 UNIT 1 (1/16/24 to 1/21/24)	Human Relations: A Background CH..1	<ul style="list-style-type: none"> • Familiarize with D2L and course syllabus. Chapter 1 Introductory Note • Read Start Week 1 Here First files. • Review Chapter 1 Lecture Slides.
Week 2 (1/22/24 to 1/28/24)	Self Concept and Self-Esteem CH 2	Chapter 2 Introductory note Chapter 2 Lecture Slides
Week 3 (1/29/24 to 2/4/24)	Test Exercise one 1 & 2 RWE's CH 2	
Week 4 UNIT 2 (2/5/24 to 2/11/24)	Self-Awareness and Self Disclosure CH 3	<ul style="list-style-type: none"> • Read Chapter 3 Introductory Note. • Review Chapter 3 Lecture Slides.
Week 5 and 6 (2/12/24 to 2/25/24)	Attitudes/.Values in Human Relations CH 4	<ul style="list-style-type: none"> • Read Chapter 4 Introductory Note. • Review Chapter 4 Lecture Slides.
Week 7 (2/26/24 to 3/3/24)	Test Exercise two 3 & 4, .RWE's CH 3 & 4	
Week 8 UNIT 3 (3/4/24 to 3/10/24))	Motivation and Productivity CH 5 Communications CH 6	Read Chapter 5 Introductory Note Review Chapter 5 Lecture Slides Read Chapter 6 Introductory Note Review Chapter 6 Lecture Slides
Week 9 (3/11/24 to 3/17/24)	Spring Break	.
Week 10 (3/18/24 to 3/24/24)	Test Exercise three 5 & 6 No RWE's.	
Week 11 UNIT 4 (3/25/24 to 3/31/24)	Achieving Emotional Control CH 8 Change (Ind. & Org) CH 9	<ul style="list-style-type: none"> • Read Chapter 8 Introductory Note. • Review Chapter 8 Lecture Slides. <ul style="list-style-type: none"> • Read Chapter 9 Introductory Note • Review Chapter 9 Lecture slides
Week 12 (4/1/24 to 4/7/24))	Test Exercise Four 8 & 9 No RWE's	.

Week & Dates	Weekly Topic	Weekly To-Do List
Week 13 UNIT 5 (4/8/24 to 4/14/24)	Creativity CH 10 Stress CH 12	Read Chapter 10 Introductory Note Review Chapter 10 Lecture Slides Read Chapter 12 Introductory Note Review Chapter 12 Lecture Slides
Week 14 (4/15/24 to 4/21/24)	Test Exercise Five 10 & 12 RWE's Announced	
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Week 15 (4/22/24 to 4/28/24)	Application Exercises 1 & 2	Complete Application Exercises
Week 16 (4/29/24 to 5/3/24)	Book Exercises 1 & 2	Complete Book Exzercises
	Course Conclusion	<ul style="list-style-type: none"> • Watch the Course Conclusion Video.