



Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: PSYC 100—HUMAN RELATIONS IN ORGANIZATIONS

Number of Credits: 3 semester hours

Pre/Co-requisites: None

Instructor: Melanie Martin

Thatcher Hall 213

Office Hours: 8:00 – 4:00 Monday through Friday

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Lecture/Lab Schedule: None

Textbook(s):

Human Relations: Interpersonal Job-Oriented Skills 10th Edition by Andrew Dubrin and Self-Assessment Library Insights into Your Skills, Interests and Abilities Version 3.4 by Stephen P. Robbins

Course Requirements:

1. Completion of assignments, tests, and discussions are required.
2. Everyone will complete a research paper based on your career interests as outlined in the requirements. This paper should consist of a high-quality report, approximately 5 pages in length, including references. You must use at least three references. Grading will be on such factors as applicability, effectiveness, and quality.
3. Grading is the accumulation of assignments, quizzes, and tests for total points.

Grading Scale

92-100= A

91-82=B

81-72=C

71-64=D

below 64=F

Course Description:

This course examines the importance of human relations and professional development. Students are given the opportunity to achieve a deepened sense of awareness of themselves and others. This understanding is applied to human relations at home and on the job.

Course Objectives: Upon successful completion of this course, the student should be able to:

1. Explain interpersonal skill development
2. Understand individual differences
3. Learn to build self-esteem and self-confidence in the workplace
4. Understand interpersonal communications
5. Exhibit teamwork skills
6. Group problem solving and decision making
7. Comprehend cross cultural relations and diversity
8. Understand how to resolve conflict with others
9. Become an effective leader
10. Understand how to motivate others
11. Helping others develop and grow
12. Explain positive political skills
13. Demonstrate customer satisfaction skills
14. Explain ethical behavior
15. Learn about stress management and personal productivity
16. Demonstrate job search and career management skills

Course Outline:

General Education Goals/Objectives:

Demonstrates the knowledge of the human experience throughout history.

Recognizes the world of human diversity.

Demonstrates knowledge of varying cultural standards throughout the world.

Classroom Policies:

Plagiarism: To plagiarize is to “steal and pass off the ideas or words of another and one’s own” (Webster’s Dictionary). Plagiarism will not be tolerated in this course. When completing a research paper, it is necessary to cite all information gathered from other sources – including direct quotations and paraphrases – within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for the research paper. If you have any questions – please contact myself or go to the learning center for more information. Students found plagiarizing material will receive an “o” for the assignment.

Absences and Assignments Due Dates: Late assignments and tests will be docked 10% per day late. This is the policy for all assignments. Participation is expected, ten percent of your grade is based solely on participation. You are responsible for the activities of each class period. If you know of a conflict ahead of time, you are welcome to submit assignments early.

Disabilities and Special Needs: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please see me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that I can make appropriate accommodations.

Relationship to Campus Theme: Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered here. This course will emphasize communications and the diverse makeup of the business community, which enhances the “Human” nature.