

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: Penny Belgarde

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Lecture/Lab Schedule: This is an asynchronous course.

Office Hours: MWF 9:00 – 10:45 am and 2:00 – 3:30pm
T-TH 9:00 – 11:00 am and 2:00 – 3:30pm

Textbook Required: Human Relations: Interpersonal Job-Oriented Skills, 12th Edition, by Andrew Dubrin, ISBN #978-0-13-350682-2

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. The topics covered include the impact of personal and organizational values, motivation, self-awareness, goal setting, conflict management, communications, and stress management.

General Education Goals/Objectives:

- Goal #1 – Examine the experience of the individual
- Goal #2 – Examine the world of human diversity

General Education Competency:

- Demonstrates the knowledge of the human experience throughout history.
- Recognizes the world of human diversity.
- Demonstrates knowledge of varying cultural standards throughout the world.

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 and 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

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Goal #1 – Examine the experience of the individual

Goal #2 – Examine the world of human diversity

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Course Requirements:

1. Completion of assignments, tests, and discussions are required.
2. Everyone will complete two research papers.
3. Grading is the accumulation of assignments, discussions, tests, and research papers for total points.

Grading Scale: Grading is based on what the student earns based upon the percent of total possible points. Final letter grades are assigned based on the grading scale below.

90-100% = A 89-80% = B 79-70% = C 69-60% = D Below 60% = F

Assignments Due Dates: Late work will incur point deductions: 10% off in points for each day it is late. Any assignment turned in after 3 days will result in a 0. This is the policy for all assignments. Participation is expected. This is an online course and it expected that you are present and active each week. You are responsible for the activities for each weekly module. If you know of a conflict ahead of time, you are welcome to submit assignments early or notify prior to the assignment due date.

Academic Integrity: To plagiarize is to “steal and pass off the ideas or words of another as one’s own”. Plagiarism will not be tolerated in this course. If a student is suspected of cheating, plagiarizing, not doing their own work, it will be investigated. Any student found to engage in academic dishonesty (including letting others cheat off you) will receive an automatic “F” in the course. Additionally, the incident will be reported to the appropriate University office and additional action may be taken.

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.

Student Email Policy: Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student’s campus-assigned email address will be the only one recognized

by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Title IX: Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the college as a whole. If you have experienced any form of gender or sex-based discrimination or harassment, including non-consensual sexual intercourse, sexual harassment, relationship violence, or stalking, know that help and support are available.

DCB has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The College strongly encourages all students to report any such incidents to the College Title IX Coordinator.

Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can find a list of resources on the Title IX website. www.dakotacollege.edu/student-life/safety/title-ix

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.