



Northeast Iowa Community College provides in-demand education and training focused on improving lives, driving business success and advancing community vitality.

PSY 112 84102 Psych Human Relations

Fall 2021

Delivery Method:

- Online

Meet Days/Times/Location:

- Online; ONL

Start and End Dates:

- 8/24/2021 - 12/13/2021

Academic Department: Liberal Arts, Science and Business

Required Materials

Human Relations

Career, Relationships, and You

ISBN: 9781453335765

Authors: Laura Portolese

Publisher: Flat World

Publication Date: 2021

Edition: Version 3.1

Course Information

Course Description: Covers all types of interactions among people-their conflicts, cooperative efforts, and group relationships. It is the study of those beliefs, attitudes, and behaviors that cause interpersonal conflict in our personal lives and in work-related situations.

Major Course Objective:

Identify the basic principles of human relations while stimulating critical thinking and application to daily living.

Primary Common Learning Outcome Assessed: Diversity

Educational Learning Outcomes:

- Review human relations skills
- Discuss the importance of effective communication
- Describe the effects values and ethics have on relationships
- Identify how attitudes impact relationships
- Contrast motivational theories involved in human relations
- Describe effective leadership styles
- Discuss factors influencing stress
- Describe effective ways to deal with conflict
- Explain the importance of diversity in the workplace

Grading Procedures and Scale

Grade	Grading Scale by Percent of Total Points <i>Ex. (94 - 100%)</i>	Grading Scale by Points <i>Ex. (940 - 1000+)</i>
A	93-100%	465-500
A-	90-92%	450-464
B+	87-89%	435-449
B	83-86%	415-434
B-	80-82%	400-414

C+	77-79%	385-399
C	73-76%	365-384
C- (or P)	70-72%	350-364
D+	67-69%	335-349
D	63-66%	315-334
D-	60-62%	300-314
F (or NP)	59 and Below	0-299

	# of Assignments	Points / Percentage
Chapter homework	8	250
Discussion Boards (*5 points for Your Own Post(s) and 5 points for Your Replies for each Discussion Board. Your Own Post(s) are due on Thursdays by 11:59pm, Your Replies are due on Sundays by 11:59pm. Your Own Post(s) for Each Discussion Board must be a minimum of 150 words and your Replies must be a minimum of 50 words. (You only have to reply to one post per discussion board but can reply to multiple posts)	13	130
Test	2	120
Total Points possible		500

Final: The final date and time will be announced later in the semester. Faculty members may choose to give an exam or incorporate a project/presentation as a final. If a final exam is not given, class is still held at the scheduled final exam time to complete the required goals and objectives of the course and meet the scheduled required hours.

Course Calendar

The course calendar is a guide for activities and subject to change at faculty discretion.

Date	Topic	Points Possible	Educational Learning Outcome	Program Learning Outcome	Common Learning Outcome
<u>Week 1</u>	Introductions, Syllabus, and Course-Related Activity				
Mon 8/23 - Sun 8/29	Chapter 1 *Your Own Post for DB#1 is Due on Thursday 8/26 by 11:59pm and your Reply is Due on Sunday 8/29 by 11:59pm (*Review Syllabus for Discussion Board Criteria)	10	Review human relations skills	Students will understand the methods and models by which the social sciences study individuals, cultures, and societies.	Diversity
<u>Week 2</u>	Chapter 2				
Mon 8/30 - Sun 9/5	*DB#2 is Due *Current Event #1 is Due	20	Review human relations skills		
<u>Week 3</u>	Chapter 3				
Mon 9/6 - Sun 9/12	*DB #3 is Due	10	Identify how attitudes impact relationships		
<u>Week 4</u>	*Students will conduct research on an Ethical Topic and produce a 2-3 Page Paper that is	50	Describe the effects values and ethics have on relationships		
Mon 9/13 -					

Sun 9/19	Due on Sunday 9/19 by 11:59pm				
<u>Week 5</u>					
Mon 9/20 - Sun 9/26	Chapter 4 *DB #4 is Due	10	Discuss factors influencing stress		
<u>Week 6</u>					
Mon 9/27 - Sun 10/3	Chapter 5 DB #5 is Due	10	Discuss the importance of effective communication		
<u>Week 7</u>	Chapter 6				
Mon 10/4 - Sun 10/10	*DB #6 is Due *Current Event #2 is Due	20	Describe the effects values and ethics have on relationships		
<u>Week 8</u>					
Mon 10/11 - Sun 10/17	Chapter 7 *DB #7 is Due	10	Contrast motivational theories involved in human relations		
<u>Week 9</u>					
Mon 10/18 - Sun 10/24	Mid-Term Exam	60			
<u>Week 10</u>	Chapter 8	10	Explain the importance of diversity in the workplace		
Mon 10/25 -	*DB #8 is Due				

Sun 10/31					
<u>Week 11</u>	Chapter 9				
Mon 11/1 - Sun 11/7	*DB #9 is Due *Current Event #3	20	Review human relations skills		
<u>Week 12</u>	Chapter 10				
Mon 11/8 - Sun 11/14	*DB #10 is Due	60	Describe effective ways to deal with conflict		
<u>Week 13</u>	*Students will watch a Film and produce a 2-3 Page Response Paper that is Due on Sunday 11/21		Explain the importance of diversity in the workplace		
<u>Week 14</u>	Chapter 11				
Mon 11/22 - Sun 11/28	*DB #11 is Due *Current Event #4		Describe effective leadership styles		
<u>Week 15</u>	Chapter 12				
Mon 11/29 - Sun 12/5	*DB #12 is Due		Review human relations skills		
<u>Week 16</u>	Chapter 13				

Mon 12/6 - Sun 12/ 12	DB#13 is Due Life-Plan Paper/Presentation				
<u>Finals Week</u> 12/13 - 12/16	Final Exam				

Student Course Feedback

Prior to course completion you will receive an email providing a link to share your feedback. You are EXPECTED to complete the feedback form for each class.

Assessment

Northeast Iowa Community College is an institution dedicated to continuous instructional improvement as part of our assessment efforts. It is necessary for us to collect and analyze course level data. Data drawn from student work for the purposes of institutional assessment will be posted in aggregate and will not identify individual students. Your continued support in our ongoing effort to provide quality instructional services at NICC is appreciated.

College Policies

Attendance/Academic Engagement

(See College Handbook for more details) Regular attendance is expected. A strong relationship exists between success in college and class attendance. Absence in class interferes with the learning process and may lead to academic failure. Students should confer with the instructor immediately following an absence. When there is advance knowledge of an absence, students should discuss this with the instructor prior to the absence.

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and

effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

Academic Integrity

Academic integrity is the commitment to and demonstration of honesty, ethics, and taking personal responsibility for your work in an academic setting. Academic integrity includes honesty, fairness, respect and responsibility. Academic integrity requires student's work to be the product of their own thought and effort, and to ensure that the intellectual contribution of others is properly documented. Academic integrity applies to all academic activities, including, but not limited to, classwork, labs, clinical field, practicum or co-op assignments. Examples of violations of academic integrity include, but are not limited to, plagiarism, cheating, lying, falsifying data, and aiding dishonesty. Violations of academic integrity are addressed according to the [Academic Integrity Policy](#), and sanctions may include, but not be limited to, warnings (either verbal or written), grade reduction for an assignment, project or test, or a failing grade for the course. Sanctions for violations of academic integrity for a course shall be determined by the faculty member for the course. Pursuant to the Student Conduct Code, egregious or repeated violations of the academic integrity policy may result in the suspension or expulsion from a class or from the College, as determined by the College.

Class Continuation during Campus or Center Closing

Instructional continuity is critical to the College mission and to your success in this class. As such, should a campus or center close due to weather or unforeseen circumstances, please check your Brightspace class for specific instructions and expectations from your instructor due to the campus closure.

Classes will not be canceled, and students will be expected to continue to engage in this class remotely until such a time as classes can return to normal.

For notification on campus closures, please refer to the following:

<https://www.nicc.edu/about/consumer-information/emergency-response-and-procedure/>

Campus Emergencies

In the event of a campus emergency, an alarm will sound or an appropriate announcement will be made. An emergency response guide, building evacuation routes and severe weather shelter areas are posted in each room. Safety drills are held on a regular basis. For more information, visit campus emergencies in the college catalog.

Course Section Policies

Absence/Illness

Students are expected to attend all class meetings unless proper documentation is provided.

Academic Integrity Violations

Violations of academic integrity are addressed according to the Academic Integrity Policy, and sanctions may include, but not be limited to, warnings (either verbal or written), grade reduction for an assignment, project or test, or a failing grade for the course. Sanctions for violations of academic integrity for a course shall be determined by the faculty member for the course. Pursuant to the Student Conduct Code, egregious or repeated violations of the academic integrity policy may result in the suspension or expulsion from a class or from the College, as determined by the College.

Late Work

Late assignments will not be accepted unless specific arrangements have been made

Missing Assignments

Missing assignments will not be accepted unless specific arrangements have been made

Makeup Testing

Make-up Tests will not be accepted unless specific arrangements have been made

Use of Technology

Cell Phone/Text Messaging Usage

Please turn “off” during face-to-face classes unless prior arrangements have been made with me

Laptop Use

Please turn “off” during face-to-face classes unless prior arrangements have been made with me in which students may, with instructor permission, be prompted to use

Recording

Only permitted as a pre-approved instructional accommodation.

Program Policies

Policies are in accordance with NICC Program Policies.

Classroom Conduct

As a student in this course (and at this College) you are expected to maintain a high degree of professionalism, commitment to active learning and participation in this class; and also integrity in your behavior in and out of the classroom in which the rights, dignity, worth, and freedom of all members of the class are respected. Please refer to the [College Catalog](#) for detailed information on the [Student Conduct Code](#).

Additional Information

Learning Center

The NICC Learning Centers provide tutoring assistance free of charge to any student in person Monday through Friday or virtually online with our online tutoring service 24/7 with [Upswing](#). Students are encouraged to utilize the Learning Centers in Calmar, Peosta or Dubuque.

Access

Take advantage of the *ReadSpeaker Listen Button* to enhance understanding and comprehension of the materials in this and any syllabus within the content area. All of the materials posted in the content area of NICC Brightspace classrooms have a *Listen Button* to have the text highlighted and read for you. Listening to text read aloud is shown to improve reading comprehension.

www.nicc.edu/readspeaker

ReadSpeaker for Brightspace by D2L



Course Copyright

All course materials students receive or to which students have online access are protected by copyright laws. Students may use course materials and make copies for their own use as needed, but

unauthorized distribution and/or uploading of materials without the instructor's express written permission is strictly prohibited. Students who engage in the unauthorized distribution of copyrighted materials may be held in violation of the College's Code of Conduct, and/or liable under Federal and State laws.

Netiquette

The term "Netiquette" refers to the etiquette guidelines for electronic communications, such as e-mail and bulletin board postings. Netiquette covers not only rules to maintain civility in discussions, but also special guidelines unique to the electronic nature of forum messages.

Accommodation Policy

In accordance with the Americans with Disability Act, NICC ensures the accessibility of its programs, classes, and services to students with disabilities. For any questions or to apply for disability services please contact the Accessibility Services Office to set up an appointment, or visit the Accessibility Services website at: <https://www.nicc.edu/academic-support/disability-services/accommodations/> for additional information. Any student eligible for and needing academic accommodations because of a disability is requested to speak with their instructor.

Sally Mallam, M.S.

Director of Accessibility Services

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Statement of Non-Discrimination

It is the policy of Northeast Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights regulations. If you have questions, concerns or to read the full policy at: <https://www.nicc.edu/aboutnicc/nondiscriminationpolicy/>.

Title IX: Confidentiality and Responsible Employee Statement

Northeast Iowa Community College faculty are committed to helping create a safe and open learning environment for all students. If you (or someone you know) have experienced any form of sexual misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and

support are available. The College strongly encourages all members of the community to take action, seek support and report incidents of sexual misconduct to the Title IX Office. Please be aware that under Title IX of the Education Amendments of 1972, I am required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact one of NICC's Counselors (Calmar Campus 844.642.2338, ext. 1378 / Peosta Campus 844.642.2338, ext. 2215). For more information about reporting options and resources visit [Sexual Respect and Title IX](#).

Disclaimer

This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check the Learning Management System (Currently Brightspace) for corrections or updates to the syllabus. Any changes will be clearly noted by your instructor or listed in the course announcements or through NICC email.